



**Trent University
Peterborough and Durham Campuses**

2024 Waste Audit

Prepared For:
Shelley Strain - Sustainability Coordinator
Trent University, Facilities Management
Tel: 705-748-1011 ext. 7157
Email: shelleystrain@trentu.ca

Trent University
1600 West Bank Drive
Peterborough, ON
K9L 0G2

Table of Contents

Executive Summary

1. Introduction
 - 1.1 Purpose and Objectives
 - 1.2 Site Description
2. Scope of Work
3. Sampling Methodology
4. Waste Audit Findings
 - 4.1 Site Tour
 - 4.2 Overall Sample Mass Analysis
 - 4.3 Garbage Sample Composition
 - 4.4 Recycling Sample Composition
 - 4.5 Organics Sample Composition
 - 4.6 Types of Recycling Material in the Garbage and Organics Stream
5. Waste Diversion Programs
6. Performance Metrics
 - 6.1 Waste Diversion Rate
 - 6.2 Capture Rate
7. Year-over-Year Change in Waste Generation
8. Waste Audit Summary and Waste Reduction Work Plan
9. Findings and Conclusions
10. Recommendations
 - 10.1 Improvement to Current Waste Diversion Programs
 - 10.2 Update Bins/Signage
 - 10.3 Promoting Culture
 - 10.4 Continuous Monitoring and Process Improvement

Appendices

- Appendix A: List of Categories
- Appendix B: Annual Data
- Appendix C: Scale Calibration Certificate
- Appendix D: Detailed Sample Composition
- Appendix E: Site Photographs
- Appendix F: Waste Reduction Work Plan

Executive Summary

Trent University -engaged Waste Reduction Group (WRG) to conduct a solid, non-hazardous waste audit in accordance with the Environmental Protection Act, O. Reg. 102/94: Waste Audits and Waste Reduction Work Plans, and O. Reg. 103/94: Industrial, Commercial, and Institutional Source Separation Program. The audit was conducted for its two campuses located in Peterborough and Oshawa, Ontario. Waste materials collected for the audit were labelled to indicate building and functional area, including office areas, public areas, classrooms, washrooms, food service areas, dining areas and complex labs.

The objectives of the audit were to determine the waste composition of the garbage stream by point of origin, quantify the estimated 2024 annual waste generation for Trent University using the annual data provided and audit data, determine the waste diversion and capture rates, identify additional opportunities for waste reduction and diversion, and address any specific concerns identified during the study.

The scope of the waste audit included collecting representative samples of the garbage, recycling and organics streams from various functional areas of the site.

Findings and Conclusions

The conclusions discussed below are based on the findings of the waste audit. It should be noted that the conclusions and recommendations presented in this report are based on the waste audit sample results, which are considered representative of the annual quantities reported in this document. The estimates in this report do not account for fluctuations in daily waste quantities.

Sample Composition

- **Recycling had the highest sample mass at 44.72%**, followed by garbage (29.87%), and organics (25.42%).
- Overall, mixed paper, organics, paper towels/compostable fibres, and Boxboard and cardboard material categories generated the most waste, accounting for approximately 68.97% of the total sample.

Composition by waste stream

- **Garbage Stream** – A total of 215.21 kg of garbage was collected and sorted across both campuses during the audit. The majority originated from the Peterborough campus, contributing 178.36 kg (24.75%), while the Durham campus generated 36.85 kg (5.11%).
 - Paper towels/compostable fibres accounted for the highest proportion of the total garbage sample at 23.21%, followed by boxboard and cardboard at 17.69%, and mixed paper (fine paper, kraft paper, and newspaper) at 13.75%.
- **Recycling Stream** – A total of 321.84 kg of recyclable material was collected and sorted across both campuses during the audit. The majority originated from the Peterborough campus, which contributed 320.91 kg (44.59%) of the total recycling sample.
 - Mixed paper (fine, kraft, newspaper) accounted for the highest proportion of the total recycling sample at 38.94%, followed by Other Recyclable plastics (#2, 5, 3, 4, 7) at 11.45%, and boxboard and cardboard at 10.75%.

- **Organics Stream** – A total of 183.15 kg of organics was collected and sorted during the audit. The largest portion originated from the Peterborough Campus, accounting for 154.02 kg (21.37%) of the total sample
 - Organics – food waste accounted for the highest proportion of the total organics sample at 67.74%, followed by paper towels/compostable fibres at 23.87%, and mixed paper (fine, kraft, newspaper) at 3.07%.
- **Trent University's garbage and organic streams consisted of 37.16% mandatory recyclables, 43.76% other recyclables, and 19.08% Other Non-Recyclable materials.**
 - The Peterborough campus generated the highest proportion of mandatory recyclables at 36.03%, whereas the Durham campus had the highest proportions of other recyclables at 47.62% and non-recyclables at 21.28%.

It is estimated that in 2024, Trent University generated a total of approximately 1,788.45 MT of waste based on the annual data provided.

The waste audit findings indicate that the Waste Diversion Rate for the University stands at 82.26%, based on an estimated annual waste generation of 1,788.45 MT, with 1,471.16 MT diverted from landfill through existing 3Rs programs. This reflects a 0.85% increase from the 2023 diversion rate of 81.41%.

The overall Capture Rate was found to be 83.68% based on a total diverted quantity of 1,394.89 MT and a total potential divertible quantity of 1,666.92 MT. This represents a 0.16% increase from the 2023 capture rate of 83.52%.

Recommendations

Improving the following existing diversion programs could improve waste diversion and capture rates.

Peterborough Campus:

- **Boxboard and Cardboard - 54.09 MT** of material is estimated to be generated annually through the garbage stream. Diverting this material through the existing co-mingled recycling program or cardboard diversion programs **would increase the waste diversion rate by up to 3.1%** based on current waste quantities generated at the Site.
- **Mixed Paper (Fine, Kraft, Newspaper) —42.99 MT** of material is estimated to be generated annually through the garbage stream. Diverting this material through the existing mixed paper diversion program could **increase the waste diversion rate to 2.5%** based on current waste quantities at the Site.
- **Aluminum - 6.14 MT** of material is estimated to be generated annually through the waste stream. Diverting this quantity through the existing mixed recycling diversion program could **increase the waste diversion rate to 0.34%** based on current waste quantities at the Site.
- **Paper Towels - 73.47 MT** of paper towels are estimated to be generated through garbage streams. The City of Peterborough accepts paper towels in the organic streams. Diverting this material through the existing organics stream **could**

increase the waste diversion rate up to 4.2% based on current waste quantities generated at the Site.

- **Organics— 32.22 MT** of organics are estimated to be generated through garbage streams. Based on current waste quantities at the site, diverting this material through the existing organics stream **could increase the waste diversion rate to 1.8%**.

Durham Campus:

- **Organics (food waste) – 1.23 MT** of organics (food scraps) were found in the garbage and recycling stream. Improve the diversion of organic waste by strategically placing organics collection bins (for food waste) in key areas beyond the kitchen, including the cafeteria, staff rooms, hallways, and other locations where organic waste is generated.
- **Paper Towels/Compostable fibres – 1.15 MT** of paper towels/compostable fibres are estimated to be generated through garbage. Implement dedicated collection bins for this material in key areas such as washrooms, cafeterias, staff rooms, hallways, and other locations where this type of waste is commonly generated.

Redirecting these materials to the appropriate organics stream would increase the diversion rate (50.68%) by 2%, improving overall diversion performance.

- **Recycling (mixed paper and containers) —4.67 MT** of mixed recycling materials were found in the garbage stream, accounting for approximately 51.67% of the total sample. To address this issue, it is recommended that the existing recycling program be strengthened by implementing designated and multi-stream bins. Improving this diversion program could increase the diversion rate by 4%.

Update signage/bins:

- Providing clear signage with pictures/graphics to help staff and students identify opportunities for proper disposal at the source should improve capture rates. This can include signage with pictures to help staff identify their waste. Dedicated receptacles as part of a collection program should be made available at each disposal location to help staff and students dispose of their waste accordingly at the source and include colour coordination to identify the type of waste (i.e., green for organics/compost, blue for recycling, black for garbage). Receptacles should be sized accordingly based on the type of activity or use.

Promoting Culture:

- Establish a committee that oversees waste reduction and sustainability and promotes a culture of waste diversion. While promoting sustainable and environmental days in 2024-2025.
- Educate students and staff on the importance of waste diversion and communicate the corporate goals for waste diversion and sustainability.
- Create a positive message around the benefits of waste diversion and the individual's role.

Continuous Monitoring and Improvement:

- Continuing to track year-over-year changes in waste diversion, capture rates and communicate progress to staff to encourage further participation/engagement from staff.

1. Introduction

Trent University retained Waste Reduction Group (“WRG”) to conduct a solid, non-hazardous waste audit for its two campuses located at 1600 West Bank Drive in Peterborough, Ontario and 55 Thornton Road South, Oshawa, ON, L1J 5Y1. The waste audit examined representative samples of waste from different areas on the campuses over a four (4) day period in December 2024. The goal of the waste audit was to gain an understanding of the quantities and composition of solid nonhazardous wastes generated at the educational institution. The audit complied with the Environmental Protection Act, O. Reg. 102/94: Waste Audits and Waste Reduction Work Plans, and O. Reg. 103/94: Industrial, Commercial, and Institutional Source Separation Program.

Under O. Reg. 102/94, the Site qualifies as an Educational Institution and is therefore subject to the regulation, which is in place to encourage businesses to reduce the amount of waste they produce, reuse whatever they can, and recycle the rest. O. Reg. 102/94 requires, at a minimum, that industrial, commercial, and institutional entities meet the following requirements:

- I. Conduct the waste audit;
- II. Develop a waste reduction plan;
- III. Implement the waste reduction plan; and
- IV. Update and implement the waste audit and waste work plan, annually.

1.1 Purpose and Objectives

The waste audit was conducted to ensure compliance with Ontario Regulation 102/94 – Waste Audits and Waste Reduction Work Plans, Part X. This regulation mandates that Educational Institutions with more than 350 students enrolled at any time during the calendar year must implement a source separation program for waste generated by their operations. The audit aimed to assess the waste generated at the site, develop and implement an annual waste reduction work plan, and verify compliance with Ontario Regulation 103/94 – Industrial, Commercial, and Institutional (IC&I) Source Separation Programs.

The objectives are as follows:

- Determine the waste composition of garbage, recycling, and organics by point of origin for Trent University Peterborough and Durham campuses.
- Quantify the estimated annual waste generation using the 2024 annual data provided by Trent University and the data captured during the waste audit.
- Determine the waste diversion and capture rates.
- Identify additional opportunities for waste reduction and diversion.
- Address any specific concerns identified during the study.

1.2 Site Description

The facilities located at 1600 West Bank Drive in Peterborough and 55 Thornton Road South, Oshawa, are Trent University campuses, serving approximately 13,800 full-time and part-time

students. The university offers a range of undergraduate and graduate programs, featuring academic buildings, student residences, administrative offices, and shared public spaces. Waste collection within the facility was organized by waste streams, reflecting distinct locations where waste was generated. The Site is considered to apply to O. Reg. 103/94 – Educational Institutions.

2. Scope of Work

To meet the objectives outlined above, the following activities were undertaken by WRG:

- Collected a total of forty-four (44) samples of the garbage, organics, and recycling streams from December 3rd to December 6th, 2024:
 - Thirty (30) representative samples across the 7 buildings at Peterborough campus:
 - DNA Buildings and Life & Health Sciences Complex (DNA Building)
 - Enwayaang College and dining hall
 - Julian Blackburn Hall (Blackburn)
 - Lady Eaton College (LEC) and dining hall
 - Otonabee College – Academics, Dining Hall and Residence
 - Student Centre
 - Athletics Building
 - Fourteen (14) representative samples audited on December 6th from the 2 buildings at the Durham campus:
 - Advanced Learning Centre (ALC)
 - B Building (DRB)

These samples represent waste generated by all staff and students during the site's operational activities.

- Sorted samples into predetermined categories as set out by WRG (detailed in Appendix A: List of Categories)
- Determined the total quantity of waste diverted from the landfill through an estimated projection based on the annual data provided.
- Conducted a site tour accompanied by Trent University personnel and interviewed staff to obtain information on existing waste diversion practices.
- Completed a waste audit report summarizing the audit findings and provided recommendations for increased waste diversion efficiency.

3. Sampling Methodology

Samples from the garbage, recycling and organics waste streams were collected from December 3rd to December 6th, 2024, to determine the composition of the waste streams. These samples were obtained from various generation areas within the Site over a 24-hour period.

Qualified WRG staff sorted the materials using containers to keep them separate. Waste was sorted into individual material categories and weighed using a calibrated scale (Appendix C: Scale Calibration Certificate). It was then re-bagged and disposed of in an appropriate waste container. Qualitative observations were also conducted by taking photographs of each material category

and waste bins, conducting an on-site tour of the building, and noting information about the waste management systems on the Site.

4. Waste Audit Findings

The following results observed for the Trent University – Peterborough and Durham Campus overall are presented in Table 1. The sample comprised a total of 720.6 kg of waste materials collected and sorted during the waste audit. Approximately 44.72% of the sample originated from recycling, 29.87% from garbage, and 25.42% from organics. The following sections provide an analysis of each waste stream sample.

Table 1: Breakdown of Sample Mass by Collection Stream and Sample Location (kg, %)

Sampled Stream Building	Garbage		Organics		Recycling		Total	
	kg	%	kg	%	kg	%	kg	%
Peterborough	178.36	24.75%	154.02	21.37%	320.91	44.59%	653.69	90.71%
DNA	7.46	1.04%	7.11	0.99%	115.46	16.02%	130.03	18.04%
Lady Eaton/Dining Hall	9.44	1.31%	40.28	5.59%	45.38	6.30%	95.1	13.20%
Otonabee Dining Hall	14.13	1.96%	32.66	4.53%	36.57	5.07%	83.36	11.57%
Otonabee Resident	40.23	5.58%	3.88	0.54%	32.65	4.53%	76.76	10.65%
Student Centre	18.28	2.54%	21.58	2.99%	29.6	4.11%	69.46	9.64%
Enwayaang	22.16	3.08%	36.09	5.01%	10.44	1.45%	68.69	9.53%
Blackburn	24.34	3.38%	5.14	0.71%	21.52	2.99%	51.00	7.08%
Athletics	24.46	3.39%	0.92	0.13%	15.59	2.16%	40.97	5.69%
Otonabee Building	17.86	2.48%	6.36	0.88%	14.1	1.96%	38.32	5.32%
Durham	36.85	5.11%	29.13	4.04%	0.93	0.13%	66.91	9.29%
Unlabelled	4.58	0.64%	26.23	3.64%	0.45	0.06%	31.26	4.34%
Advanced Learning Centre (ALC)	21.26	2.95%	0	0.00%	0.48	0.07%	21.74	3.02%
B Building (DRB)	11.01	1.53%	2.90	0.40%	0.00	0.00%	13.91	1.93%
Total	215.21	29.87%	183.15	25.42%	321.84	44.72%	720.60	100.00%

- The Peterborough campus recorded the highest total sample mass at 653.69 kg, with the recycling stream comprising the most significant share at 44.59% of the total. In comparison, the Durham campus generated a total of 66.91 kg, with the garbage stream representing the highest proportion at 5.11% of the overall sample.
- Within Peterborough, the DNA building recorded the highest individual sample mass at 130.03 kg, accounting for 18.04% of the total sample. At the Durham campus, the most significant contribution came from unlabelled bags, representing 4.34% of the total sample mass.
- The Otonabee Residence at Peterborough generated the highest mass of garbage waste, totalling 40.23 kg, or 5.58% of the total sample.
- The Lady Eaton Centre produced the highest organic waste sample, amounting to 40.28 kg, also representing 5.59% of the total.
- The DNA building contributed the highest recycling waste sample, at 115.46 kg, which constitutes 16.03% of the total sample mass.

4.1 Site Tour

During the Site tour at both locations, the following observations were made by WRG representatives:

- Three-stream containers were observed throughout the building and included:
 - Landfill waste
 - Recycling, and
 - Organics
- Adequate and clear signage was observed throughout the Site to encourage proper disposal at the source and signage to promote the culture of environmental sustainability.
- Cell phone/printer cartridge/battery disposal receptacles were observed in areas of the Site.
- Reusable cutlery was available for public use to reduce disposable take-out waste.
- Eco-tray receptacles were observed and were labelled with clear signage to discourage contamination.
- Donation bins were observed in various locations throughout the Site.
- Water bottle refill stations were observed throughout the buildings to encourage students and staff to reduce waste from single-use containers.

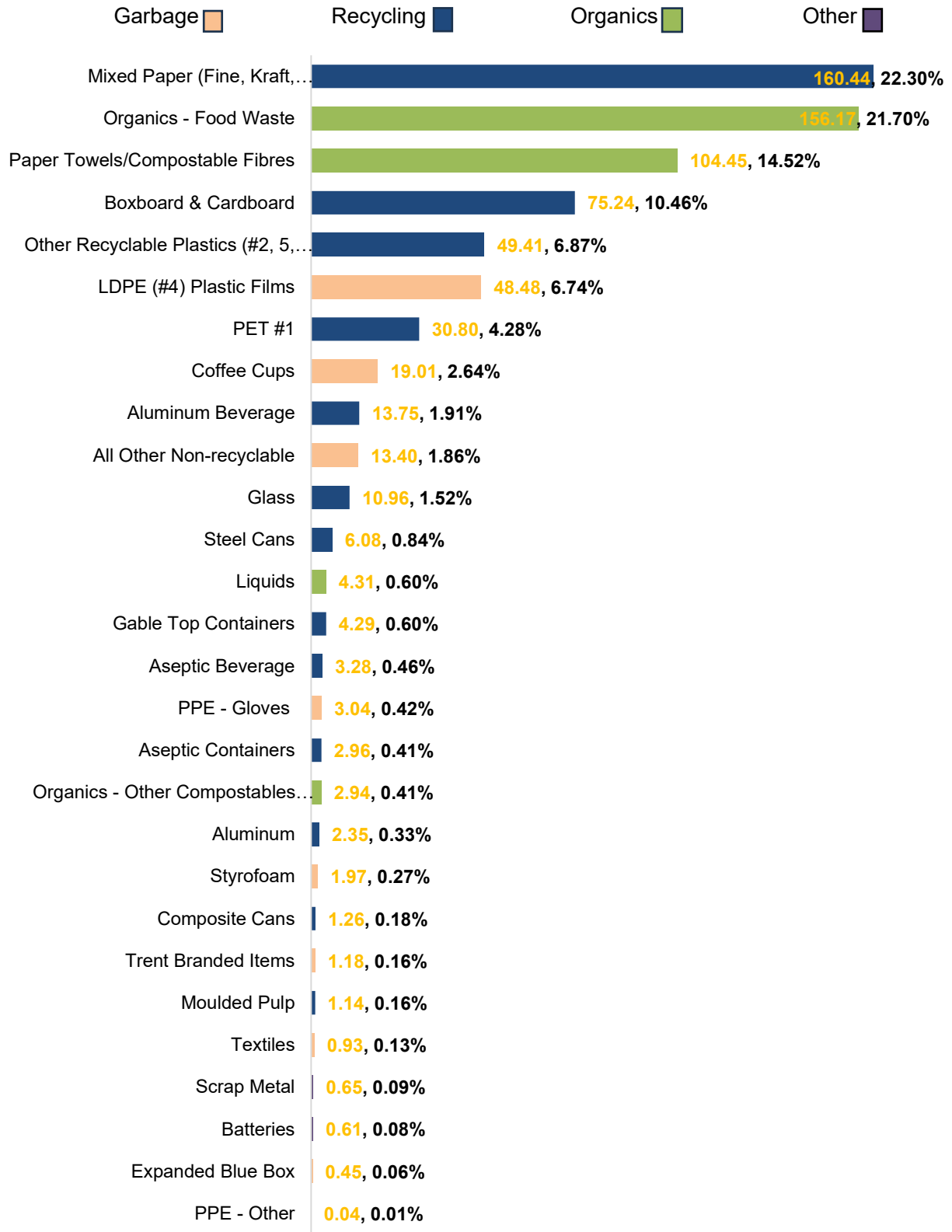
4.2 Overall Sample Mass Analysis

Based on the audit findings, the materials contributing the highest mass (kg) from the audited waste streams at both the Peterborough and Durham locations are summarized below.

Overall, mixed paper, organics, paper towels/compostable fibres, and Boxboard and cardboard material categories generated the most waste, accounting for approximately 68.97% of the total sample. The remaining 31.03% were derived from other material categories.

The non-recyclable materials included cutlery, sanitary items, chip plastics, coffee cups, textiles, Trent-branded items, Styrofoam, and Personal Protective Equipment (PPE) such as facemasks and gloves. The following categories were not found in the audit and weighed 0 kg: diapers, scrap wood, lightbulbs, electronic waste, and printer toners. (Figure 1).

Figure 1: Overall Sample Weight and % by Material Category



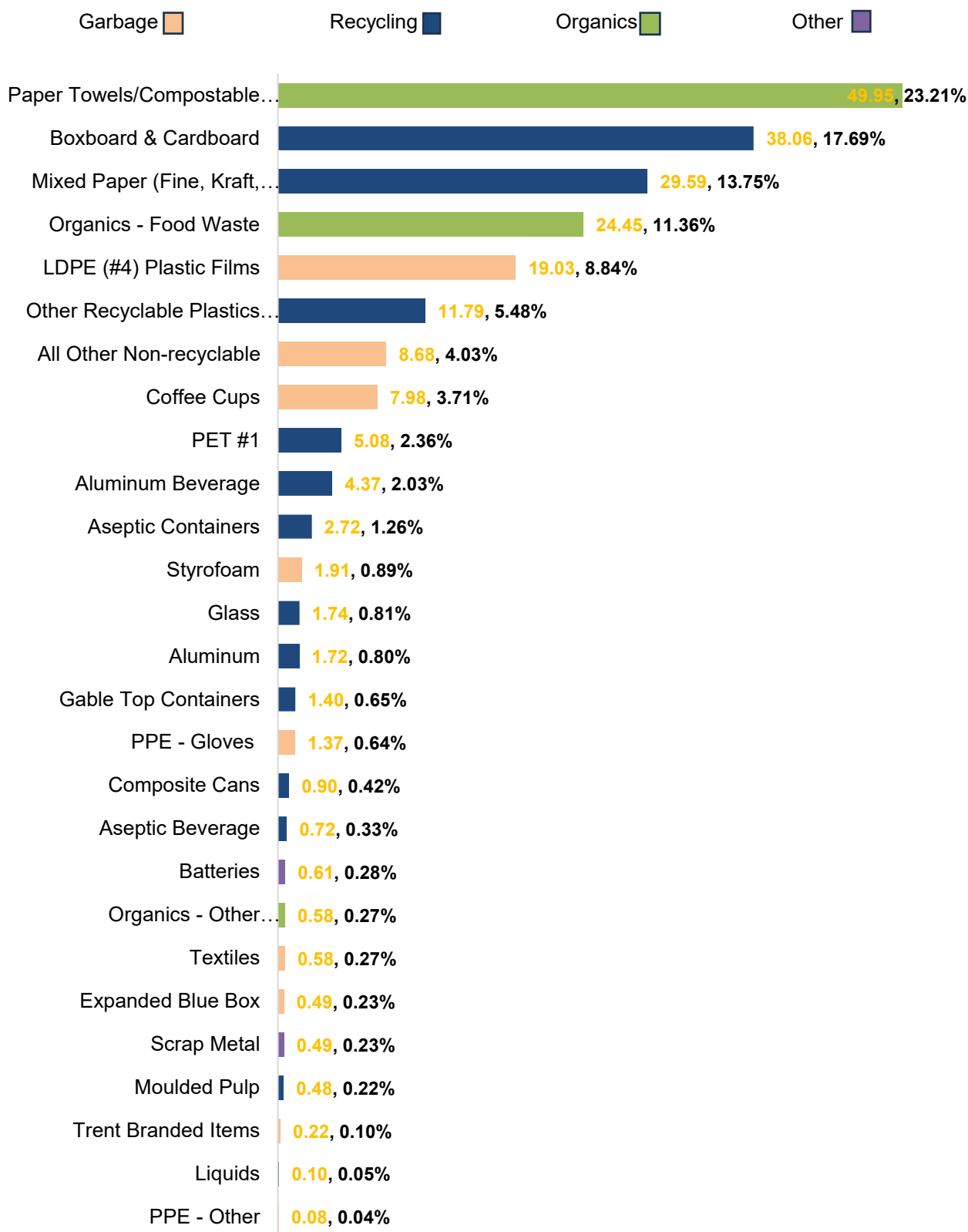
4.3 Garbage Sample Composition

A total of 215.21 kg of garbage was collected and sorted across both campuses during the audit, accounting for 29.87% of the overall sample mass. The majority originated from the Peterborough campus, contributing 178.36 kg (24.75%), while the Durham campus generated 36.85 kg (5.11%). A detailed breakdown of the garbage sample by material category and campus is presented in Table 2, and the overall composition of the combined garbage is illustrated in Figure 2.

Table 2. Garbage Stream Composition by Campus

Materials	Peterborough Campus	Durham Campus	Overall University
Paper Towels/Compostable Fibres	25.40%	12.59%	23.21%
Boxboard & Cardboard	18.70%	12.75%	17.69%
Mixed Paper (Fine, Kraft, Newspaper)	14.86%	8.36%	13.75%
Organics - Food Waste	11.14%	12.43%	11.36%
LDPE (#4) Plastic Films	8.74%	9.37%	8.84%
Other Recyclable Plastics (#2, 5, 3, 4, 7)	4.57%	9.77%	5.48%
All Other Non-recyclable	4.22%	3.07%	4.03%
Coffee Cups	3.16%	6.35%	3.71%
PET #1	1.53%	6.35%	2.36%
Aluminum Beverage	1.68%	3.69%	2.03%
Aseptic Containers	1.18%	1.63%	1.26%
Styrofoam	1.00%	0.27%	0.89%
Glass	0.30%	3.20%	0.81%
Aluminum	0.43%	2.55%	0.80%
Gable Top Containers	0.60%	0.87%	0.65%
PPE - Gloves	0.63%	0.65%	0.64%
Composite Cans	0.32%	0.87%	0.42%
Aseptic Beverage	1.68%	0.87%	0.33%
Batteries	0.34%	--	0.28%
Organics - Other Compostables (serving ware and napkins)	0.03%	1.41%	0.27%
Textiles	0.32%	--	0.27%
Scrap Metal	0.26%	--	0.23%
Expanded Blue Box	0.02%	1.22%	0.23%
Moulded Pulp	0.11%	0.76%	0.22%
Trent Branded Items	--	0.60%	0.10%
Liquids	--	0.27%	0.05%
PPE - Other	0.02%	0.11%	0.04%
Total	100%	100%	100%

Figure 2: Overall Garbage Sample Composition by Material (in % of sample by mass)



Notable observations:

- Overall, **paper towels/compostable fibres** accounted for the highest proportion of the total garbage sample at 23.21%, followed by **boxboard and cardboard** at 17.69%, and **mixed paper (fine paper, kraft paper, and newspaper)** at 13.75%.

Peterborough:

- Paper towels/compostable fibres had the highest material sample mass (25.40%), followed by boxboard and cardboard (18.70%), and Mixed paper (14.86%) (Table 2).
- Recyclables were the most prominent material within the sample and amounted to approximately 85 kg within the overall sample.
- Organics - Paper towels had the highest material sample mass (45.31 kg) followed by recycling - boxboard and cardboard (33.36 kg).
- Otonabee Residence recorded the highest sample mass among all buildings, with 40.23 kg, representing 6.16% of the overall sample mass. In contrast, both Lady Eaton Dining Hall and the DNA building had the lowest sample masses, each contributing 1.14% of the total.

Durham:

- The garbage sample was primarily composed of Boxboard and Cardboard, which accounted for 12.75% (4.70 kg) of the total weight, followed by Paper towels/compostable fibres (12.59%), and organics – food waste (12.43%). The remaining portion consisted mainly of Other Recyclable plastics (#2, 5, 3, 4, 7), LDPE #4 plastic films, Mixed paper, Coffee cups, PET #1, Aluminum beverage containers, glass and Other Non-recyclables.
- Recyclables were the most prominent material within the sample and amounted to approximately 20 kg within the overall sample.
- Recycling - boxboard and cardboard had the highest material sample mass (4.70 kg), followed by Organics - Paper towels (4.64 kg).
- The largest portion originated from the ALC Building, accounting for 21.26 kg (57.69%) of the total garbage sample.

4.4 Recycling Sample Composition

A total of 321.84 kg of recyclable material was collected and sorted across both campuses during the audit, representing 44.72% of the overall sample mass. The majority originated from the Peterborough campus, which contributed 320.91 kg (44.59%) of the total recycling sample. In contrast, the Durham campus contributed only 0.93 kg, representing 0.13% of the total sample.

A detailed breakdown of the recycling sample by material category and campus is presented in Table 3 and illustrated in Figure 3.

Table 3: Recycling Stream Composition by Campus

Materials	Peterborough Campus	Durham Campus	Overall University
Mixed Paper (Fine, Kraft, Newspaper)	39.02%	--	38.94%
Other Recyclable Plastics (#2, 5, 3, 4, 7)	11.47%	--	11.45%
Boxboard & Cardboard	10.77%	--	10.75%
LDPE (#4) Plastic Films	8.64%	--	8.62%
PET #1	7.95%	21.51%	7.99%
Paper Towels/Compostable Fibres	3.31%	16.13%	3.35%
Coffee Cups	2.97%	10.75%	3.00%
Glass	2.87%	--	2.87%
Aluminum Beverage	2.59%	3.23%	2.60%
Organics – Food Waste	2.37%	3.23%	2.38%
Steel Cans	1.88%	--	1.88%
All Other Non-recyclable	1.47%	--	1.47%
Liquids	1.29%	--	1.28%
Gable Top Containers	0.90%	--	0.90%
Aseptic Beverage	0.80%	--	0.80%
PPE – Gloves	0.48%	--	0.48%
Trent Branded Items	0.29%	--	0.29%
Moulded Pulp	0.07%	45.16%	0.21%
Organics – Other Compostables (serving ware and napkins)	0.20%	--	0.20%
Aluminum	0.14%	--	0.14%
Composite Cans	0.11%	--	0.11%
Textiles	0.11%	--	0.11%
Scrap Wood	0.08%	--	0.08%
Aseptic Containers	0.07%	--	0.07%
Scrap Metal	0.05%	--	0.05%
Total	100%	100%	100%

Notable observations:

- Overall, **mixed paper (fine, kraft, newspaper)** accounted for the highest proportion of the total recycling sample at 38.94%, followed by **Other Recyclable plastics (#2, 5, 3, 4, 7)** at 11.45%, and **boxboard and cardboard** at 10.75%.

Peterborough:

- Mixed paper had the highest material sample mass (39.02%), followed by other plastics (36.80%) and Boxboard and Cardboard (10.77%).
- Recyclables were more prominent within the sample and amounted to approximately 220 kg within the overall sample.
- DNA building had the highest sample mass of all buildings (~35%) along with Otonabee Residence and Dining Hall (~20%). With the lowest sample mass coming from the Enwayaang Dining Hall samples.

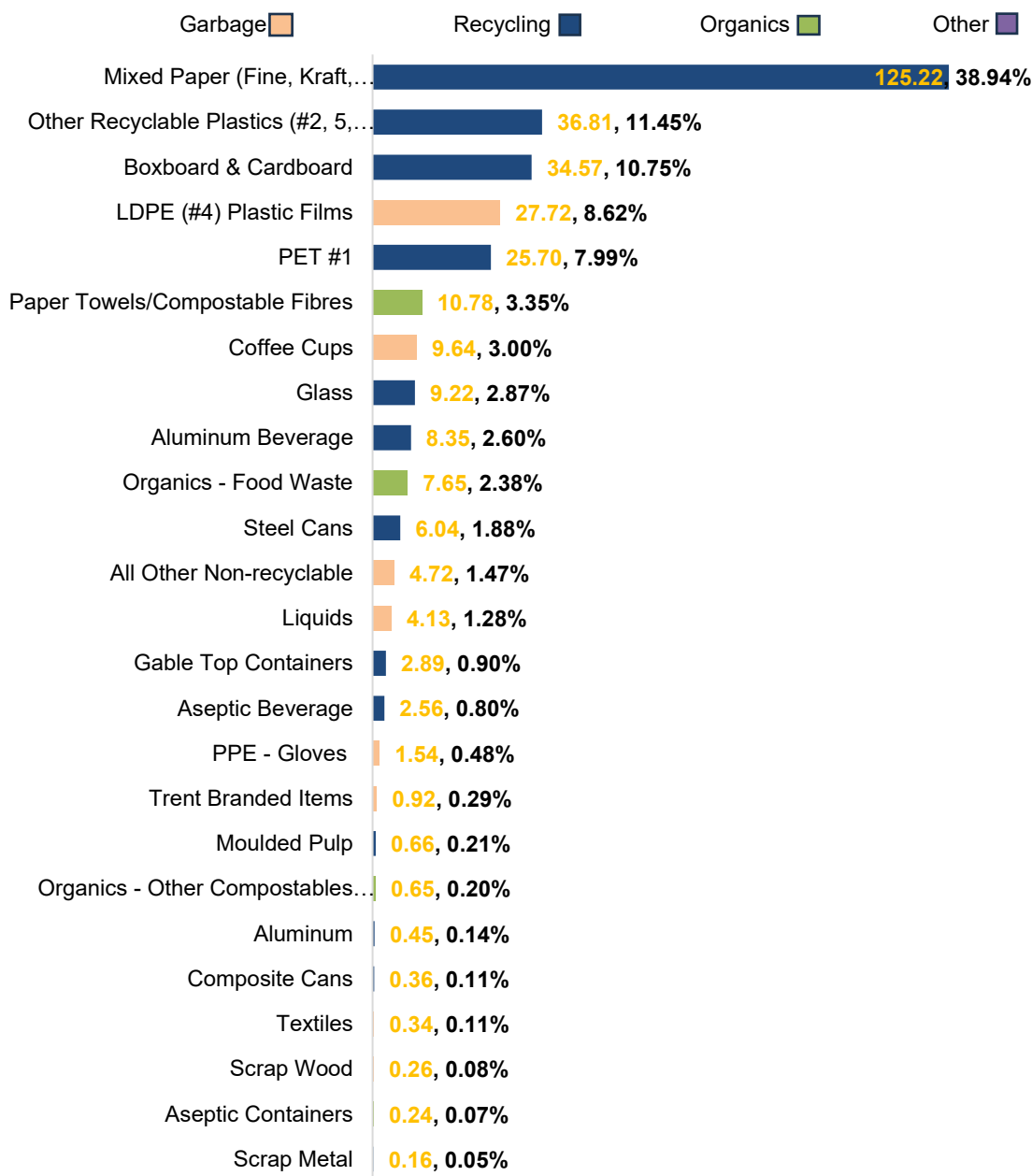
Durham:

- Moulded pulp was the highest material category generated, accounting for approximately 45.16% of the total sample, followed by PET#1 (21.51%), and paper towels/compostable fibres (16.13%). The remaining 17.20% were derived from the remaining material categories (coffee cups, organics – food waste, and aluminum beverage containers).

- Recyclables were the most prominent material within the sample and amounted to approximately 0.65 kg within the overall sample.
- The office and washroom area from the ALC building had the highest sample mass (0.48 kg), the rest of the samples were unlabelled bags.

The figure below represents the overall composition of the recycling sample by material type, combining data from both the Peterborough and Durham campuses.

Figure 3: Recycling Sample Composition by Material (in % of sample by mass)



4.5 Organics Sample Composition

A total of 183.15 kg of organics was collected and sorted during the audit, representing 25.42% of the overall sample mass. The largest portion originated from the Peterborough Campus, accounting for 154.02 kg (21.37%) of the total sample (Table 1). A detailed breakdown of the sample by material category and campus is presented in Table 4 and Figure 4.

Table 4: Organics Stream Composition by Campus

Materials	Peterborough Campus	Durham Campus	Overall University
Organics - Food Waste	64.41%	85.34%	67.74%
Paper Towels/Compostable Fibres	26.31%	10.99%	23.87%
Mixed Paper (Fine, Kraft, Newspaper)	3.64%	0.10%	3.07%
Boxboard & Cardboard	1.59%	0.55%	1.43%
LDPE (#4) Plastic Films	0.76%	1.92%	0.94%
Organics - Other Compostables (serving ware and napkins)	1.11%	--	0.93%
Coffee Cups	0.91%	--	0.76%
Aluminum Beverage	0.58%	0.48%	0.56%
Other Recyclable Plastics (#2, 5, 3, 4, 7)	0.53%	0.00%	0.44%
Aluminum	0.08%	0.21%	0.10%
PPE - Gloves	0.08%	--	0.07%
Liquids	--	0.27%	0.04%
PET #1	--	0.14%	0.02%
Textiles	0.01%	--	0.01%
Total	100.00%	100.00%	100.00%

Notable observations:

- Overall, **organics – food waste** accounted for the highest proportion of the total organics sample at 67.74%, followed by **paper towels/compostable fibres** at 23.87%, and **mixed paper (fine, kraft, newspaper)** at 3.07%.

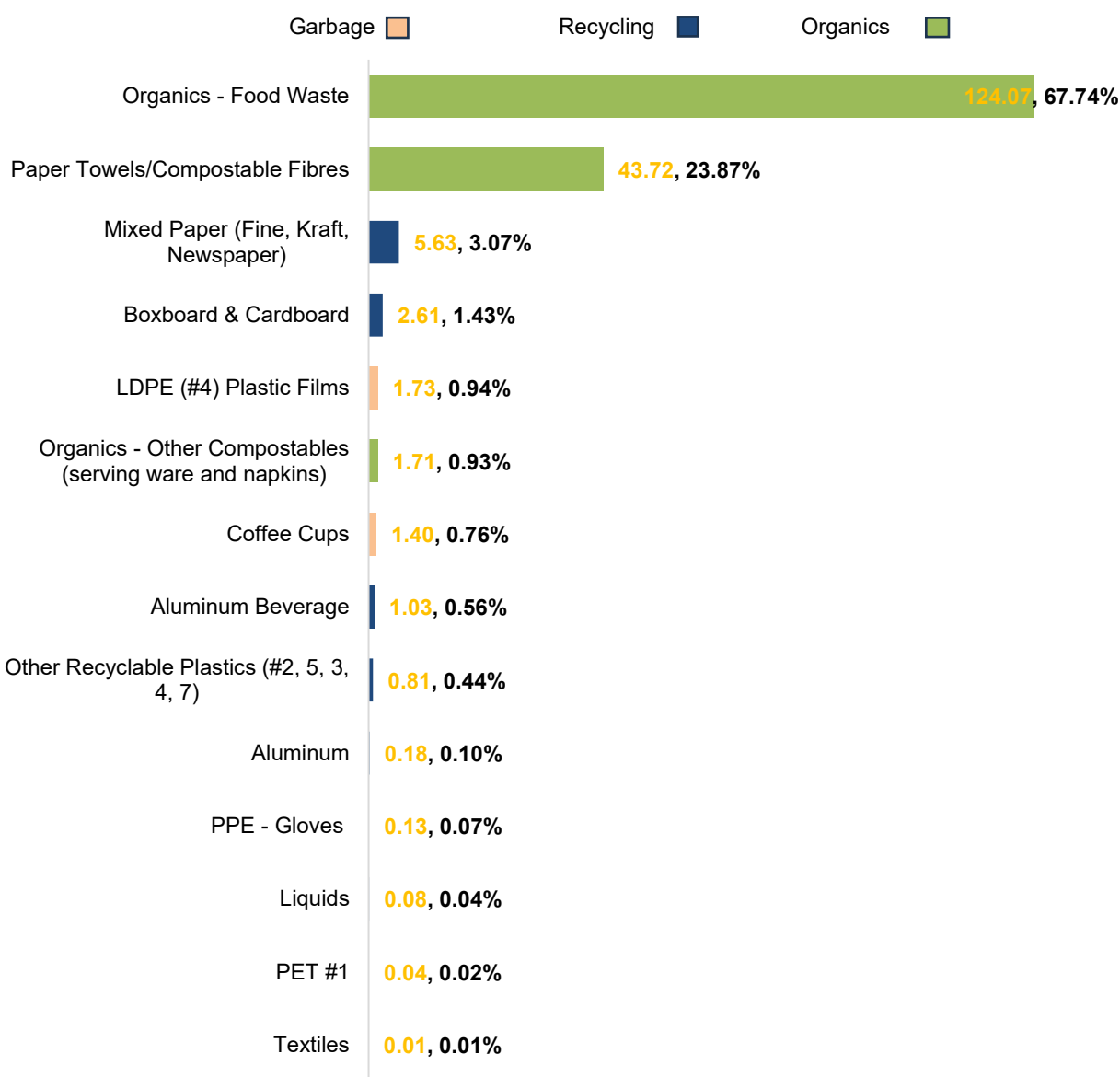
Peterborough:

- Organics (food waste) had the highest material sample mass (64.41%), followed by paper towels/compostable fibres (26.31%).
- Organic materials were the most prominent within the sample and amounted to approximately 140 kg within the overall sample.
- Recycling -mixed paper (5.60 kg) and recycling - boxboard were also found in high amounts within the overall sample.
- Lady Eaton Dining Hall had the highest sample mass of all buildings (~23%), along with Otonabee Dining Hall (~21%). With the lowest sample mass coming from the Otonabee Residence, Blackburn, the DNA building and the Otonabee buildings.

Durham:

- Organics – Food waste was the highest material category generated, accounting for approximately 85.34% of the total sample, followed by paper towels/compostable fibres (10.99%), and LDPE #4 plastic films (1.92%). The remaining 1.75% were derived from the remaining material categories (Boxboard and cardboard, aluminum beverage containers, liquids, aluminum, PET #1, Mixed paper)
- Organics in general were the most prominent material within the sample and amounted to approximately 28.06 kg within the overall sample.
- Unlabelled bags had the highest sample mass (25.16 kg); the rest of the sample corresponded to the DRB 1st Floor area.

Figure 4: Organics Sample Composition by Material (in % of sample by mass)



4.6 Types of Recycling Material in the Garbage and Organics Stream

The garbage and organics waste sample composition analysis identified mandatory Recyclables and Other Recyclables in the waste stream. The overall sample consisted of 37.16% Mandatory Recyclables, 43.76% Other Recyclables, and 19.08% Other Non-Recyclable material (Figure 5). Below is a description of the categories.

Mandatory Recyclables

O. Reg. 103/94 mandates that Educational Institutions with more than 350 students enrolled during the calendar year must implement a source separation program for waste generated by their operations. As part of this compliance, the establishment is required to implement a source separation program for the following materials, at a minimum:

- Aluminum food or beverage cans (including cans made primarily of aluminum);
- Cardboard (corrugated);
- Fine paper;
- Glass bottles and jars for food or beverages;
- Newsprint;
- Steel food or beverage cans (including cans made primarily of steel).

Other Recyclables

Includes the following materials:

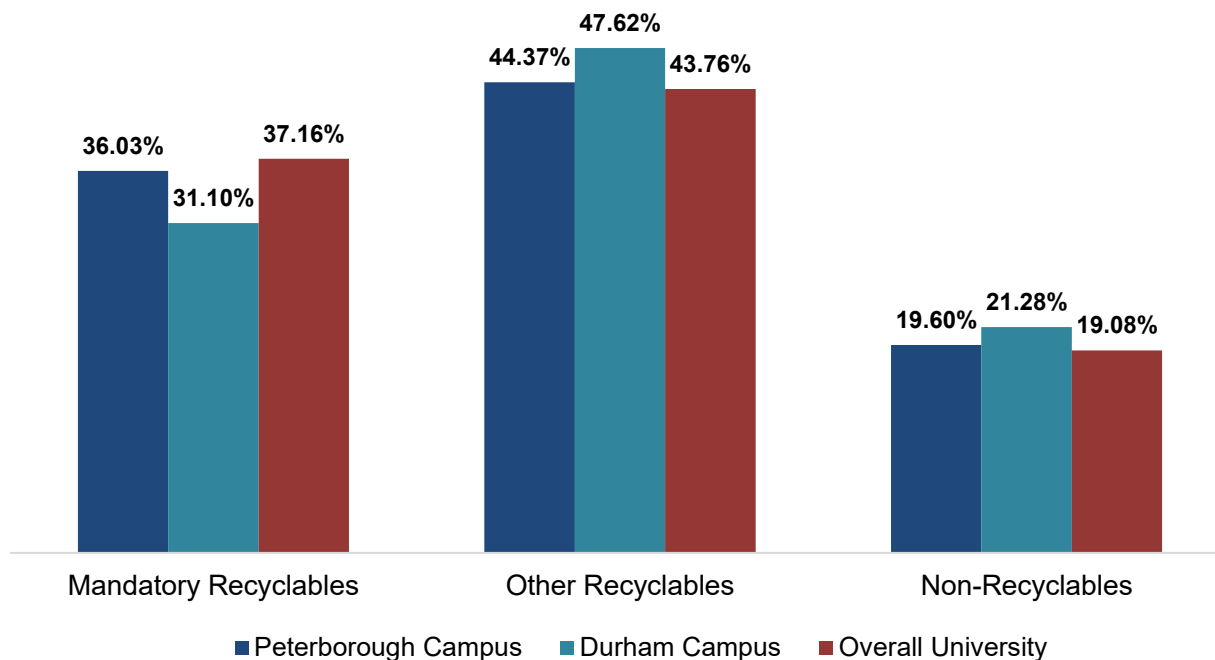
- | | |
|--|--------------------|
| ● PET #1 | ● Moulded pulp |
| ● Other Recyclable Plastics (#2, 5, 3, 4, 7) | ● Kraft paper |
| ● Gable top containers | ● Organics |
| ● Aseptic containers | ● Paper towels |
| ● Boxboard | ● Electronic waste |
| ● Composite cans | ● Batteries |

Other (Non-Recyclables)

Includes all other non-recyclable materials.

The mandatory recyclables, other recyclables, and non-recyclables are analyzed below.

Figure 5: Overall University (red) Composition of Waste Stream by Mandatory Source-Separated Waste vs Non-Mandatory Source-Separated Waste



Based on the composition of mandatory recyclables in the waste stream, the overall estimated quantities generated were calculated and provided in the figure above.

- Across both campuses, Trent University's garbage stream contained 37.16% mandatory recyclables, 43.76% other recyclables, and 19.08% non-recyclables.
- The Peterborough campus generated the highest proportion of mandatory recyclables at 36.03%, whereas the Durham campus had the highest proportions of other recyclables at 47.62% and non-recyclables at 21.28%.

Peterborough:

- Athletics generated the highest ratio of mandatory recyclables (57.73%), followed by Enwayaang (46.75%) and Blackburn (39.98%).
- DNA generated the highest ratio of other non-recyclables with (80.70%) followed by the lowest ratio from Blackburn (5.96%).
- Student Centre generated the highest ratio of other recyclables (57.11%) followed by the lowest ratio from DNA (19.30%).
- The mandatory recyclable materials identified consisted primarily of mixed paper, boxboard and cardboard.

Durham:

- Unlabelled (69.66%) and ALC Basement (50%) areas generated the highest proportions of Mandatory Recyclables.
- In contrast, ALC 2nd Floor (67.39%) and ALC 3rd Floor (56.84%) produced the highest proportions of Other Recyclables.

5. Waste Diversion Programs

As part of the waste audit, WRG staff toured the site (accompanied by the Site staff) to document existing waste disposal systems. They also interviewed the site personnel to understand the existing waste diversion programs and practices.

The following diversion programs exist at Trent University:

- **Co-Mingled/Mixed Containers Recycling** for containers, including glass, plastics and cans, is collected in dedicated receptacles and consolidated in bins for recycling.
- **Mixed Paper & Cardboard Recycling** is collected in dedicated receptacles and is then consolidated by staff into bins for recycling.
- **Organics** are collected in dedicated receptacles and consolidated in green bins for diversion from landfills.
- **Confidential Papers/Fine Paper:** Dedicated receptacles are placed in high-usage areas and collected to divert them from landfills.
- **Scrap wood** is consolidated to be picked up for diversion from the landfill.
- **Scrap metal** is consolidated to be picked up for diversion from the landfill.
- **Industrial Equipment** is consolidated to be picked up for diversion from the landfill.
- **Furniture/Furnishings** is consolidated to be picked up for diversion from the landfill.
- **Wood Skids** are reused onsite.
- **Swap Shop** donation bins are placed around the Site to encourage clothing or furniture donations.
- **Electronic Waste and Batteries** are collected in dedicated receptacles in high-usage areas and diverted from landfills.
- **Oil and Grease** are collected from food service areas across campus and stored in dedicated containers.
- **Fluorescent Bulbs** are collected in dedicated areas for diversion from landfills.
- **Printer Cartridges** are collected and diverted from landfills.
- **Laboratory waste**, such as glass and plastic, is collected for recycling.

Reduction Programs Include:

- Implementation of Eco-Trays in the cafeteria.
- Provision of non-disposable cutlery for reuse
- Milk and cream for coffee/tea are provided in jugs instead of individual packets.
- Academic calendars, mugs, China and/or Eco-Trays for reduction
- Cooking oil, shipping pallets, and/or LCBO kegs for reuse
- LCBO cans and Move-in LDPS recycled

- Provision of water bottle filling stations to reduce single-use plastics.
- Encouraging double-sided printed paper.
- Reusable mug incentive program.
- Meal delivery item reuse program
- Hot drink delivery item reuse program

Table 5 summarizes the current waste diversion programs implemented at Trent University, along with the associated annual quantities for the 2024 calendar year. Photos of the site are provided in Appendix E.

Table 5: Annual Data

Location	Peterborough		Durham		Overall University	
Waste Program	Annual Weight (MT)	Percentage (%)	Annual Weight (MT)	Percentage (%)	Annual Weight (MT)	Percentage (%)
Mixed Recycling	604.66	33.81%	2.70	0.15%	607.36	33.96%
OCC - Cardboard	500.63	27.99%	8.64	0.48%	509.27	28.48%
Garbage	289.21	16.17%	28.08	1.57%	317.29	17.74%
Meal Delivery Cafeteria Reuse	138.88	7.77%	--	--	138.88	7.77%
Organics	60.00	3.35%	17.52	0.98%	77.52	4.33%
Hot Drink Delivery Cafeteria Reuse	33.83	1.89%	--	--	33.83	1.89%
Scrap Wood	30.97	1.73%	--	--	30.97	1.73%
Paper Shredding	19.33	1.08%	--	--	19.33	1.08%
Reused	15.6	0.87%	--	--	15.60	0.87%
Scrap Metal	12.86	0.72%	--	--	12.86	0.72%
Other Recycled	10.31	0.58%	--	--	10.31	0.58%
E-Waste	10.23	0.57%	--	--	10.23	0.57%
Reduced	1.68	0.09%	--	--	1.68	0.09%
Industrial Equipment	1.13	0.06%	--	--	1.13	0.06%
Furniture	0.84	0.05%	--	--	0.84	0.05%
Batteries	0.64	0.04%	--	--	0.64	0.04%
Laboratory Glass	0.68	0.04%	--	--	0.68	0.04%
Laboratory Plastic	0.03	0.002%	--	--	0.03	0.002%
Total	1731.51	96.8%	56.94	3.18%	1788.45	100.00%

In 2024, a total of 1,788.45 MT of waste material was generated by Trent University. The Peterborough campus accounted for the vast majority, generating 1,731.51 MT (96.8% of the

total), while the Durham campus contributed 56.94 MT (3.18%). The largest waste streams by volume were Mixed Recycling and OCC (Old Corrugated Cardboard).

6. Performance Metrics

6.1 Waste Diversion Rate

The waste diversion rate is the percentage of waste materials a facility diverts from landfills due to reducing, reuse and recycling (3Rs) programs versus the total amount of waste generated (3Rs plus landfill waste). The Ministry of the Environment, Conservation and Parks defines the Waste Diversion rate calculation as follows:

$$\text{Waste Diversion Rate} = \frac{\text{Total Waste Diverted (3Rs)}}{\text{Total Waste Generated}} \times 100$$

Where,

Total Waste Diverted (3Rs) = 1,471.16 MT

Total Waste Generated = 1,788.45 MT

$$\text{Waste Diversion Rate} = \frac{1,471.16 \text{ MT}}{1,788.45 \text{ MT}} \times 100$$

Waste Diversion Rate = 82.26%

Trent University's waste diversion rate was calculated to be 82.26% (above the provincial objective of 60%) based on 1,471.16 MT of diverted waste and 1,788.45 MT of total waste generated.

6.2 Capture Rate

The capture rate represents the proportion of divertible waste materials that are successfully diverted from disposal, compared to the total amount of divertible waste generated. It serves as a key indicator of the effectiveness of existing recycling programs. Annual waste generation data was collected from Trent University to determine the annual quantities of waste generated yearly.

The Recycling Council of Ontario defines the Capture Rate calculation as follows:

$$\text{Capture rate} = \left[\frac{\text{Total Divertible Material Captured (3Rs)}}{\text{(Total Divertible Material Generated)}} \right] \times 100\%$$

The overall capture rate across all waste streams was 83.68%, indicating that the majority of recoverable materials were appropriately sorted and diverted into their designated streams. However, batteries showed a particularly low capture rate, falling below 40%, while organics achieved a moderate rate of 50%. In contrast, high capture rates were recorded for cardboard (91.25%), scrap metals (94.34%), and mixed recycling (83.49%). All remaining waste collection streams reached a 100% capture rate, reflecting effective diversion practices in those categories.

Table 6: Capture Rate

Divertible Material	Peterborough Campus			Durham Campus			Overall University		
	Diverted (MT)	Generated (MT)	Capture Rate (%)	Diverted (MT)	Generated (MT)	Capture Rate (%)	Total Diverted (MT)	Total Generated (MT)	Capture Rate (%)
Cardboard	567.83	621.92	91.30%	8.64	9.81	88.07%	576.47	631.73	91.25%
Mixed recycling (Mixed paper and containers)	438.91	522.73	83.96%	2.70	6.21	43.48%	441.61	528.94	83.49%
Organics	91.78	197.89	46.38%	17.52	19.92	87.95%	109.30	217.81	50.18%
Meal Delivery Cafeteria Reuse	138.88	154.52	89.88%	--	--	--	138.88	154.52	89.88%
Hot Drink Delivery Cafeteria Reuse	33.83	37.34	90.60%	--	--	--	33.83	37.34	90.60%
Scrap Woods	31.47	31.47	100.00%	--	--	--	31.47	31.47	100.00%
Paper Shredding	19.33	19.33	100.00%	--	--	--	19.33	19.33	100.00%
Other	17.28	17.28	100.00%	--	--	--	17.28	17.28	100.00%
Scrap Metals	13.17	13.96	94.34%	--	--	--	13.17	13.96	94.34%
Batteries	0.64	1.63	39.26%	--	--	--	0.64	1.63	39.26%
Industrial Equipment	1.13	1.13	100.00%	--	--	--	1.13	1.13	100.00%
Furniture	0.84	0.84	100.00%	--	--	--	0.84	0.84	100.00%
E-Waste	10.23	10.23	100.00%	--	--	--	10.23	10.23	100.00%
Laboratory Glass	0.68	0.68	100.00%	--	--	--	0.68	0.68	100.00%
Laboratory Plastic	0.03	0.03	100.00%	--	--	--	0.03	0.03	100.00%
Total	1366.03	1630.98	83.76%	28.86	35.94	80.30%	1394.89	1666.92	83.68%

7. Year-over-Year Change in Waste Generation

Waste diversion rates do not consistently demonstrate the effectiveness of a site's 3R programs. This is due to the continual changes in many factors related to waste and recyclable material generation. Trent University is recommended to track 'Year-over-Year' changes in the amount of waste disposed of and/or recycled materials. This enables direct comparison of data from year to year, thereby assisting the facility in gaining a deeper understanding of the effectiveness of its waste diversion programs. Please refer to Appendix F for further information.

The waste diversion rate in 2023 for Trent University overall was 81.41%, with 1,264.55 MT diverted out of a total of 1,553.26 MT of waste generated. In 2024, the diversion rate improved by 0.85%, reaching 82.26%, representing progress above the provincial target of 60%.

Conversely, the capture rate improved, rising from 83.52% in 2023 to 83.68% in 2024, representing a 0.16% % increase.

Table 7 below presents a detailed year-over-year comparison for 2023 and 2024.

Table 7: Year-over-Year Change

Location	Rate	Year	Diverted (MT)	Total Generated (MT)	Percentage %	Change in %
Peterborough	Diversion Rate	2023	1250.88	1520.72	82.26%	+1.04%
		2024	1442.3	1731.51	83.30%	
	Capture Rate	2023	1250.88	1483.45	84.32%	-0.57%
		2024	1366.03	1630.98	83.76%	
Durham	Diversion Rate	2023	13.67	32.54	42.01%	+8.68%
		2024	28.86	56.94	50.68%	
	Capture Rate	2023	13.67	30.56	44.73%	+35.57%
		2024	28.86	35.94	80.30%	
Trent University - Overall	Diversion Rate	2023	1264.55	1553.26	81.41%	+0.85%
		2024	1471.16	1788.45	82.26%	
	Capture Rate	2023	1264.55	1514.01	83.52%	+0.16%
		2024	1394.89	1666.92	83.68%	

8. Waste Audit Summary and Waste Reduction Work Plan

Refer to Appendix F for the Waste Audit Summary and the Waste Reduction Work Plan.

According to O. Reg. 102/94, a Waste Reduction Work Plan or a summary must be posted at the facility for employees to review. If a summary is posted, the entire Work Plan should also be available for review by any employee upon request.

I hereby certify that the information provided in this Waste Audit Report is complete and accurate.		
Signature of an authorized official:	Title:	Date:

9. Findings and Conclusions

Based on the findings of the waste audit, the following conclusions can be made:

- **The sample comprised a total of 720.6 kg** of waste materials collected and sorted during the waste audit. **Recycling had the highest sample mass at 44.72%**, followed by garbage (29.87%), and organics (25.42%).
 - The Peterborough campus recorded the highest total sample mass at 653.69 kg, with the recycling stream comprising the largest share at 44.59% of the total.

- Overall, mixed paper, organics, paper towels/compostable fibres, and Boxboard and cardboard material categories generated the most waste, accounting for approximately 68.97% of the total sample.
- Garbage Sample:
 - A total of 215.21 kg of garbage was collected and sorted across both campuses during the audit. The majority originated from the Peterborough campus, contributing 178.36 kg (24.75%), while the Durham campus generated 36.85 kg (5.11%).
 - Paper towels/compostable fibres accounted for the highest proportion of the total garbage sample at 23.21%, followed by boxboard and cardboard at 17.69%, and mixed paper (fine paper, kraft paper, and newspaper) at 13.75%.
 - At Peterborough, Otonabee Residence recorded the highest sample mass among all buildings, with 40.23 kg, representing 6.16% of the overall sample mass. In contrast, both Lady Eaton Dining Hall and the DNA building had the lowest sample masses, each contributing 1.14% of the total.
 - At the Durham Campus, the largest portion originated from the ALC Building, accounting for 21.26 kg (57.69%) of the total garbage sample.
- Recycling Sample:
 - A total of 321.84 kg of recyclable material was collected and sorted across both campuses during the audit. The majority originated from the Peterborough campus, which contributed 320.91 kg (44.59%) of the total recycling sample.
 - Mixed paper (fine, kraft, newspaper) accounted for the highest proportion of the total recycling sample at 38.94%, followed by Other Recyclable plastics (#2, 5, 3, 4, 7) at 11.45%, and boxboard and cardboard at 10.75%.
 - At Peterborough Campus, the DNA building had the highest sample mass of all buildings (~35%), along with Otonabee Residence and Dining Hall (~20%). The lowest sample mass came from the Enwayaang Dining Hall samples.
 - At the Durham Campus, the office and washroom area from the ALC building had the highest sample mass (0.48 kg); the rest of the samples were unlabelled bags.
- Organics Sample:
 - A total of 183.15 kg of organics was collected and sorted during the audit. The largest portion originated from the Peterborough Campus, accounting for 154.02 kg (21.37%) of the total sample

- Organics – food waste accounted for the highest proportion of the total organics sample at 67.74%, followed by paper towels/compostable fibres at 23.87%, and mixed paper (fine, kraft, newspaper) at 3.07%.
- At Peterborough Campus, Lady Eaton Dining Hall had the highest sample mass of all buildings (~23%), along with Otonabee Dining Hall (~21%). With the lowest sample mass coming from the Otonabee Residence, Blackburn, the DNA building and the Otonabee buildings.
- At the Durham Campus, unlabelled bags had the highest sample mass (25.16 kg); the rest of the sample corresponded to the DRB 1st Floor area.
- Trent University's garbage and organic streams consisted of 37.16% mandatory recyclables, 43.76% other recyclables, and 19.08% Other Non-Recyclable materials.
 - The Peterborough campus generated the highest proportion of mandatory recyclables at 36.03%, whereas the Durham campus had the highest proportions of other recyclables at 47.62% and non-recyclables at 21.28%.
- **It is estimated that in 2024, Trent University generated a total of approximately 1,788.45 MT of waste** based on the annual data provided.
- **The waste audit findings indicate that the Waste Diversion Rate for the University stands at 82.26%**, based on an estimated annual waste generation of 1,788.45 metric tonnes (MT). Of this total, approximately 1,471.16 MT was successfully diverted from landfill through existing 3Rs programs.
- **The overall Capture Rate was found to be 83.68%** based on a total diverted quantity of 1,394.89 MT and a total potential divertible quantity of 1,666.92 MT.

The waste diversion rate increased from 81.41% in 2023 to 82.25% in 2024, reflecting a 0.85% improvement. Similarly, **the capture rate rose from 83.52% to 83.68%**, marking a 0.16% increase, which indicates enhanced sorting and diversion of recoverable materials across waste streams.

10. Recommendations

Based on the conclusions, the following recommendations are tied to the findings discussed in the previous section.

10.1 Improvement to Current Waste Diversion Programs

Peterborough Campus:

- **Boxboard and Cardboard - 54.09 MT** of material is estimated to be generated annually through the garbage stream. Diverting this material through the existing co-mingled recycling program or cardboard diversion programs would **increase the**

wrg | waste reduction group Inc.

+416 823 4554 | admin@wastereductiongroup.ca

- waste diversion rate (83.38%) by up to 3.1%** based on current waste quantities generated at the Site.
- **Mixed Paper (Fine, Kraft, Newspaper) —42.99 MT** of material is estimated to be generated annually through the garbage stream. Diverting this material through the existing mixed paper diversion program could **increase the waste diversion rate to 2.5%** based on current waste quantities at the Site.
 - **Aluminum - 6.14 MT** of material is estimated to be generated annually through the waste stream. Diverting this quantity through the existing mixed recycling diversion program could **increase the waste diversion rate to 0.34%** based on current waste quantities at the Site.
 - **Paper Towels - 73.47 MT** of paper towels are estimated to be generated through garbage streams. The City of Peterborough accepts paper towels in the organic streams. Diverting this material through the existing organics stream could increase the waste diversion rate up to **4.2% based on current waste quantities generated at the Site.**
 - **Organics— 32.22 MT** of organics are estimated to be generated through garbage streams. Based on current waste quantities at the site, diverting this material through the existing organics stream could **increase the waste diversion rate to 1.8%.**

Durham Campus:

- **Organics (food waste) – 1.23 MT** of organics (food scraps) were found in the garbage and recycling stream. Improve the diversion of organic waste by strategically placing organics collection bins (for food waste) in key areas beyond the kitchen, including the cafeteria, staff rooms, hallways, and other locations where organic waste is generated.
- **Paper Towels/Compostable fibres – 1.15 MT** of paper towels/compostable fibres are estimated to be generated through garbage. Implement dedicated collection bins for Paper Towels and Compostable Fibres in key areas such as washrooms, cafeterias, staff rooms, hallways, and other locations where this type of waste is commonly generated.

Redirecting these materials to the appropriate organics stream would increase the diversion rate (50.68%) by 2%, improving overall diversion performance.

- **Recycling (mixed paper and containers) —** A substantial portion of mixed recycling materials was found in the garbage stream, accounting for approximately 51.67% of the total sample, or an estimated 4.67 MT per year. To address this issue, it is recommended that the existing recycling program be strengthened by implementing designated and multi-stream bins. These bins should be strategically placed in high-traffic areas where recyclables are frequently generated, such as hallways, cafeterias, offices, and other common areas. For maximum effectiveness, bins should be colour-coded and clearly labelled with consistent signage to facilitate accurate waste sorting by staff and students. Improving this diversion program could increase the diversion rate by 4%.

10.2 Update Bins/Signage

Rogue bins are located throughout the campus, with no signage or consistency in size and colour. By placing the appropriate bin design in various locations around the Site, each recycling station is set up to collect the items that are most frequently used and discarded in that area of the university (Images 1 and 2).

Images 1 & 2: Current bins and signage (Peterborough Campus)



The photographs reference the (L) classroom bins and (R) services/kitchenette bins at Peterborough. Refer to Appendix E for additional pictures from the current bins and signage.

- Dedicated receptacles for waste, including landfills, organics/compost, and mixed recyclables, should be implemented as part of collection programs. Receptacles should be sized appropriately according to their use and colour-coordinated to identify the type of waste (i.e., green for organics/compost, blue for recycling, black for garbage).
- Conducting a bin and signage audit to document all bins within the entire campus, note their wear/tear, current signage, potential removal or move to a more appropriate area with higher traffic.
 - Conducting this type of audit helps ensure that waste management practices are consistently maintained and improved. It involves inspecting bins and signage to check for wear and tear, correct labelling, placement, and overall condition. This process can identify areas where improvements are needed, help comply with regulations and promote efficient recycling and disposal practices.
- Implement a system to flag heavily contaminated waste streams and misused bins, such as food and paper, in garbage bins. Additionally, be able to identify pinch/puncture hazards and improperly disposed bags. The flagging system will help custodial teams and environmental management quickly identify and address contamination issues, thereby enhancing overall waste management.

- Remove every "solitary" garbage container from the building. The implementation of multi-compartment recycling bins is advised. This will increase source separation and overall diversion rates, especially in common areas, which will also allow staff to seek out a multi-streamed bin specifically.
- Clear plastic garbage bags rather than black plastic bags should be used to gather all waste products. This enables the maintenance team to monitor garbage collection and ensure that different waste streams are disposed of in the appropriate containers.
- Implement clear signage for each bin explaining the type of waste to be disposed of will guide the viewer's gaze, and promote coherence in the waste disposal throughout the facility while presenting the information in a quick, digestible manner.

An example of dedicated, colour-coded receptacles and signage is provided below.

Images 2 & 3: Recommended Signage and bins



10.3 Promoting Culture

Educate staff on the importance of waste diversion and communicate the corporate goals for waste diversion and sustainability. Create a positive message around the benefits of waste diversion and the individual's role.

- Support and encourage purchasing and using "environmentally friendly," reusable or recyclable materials and packaging, and/or recycled content.
- Ensure an Environmental Policy is clearly visible in common areas throughout the building and continue to emphasize the facility's commitment to environmental stewardship through its training program, and green or environmental initiatives.

- Continue to encourage staff, students and faculty to use the Eco trays or bring reusable items on the site as much as possible.
- Continue to promote and highlight Trent's current environmental programs and efforts.
- A committee is recommended to be established that oversees waste reduction and sustainability and promotes a culture of waste diversion. This committee can be made up of management, staff, and students, and it allows for meetings/planned events that coincide with the environmental goals of the campus and the calendar events of 2025. Environmental or sustainability students/programs can also be brought in to advise or provide insight.
 - Global Youth Climate Summit - April 2025
 - Earth Week – April 2025
 - Other Calendar Days: Earth Day, Earth Hour, Global Recycling Day, Compost Awareness Week, World Ocean Day, etc.

10.4 Continuous Monitoring and Process Improvement

Track year-over-year changes in waste diversion and communicate progress to encourage further participation/engagement from staff.

Continuous monitoring and annual reporting for the site, along with comparisons to year-over-year changes, would provide insight into trends that can be used as a basis for policy decisions regarding solid waste management for future projects. Further refinements to programs/processes can be made, and adherence to provincial requirements can be achieved.

Appendices

Appendix A: List of Categories

Material Category	Description
1. Paper and Paper Products	
Fine Paper	Includes mixed fine papers, writing paper, office paper, copy paper, bills and statements, ad mail, lottery tickets, receipts, envelopes, promotional cards, promotional calendars, printed information found within packaged products, etc. Also includes soft cover books, booklets, magazines, catalogues, calendars, flyers, and inserts.
Newsprint	Major daily and weekly newspapers and community newspapers. Does not include flyers and inserts.
Shredded Confidential Papers	Any paper that has been shredded.
Boxboard	Single layered paperboard and fibre board with no corrugation. Includes cereal boxes, shoe boxes, cores from toilet paper / paper towels / gift wrap, etc.
Kraft Paper	Kraft paper bags and wrap, grocery or retail bags, potato bags, some pet food bags, etc. Includes brown, white, and coloured kraft paper and bags. No bags with bonded plastic or foil lining.
Corrugated Cardboard	Waxed or unwaxed corrugated cardboard containers. Includes molded pulp materials such as egg cartons, drink trays, other trays, etc.
Gable Top Containers	Polycoat containers with a gable shaped top used for milk, juice, some foods, etc.
Aseptic Containers	Tetra-pak type Polycoat packaging containers used for juice, milk, some soups & broths, alternative milk beverages, alcoholic beverages, etc.
Composite Cans	Spiral wound cans with paper walls and plastic, metal tops, bottoms. Includes frozen juice, Pringles chips, dough, some raisins etc.

2. Plastic	
#1 Polyethylene Terephthalate (PET)	All PET #1 plastics. Includes clear or coloured thermoform packaging, beverage bottles, non-beverage bottles used for food items and non-food items such as dish soap, shampoo, mouthwash, window cleaner, floor cleaner, etc. Does not include Black Plastics.
#2 High-Density Polyethylene (HDPE)	All HDPE #2 plastics. Includes natural and coloured bottles, jugs, and containers for beverages, food items, and non-food items such as laundry soap, shampoo, bleach, vinegar, pill bottles, etc. Does not include Black Plastics.
#4 Low-Density Polyethylene (LDPE) Films	All #4 LDPE plastic films. Includes soft "stretchy" PE plastic used for items such as produce bags, overwrap for water bottles, garbage bags, kitchen liners, blue or clear recycling bags, sandwich, and freezer bags, etc. Does not include Black Plastics.
#5 Polypropylene (PP)	All #5 PP plastics. Includes clear and coloured food containers, jugs, and jars, take-out beverage cups, bottles, and jars for food items, etc. Does not include Black Plastics.
#6 Non-Expanded Polystyrene (PS)	All non-expanded (rigid) #6 PS plastics. Includes clear or coloured rigid food trays, clamshells, cup lids, yogurt cups, CD and DVD cases only (no disk), etc. Does not include Black Plastics.
Other Recyclable Plastics (#3, 4, 7)	All other recyclable plastics (#3, 4, 7). Includes clear and coloured bottles, jugs, jars, containers.
3. Glass/Metal	
Glass	All clear and coloured glass. Includes bottles and containers for food, beverage, cosmetics, toiletries, household pharmaceutical products, candle jars etc. Does not include non-recyclable glass such as windowpane glass, plates, drinking glasses, figures, incandescent light bulbs.

Aluminum	All aluminum containers and foils. Includes food and beverage containers, rigid aluminum trays (pie plates, baking trays, etc.), empty aerosol containers, and containers for hair products, tubes, etc. Does not include full or partially full pressurized cans.
Steel	All steel containers. Includes food and beverage containers, empty spray cans (for cooking oil, whipped cream, etc.), empty paint cans. Does not include full or partially full pressurized cans.
4. Organics	
Organic Food Waste	All edible and non-edible organic wastes that result from food items. Includes untouched and leftover bakery, meat & fish, dried food, fruits & vegetables, dairy, and other foods.
Other Organics	All other organic materials that do not result from food items. Includes yard waste, grass clippings, small wood waste, pet waste, diapers and sanitary products, certified compostable plastic bin liners, and other compostable papers.
Compostable Fibres	Paper towels, paper napkins, toilet paper, facial tissues, moulded pulp, etc.
5. Operational Waste	
Other Metals	Scrap metals, copper pipes, hardware, etc. Includes multi-material items that are mainly metal.
Non-Treated Wood	Non-treated wood materials. Includes skids/pallets, wooden furniture, etc. Does not include branches, brush, or wood chips.
Batteries	All single-use and rechargeable batteries. Includes Alkaline-Manganese, Lithium, Silver Oxide, Zinc Air, Zinc-Carbon, etc.
Printer Toners	All ink cartridges and printer toners.
E- Waste	All Waste from Electrical and Electronic Equipment (WEEE). Anything that is battery operated and/or can be plugged into an electrical outlet. Includes computer / IT equipment, telecom equipment, TV & audio

	equipment, small kitchen appliances, wires / chargers / adapters, cocks, gadgets, etc.
6. Non-Recyclable Waste	
Non-Recyclable/Garbage	<p>All other non-recyclable waste materials not classified elsewhere. Includes hazardous waste, coffee cups, black plastics, and expanded polystyrene, all described below.</p> <p>Includes chip bags, furnace filters, laminated papers, rigid or durable plastics, non-recyclable glass, dust, single-use cleaning wipes, single-use coffee pods, plastic straws and cutlery, materials too small to process, etc.</p>
Hazardous Wastes	<p>All hazardous wastes not classified elsewhere. Includes full or partially full pressurized cans, paints, and oil containers.</p> <p>Also includes fluorescent light bulbs and tubes, medical sharps and syringes, mercury containing devices, pharmaceuticals, antifreeze, fertilizers, solvents, pesticides, etc.</p> <p>Also includes all other liquid or non-liquid items with signal words such as "Poison", "Danger", "Warning", "Caution", and "Precautionary Statements".</p>
Coffee Cups	<p>All cups and containers used for hot/cold beverages and food with a plastic or wax lining.</p> <p>Multiple layered, primarily fibre, hot/cold food, and beverage containers common in the fast-food industry.</p> <p>Includes paper-based cups with a plastic lining, water cooler cups, freezer boxes, etc.</p>
Cold Beverage Wax Lined Paper Cups	<p>All cups and containers with plastic or wax lining are used for cold beverages and food. Multiple layered, primarily fibre, cold food, and beverage containers are common in the fast-food industry.</p>
PPE	<p>Including gloves, gowns, shoe covers, head covers, masks, respirators, eye protection, face shields, and goggles. Unless it is specified in the facility-specific material as 'Fabric PPE.'</p>
Black Plastics	<p>Includes all Black Plastics #1-7 and unmarked.</p> <p>Also includes rigid, durable, and expanded Black Plastics, as well as black plastic bags.</p>

Expanded Polystyrene / Styrofoam	Includes white, coloured, and black polystyrene foam packaging. Includes food trays, clamshells, etc. Also includes foam packaging "peanuts" and foam blocks used to protect boxed products.
----------------------------------	--

Appendix B: Annual Data

Appendix B.1 Peterborough Campus

Waste Program	Annual Weight (MT)
Mixed Recycling	604.66
OCC - Cardboard	500.63
Garbage	289.21
Meal Delivery Cafeteria Reuse	138.88
Organics	60.00
Hot Drink Delivery Cafeteria Reuse	33.83
Scrap Wood	30.97
Paper Shredding	19.33
Reused	15.6
Scrap Metal	12.86
Other Recycled	10.31
E-Waste	10.23
Reduced	1.68
Industrial Equipment	1.13
Furniture	0.84
Batteries	0.64
Laboratory Glass	0.68
Laboratory Plastic	0.03

Appendix B.2 Durham Campus:

Container Size	Waste Stream/Material	Service Provider	Contact Name	Contact Number	Equipment (Compactor/Shredder /	Pick-Up Frequency	Quantity Calculation	Estimated Annual
5 - 96 gal totes	Mixed Recycling	WRG	-	-	Totes	1x week	60	2.7
6 yard	Waste	Waste Connections	-	-	Compactor	3x week	156	28.08
6 yard	OCC - Cardboard	Waste Connections	-	-	Compactor	2x week	96	8.64
14 - 32 Gal Totes	Organics	WRG	-	-	Totes	1x week	292	17.52

Appendix C: Scale Calibration Certificate



CALIBRATION CERTIFICATE

DATE: October 18, 2024

SR # 24C107

CUSTOMER:

Waste Reduction Group
214 Merton St. #101
Toronto, ON M4S 1A6

REMARKS

This is to certify that the following scale has been tested and verified in relation to the Standards maintained by **CANADIAN SCALE COMPANY LIMITED**, with test weights traceable to the Legal Metrology Laboratories of, Industry Canada and National Research Council, Canada.

EWB - 150 Bench Scale

Capacity - 150 kg

S/N - 202208153

**CANADIAN SCALE COMPANY LIMITED is an
Authorized Service Provider of Measurement Canada**



Technician's signature



CANADIAN SCALE COMPANY LIMITED

305 Horner Avenue, Toronto, ON M8W 1Z4
1-800-461-0634 www.canscale.com

Appendix D: Detailed Sample Composition

Appendix D.1 Peterborough Campus

Building	Athletics		Blackburn		DNA		Enwayaang		Lady Eaton/Dining Hall		Ontonabee Building		Ontonabee Resident		Ontonobe Dining Hall		Student Centre		Total	
Material	kg	%	kg	%	kg	%	kg	%	kg	%	kg	%	kg	%	kg	%	kg	%	kg	%
All Other	0.14	0.02%	0.00	0.00%	6.45	0.99%	1.48	0.23%	1.12	0.17%	0.00	0.00%	1.08	0.17%	0.00	0.00%	2.00	0.31%	12.27	1.88%
Aluminum	0.00	0.00%	0.00	0.00%	0.10	0.02%	0.12	0.02%	0.14	0.02%	0.04	0.01%	0.54	0.08%	0.37	0.06%	0.04	0.01%	1.35	0.21%
Aluminum Beverage	1.31	0.20%	0.64	0.10%	0.78	0.12%	1.11	0.17%	3.28	0.50%	1.01	0.15%	1.83	0.28%	0.65	0.10%	1.61	0.25%	12.22	1.87%
Aseptic Beverage	0.64	0.10%	0.44	0.07%	0.00	0.00%	0.33	0.05%	0.96	0.15%	0.09	0.01%	0.22	0.03%	0.28	0.04%	0.00	0.00%	2.96	0.45%
Aseptic Containers	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.06	0.01%	0.00	0.00%	0.00	0.00%	2.30	0.35%	2.36	0.36%
Batteries	0.01	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.40	0.06%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.20	0.03%	0.61	0.09%
Boxboard & Cardboard	8.31	1.27%	9.78	1.50%	6.74	1.03%	7.86	1.20%	4.47	0.68%	5.51	0.84%	20.03	3.07%	6.13	0.94%	1.55	0.24%	70.38	10.77%
Coffee Cups	0.70	0.11%	0.96	0.15%	2.84	0.43%	0.65	0.10%	2.54	0.39%	1.58	0.24%	0.82	0.13%	1.04	0.16%	5.44	0.83%	16.57	2.54%
Composite Cans	0.00	0.00%	0.00	0.00%	0.12	0.02%	0.32	0.05%	0.30	0.05%	0.00	0.00%	0.20	0.03%	0.00	0.00%	0.00	0.00%	0.94	0.14%
Diapers	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%
Electronic Waste	0.00	0.00%	0.00	0.00%	0.04	0.01%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.04	0.01%
Expanded Blue Box	0.00	0.00%	0.00	0.00%	0.12	0.02%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%			0.12	0.02%
Expanded Blue Box (p.forks)																	0.04	0.01%	0.04	0.01%
Gable Top Containers	0.12	0.02%	0.32	0.05%	0.52	0.08%	0.82	0.13%	0.37	0.06%	0.20	0.03%	0.32	0.05%	0.32	0.05%	0.98	0.15%	3.97	0.61%
Glass	0.00	0.00%	0.20	0.03%	0.58	0.09%	0.00	0.00%	1.90	0.29%	1.86	0.28%	0.92	0.14%	3.34	0.51%	0.98	0.15%	9.78	1.50%
LDPE (#4) Plastic Films	2.31	0.35%	2.21	0.34%	4.80	0.73%	2.77	0.42%	2.11	0.32%	3.86	0.59%	4.63	0.71%	13.20	2.02%	8.58	1.31%	44.47	6.81%
Lightbulbs	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%
Liquids	2.69	0.41%	0.00	0.00%	0.08	0.01%	0.00	0.00%	1.00	0.15%	0.00	0.00%	0.00	0.00%	0.36	0.06%	0.00	0.00%	4.13	0.63%
Mixed Paper (Fine, Kraft, Newspaper)	6.49	0.99%	15.17	2.32%	90.72	13.89%	6.74	1.03%	19.40	2.97%	4.53	0.69%	7.35	1.13%	2.52	0.39%	4.41	0.68%	157.33	24.08%
Moulded Pulp	0.00	0.00%	0.38	0.06%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.06	0.01%	0.00	0.00%	0.44	0.07%
Organics - Food Waste	2.64	0.40%	7.97	1.22%	5.68	0.87%	28.79	4.41%	19.75	3.02%	6.11	0.94%	9.58	1.47%	35.75	5.47%	10.43	1.60%	126.70	19.39%
Organics - Other Compostables (serving ware and napkins)	0.04	0.01%	0.04	0.01%	0.72	0.11%	0.14	0.02%	0.22	0.03%	0.10	0.02%	0.10	0.02%	0.14	0.02%	0.92	0.14%	2.42	0.37%
Other Plastics	2.81	0.43%	1.72	0.26%	4.53	0.69%	2.23	0.34%	8.24	1.26%	1.80	0.28%	3.63	0.56%	5.07	0.78%	15.78	2.42%	45.81	7.01%
Paper Towels/Compostable Fibres	9.13	1.40%	9.83	1.50%	3.56	0.54%	13.31	2.04%	23.58	3.61%	7.46	1.14%	11.62	1.78%	5.25	0.80%	12.72	1.95%	96.46	14.77%
PET #1	2.66	0.41%	1.00	0.15%	1.36	0.21%	1.00	0.15%	4.54	0.69%	2.48	0.38%	12.26	1.88%	1.66	0.25%	1.26	0.19%	28.22	4.32%
PPE - Gloves	0.27	0.04%	0.00	0.00%	0.08	0.01%	0.35	0.05%	0.53	0.08%	0.00	0.00%	0.53	0.08%	0.96	0.15%	0.08	0.01%	2.80	0.43%
PPE - Other	0.01	0.00%	0.02	0.00%	0.01	0.00%	0.00	0.00%	0.04	0.01%	0.00	0.00%	0.01	0.00%	0.01	0.00%	0.00	0.00%	0.10	0.02%
Scrap Metal	0.00	0.00%	0.14	0.02%	0.00	0.00%	0.06	0.01%	0.00	0.00%	0.00	0.00%	0.35	0.05%	0.00	0.00%	0.10	0.02%	0.65	0.10%
Scrap Wood	0.26	0.04%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.26	0.04%
Steel Cans	0.00	0.00%	0.18	0.03%	0.14	0.02%	0.00	0.00%	0.10	0.02%	0.00	0.00%	0.12	0.02%	5.54	0.85%	0.00	0.00%	6.08	0.93%
Styrofoam	0.42	0.06%	0.00	0.00%	0.06	0.01%	0.31	0.05%	0.00	0.00%	0.29	0.04%	0.58	0.09%	0.21	0.03%	0.00	0.00%	1.87	0.29%
Textiles	0.01	0.00%	0.00	0.00%	0.00	0.00%	0.30	0.05%	0.00	0.00%	0.58	0.09%	0.04	0.01%	0.00	0.00%			0.93	0.14%
Textiles (hairband)																	0.04	0.01%	0.04	0.01%
Trent Branded Items	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.10	0.02%	0.76	0.12%	0.00	0.00%	0.10	0.02%	0.00	0.00%	0.96	0.15%
Total	40.97	6.27%	51.00	7.81%	130.03	19.90%	68.69	10.51%	95.10	14.56%	38.32	5.87%	76.76	11.75%	82.96	12.70%	69.46	10.63%	653.29	100.00%

Appendix D.2 Durham Campus

Waste Stream		Garbage	Recycling	Organics	Garbage	Garbage	Garbage	Garbage	Garbage	Garbage	Garbage	Garbage	Garbage	Garbage	Garbage	Recycling	Organics	TOTAL	%
Sample Date		05/12/2024	05/12/2024	05/12/2024	05/12/2024	05/12/2024	05/12/2024	05/12/2024	05/12/2024	05/12/2024	05/12/2024	05/12/2024	05/12/2024	05/12/2024	05/12/2024	05/12/2024	05/12/2024		
Waste Generating Areas		Public area	office + washroom	DRB 1st Floor	DRB 1st Floor	DRB 3rd Floor Ba	ALC 5th Floor	ALC4th Floor	ALC3th Floor	ALC3th Floor C	ALC2th Floor	Alc 2nd floor	ALC Basement C	ALC 1st Floor	Unlabelled	Unlabelled	Unlabelled		
Mixed Containers	PET #1	0.22	0.20	0.00	0.00	0.08	0.00	0.90	0.16	0.16	0.20	0.06	0.00	0.16	0.40	0.00	0.04	2.58	3.86%
	Other Recyclable Plastics (#2, 5, 3, 4, 7)	0.24	0.00	0.00	0.96	0.12	0.34	0.44	0.22	0.10	0.20	0.06	0.00	0.38	0.54	0.00	0.00	3.60	5.38%
	Glass	0.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.40	0.00	0.00	1.18	1.76%
	Aluminum	0.04	0.00	0.00	0.60	0.06	0.00	0.06	0.00	0.00	0.00	0.00	0.00	0.14	0.04	0.00	0.06	1.00	1.49%
	Aluminum Beverage	0.08	0.03	0.00	0.74	0.00	0.00	0.00	0.14	0.00	0.00	0.00	0.00	0.00	0.40	0.00	0.14	1.53	2.29%
	Steel Cans	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
	Composite Cans	0.00	0.00	0.00	0.22	0.00	0.00	0.00	0.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.32	0.48%
	Gable Top Containers	0.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.14	0.00	0.00	0.32	0.48%
	Aseptic Containers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.60	0.00	0.00	0.00	0.00	0.00	0.60	0.90%
	Aseptic Beverage	0.08	0.00	0.00	0.00	0.00	0.00	0.00	0.12	0.00	0.04	0.00	0.00	0.08	0.00	0.00	0.00	0.32	0.48%
Mixed Papers	Mixed Paper (Fine, Kraft, Newspaper)	0.34	0.00	0.00	0.00	0.68	0.00	0.62	0.00	0.24	0.14	0.00	0.08	0.36	0.62	0.00	0.03	3.11	4.65%
	Boxboard & Cardboard	0.20	0.00	0.00	1.26	0.04	0.00	0.52	0.24	0.00	0.00	0.00	0.00	0.80	1.64	0.00	0.16	4.86	7.26%
	Moulded Pulp	0.00	0.00	0.00	0.00	0.00	0.00	0.18	0.00	0.00	0.10	0.00	0.00	0.00	0.00	0.42	0.00	0.70	1.05%
Other Recyclables	Paper Towels/Compostable Fibres	1.08	0.12	0.80	0.70	0.48	0.20	0.28	0.44	0.26	0.44	0.12	0.00	0.64	0.00	0.03	2.40	7.99	11.94%
	Organics - Food Waste	0.58	0.03	2.10	1.54	1.36	0.00	0.42	0.00	0.34	0.00	0.04	0.00	0.30	0.00	0.00	22.76	29.47	44.04%
	Organics - Other Compostables (serving ware and napkins)	0.08	0.00	0.00	0.00	0.14	0.00	0.00	0.00	0.22	0.00	0.00	0.08	0.00	0.00	0.00	0.00	0.52	0.78%
	Scrap Wood	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
	Scrap Metal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
	Electronic Waste	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
	Lightbulbs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
	Batteries	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Other	Coffee Cups	0.14	0.10	0.00	0.18	0.22	0.20	0.30	0.22	0.10	0.20	0.22	0.00	0.40	0.16	0.00	0.00	2.44	3.65%
	LDPE (#4) Plastic Films	0.57	0.00	0.00	0.18	0.48	0.36	0.28	0.46	0.00	0.18	0.04	0.00	0.66	0.24	0.00	0.56	4.01	6.00%
	Styrofoam	0.00	0.00	0.00	0.00	0.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.10	0.15%
	PPE - Gloves	0.06	0.00	0.00	0.00	0.04	0.00	0.00	0.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.24	0.36%
	PPE - Other	0.00	0.00	0.00	0.00	0.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.04	0.06%
	Textiles	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
	Expanded Blue Box	0.00	0.00	0.00	0.32	0.00	0.00	0.00	0.00	0.01	0.12	0.00	0.00	0.00	0.00	0.00	0.00	0.45	0.67%
	Liquids	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.10	0.00	0.00	0.08	0.18	0.27%
	Diapers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
	All Other Non-recyclable	0.10	0.00	0.00	0.00	0.25	0.00	0.60	0.00	0.06	0.00	0.00	0.00	0.12	0.00	0.00	0.00	1.13	1.69%
	Trent Branded Items	0.00	0.00	0.00	0.20	0.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.22	0.33%
Total Sorted Weight of Sample (kg)		4.77	0.48	2.90	6.90	4.11	1.10	4.60	2.24	1.49	1.62	1.14	0.16	4.14	4.58	0.45	26.23	66.91	100.0%

Appendix E: Site Photographs

Appendix E.1 Peterborough Campus



Site Tour (Dining Hall) - typical multi-stream dedicated receptacles



Site Tour – Separated Multi-Stream Bins



Site Tour - Compostable cutlery and take-out containers



Site Tour – Outdoor Bins



Site Tour – Outdoor Bins



Site Tour - electronics, printer cartridges and battery collection



Site Tour - Swap Shop (donation bin)



Site Tour - Eco-Tray collection



Site Tour - water bottle filling stations



Site Tour – Lone Office Bins



Site Tour – Paper Towel Bins (washroom set up)



Waste Audit – Avoidable Food Waste



Waste Audit - #1 PET Plastics



Waste Audit - # 5 Plastics



Waste Audit – Mixed Paper



Waste Audit – Mixed Paper



Waste Audit – Cardboard/Boxboard



Waste Audit – Paper Towels/Compostable
Fibres

Appendix E.2 Durham Campus



Audit – Organics (Garbage)



Audit – paper towels/compostable fibres
(Garbage)



Audit – Mixed paper (Garbage)



Audit – PET #1 (Garbage)



Audit – Other Recyclable Plastics (#2, 5, 3, 4,
7) (Garbage)



Audit – Aluminum cans (Garbage)



Audit – Boxboard (Garbage)



Audit – Trent Branded Items (Garbage)

Appendix F: Waste Reduction Work Plan