



**FOREST GLADE PRIMARY LEARNING CENTRE**  
2023 Solid Non-Hazardous Waste Audit Report

Prepared For:

**GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD**

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October 2023

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## Executive Summary

The Greater Essex County District School Board retained the services of Waste Reduction Group Inc. (“WRG”) to conduct solid non-hazardous waste audits (in compliance with the Environmental Protection Act., O. Reg. 102/94: Waste Audits and Waste Reduction Work Plans and O. Reg. 103/92: Industrial, Commercial and Institutional Source Separation Program) for ten representative schools in October 2023. The following report details the waste audit results at Forest Glade Primary Learning Centre (9367 Esplanade Drive, Windsor, ON N8R 1J3).

The objective of the waste audit was to analyze samples from the Garbage, Blue Box and Red Box waste streams, collected from each functional area, which illustrate the point of origin of each stream. This report includes an in-depth analysis of the waste audit and estimated annual data to develop a greater understanding of student and staff waste disposal practices and to determine additional opportunities for waste reduction and diversion to further improve awareness and performance.

Twenty-four-hour samples of garbage, and blue box and red box recyclables were collected for the waste audit, which consisted of 17.06 kg of garbage, 1.30 kg of blue box recycling, and 1.34 kg of red box recycling. The collected samples were audited on October 20, 2023, and the waste materials were differentiated through various tags to indicate each functional area of the school that generated waste, which included classrooms, CYW, staffroom, washrooms, daycare, office and custodial. The following table summarizes the waste stream compositions determined from the audit:

Material	Garbage Stream	Blue Box Stream	Red Box Stream
Organics	33.12%	3.85%	--
Paper Towels	32.30%	2.31%	1.49%
Non-Recyclable	12.31%	7.69%	0.75%
Blue Box	9.26%	75.38%	3.73%
Red Box	7.56%	6.92%	94.03%
LDPE (#4) Plastic Films	2.70%	0.77%	--
Cold Beverage Wax-Lined Paper Cups	2.29%	3.08%	--
PPE	0.47%	--	--
<b>Contamination Rate</b>	<b>--</b>	<b>24.62%</b>	<b>6.73%</b>

In the garbage stream, 83.18% consisted of accepted materials, such as LDPE #4 plastic films, cold beverage wax-lined cups, non-recyclable waste, PPE, organic waste, and paper towels. The remaining 16.82% contained divertible materials, such as blue box and red box materials. It was found that a sizable portion of the garbage stream comprised of organic materials (65.42%), such as food waste and paper towels. No composting program is currently implemented at the school.

The Blue Box waste stream was composed of primarily mixed containers (75.38%). The contamination rate was 24.62%, which included materials such as non-recyclable waste, organics, paper towels, red box recyclables, LDPE #4 plastic films, and cold beverage wax-lined paper cups.

The Red Box waste stream was composed of primarily mixed papers (94.03%). The contamination rate was 5.97%, which included paper towels, non-recyclable waste, and blue box recyclables.

Waste diversion programs have been implemented at the school for blue box (mixed containers) and red box (mixed papers) recycling. The school currently meets the minimum requirements for Educational Institutions as per O. Reg. 102/94. Through discussions with GECDSB, Forest Glade Primary Learning Centre, and waste management and recycling service providers, estimates of the annual amounts of solid non-hazardous waste materials disposed and diverted were determined. The following table summarizes the annual quantities of wastes recycled and disposed in 2023.

**Annual Quantities Disposed & Diverted**

Metric	Disposed to Landfill	Diverted from Landfill	Total
Total Annual Generation (kg)	3,309.64	512.16	3,821.80
Total Generated/Student/Year (kg)	10.18	1.58	11.76
Percentage	86.60%	13.40%	100.00%

Based on the total annual amount of waste generated and materials diverted, the 2023 waste diversion rate at Forest Glade Primary Learning Centre was determined to be approximately 13.40%. The Ministry of the Environment, Conservation & Parks (MECP) provincial objective is 60% waste diversion. GECDSB is committed to attaining a diversion rate above 60% and minimizing the number of materials disposed to landfill.

WRG recommends that Forest Glade Primary Learning Centre increase efforts to provide awareness regarding materials accepted in each stream and implement new waste diversion programs, such as a compost program, to improve the waste diversion rate. This can be accomplished through educational means, such as engaging assemblies, active events, clear signage with pictures/graphics on bins, and the implementation of a student/staff environmental committee. Moreover, it is also recommended that the school increase participation and engagement through promoting a culture of waste diversion through achievable goals and creating community diversion days for specific waste streams. The recommendations outlined in this report can potentially help GECDSB increase its waste diversion rates and decrease contamination within each stream.

A Waste Reduction Work Plan is provided in this report.

## 1 Introduction

The Greater Essex County District School Board (GECDSB) retained the services of Waste Reduction Group Inc. (WRG) to conduct a solid non-hazardous waste audit and prepare a Waste Reduction Work Plan (WRWP) for each of the ten representative schools in GECDSB. The ten schools are considered representative of the remaining 69 currently operational school and administrative facilities, which would be used as a basis report and WRWP for the remaining schools in the district. This waste audit report focuses on Forest Glade Primary Learning Centre (PLC), located at 9367 Esplanade Drive, Windsor, ON N8R 1J3.

The waste audit examined samples of waste (Garbage, Blue Box, Red Box) from the entire school over a day (1) period on October 20, 2023. The goal of the waste audit was to gain an understanding of the quantities and composition of solid wastes generated at the facility.

GECDSB conducted a solid non-hazardous waste audit with the intent of complying with the requirements of O. Reg. 102/94 and to further improve upon their present waste reduction, reduce, and recycling programs.

### 1.1 Purpose and Objectives

The purpose of the waste audit was to comply with Ontario Regulation 102/94 – Waste Audits and Waste Reduction Work Plans Part X, which requires the operator of an educational institution with more than 350 student enrollment per year to conduct an annual waste audit and prepare and implement a waste reduction work plan. The audit shall ensure compliance with Section 14 of Ontario Regulation 103/94 ‘Industrial, Commercial and Institutional Source Separation Programs’, and Part X ‘Educational Institutions’ of the Schedule attached to the regulation.

The objectives are as follows:

- Determine the composition of the Garbage, Blue Box, and Red Box streams by point of origin.
- Quantify the estimated 2023 annual waste generation for all waste streams using the 2023 collection data provided by each school.
- Determine the waste diversion and capture rates.
- Identify additional opportunities for waste reduction and diversion; and
- Address any specific concerns identified during the study.

### 1.2 Site Description

There were ten representative schools included in the October 2023 waste audits (Table 1). Forest Glade PLC is the representative school focused on this report, located at 9367 Esplanade Drive, Windsor, ON N8R 1J3. Forest Glade Public School has a total enrollment of 662 students in 2023, which meets the requirement of O. Reg. 102/94 for educational institution. However, apart from the Public School, the PLC has a student population of 325 students. Forest Glade PLC has diversion programs for Blue Box and Red Box recycling. The functional areas identified during the audit were classrooms, CYW, office, staffroom, daycare, custodial and washrooms.

The school facility is considered to apply to O. Reg. 103/94 – Educational Institutions.

**Table 1: List of schools involved in the 2023 October Waste Audit.**

School Name	Type	Address	Audit Date
Anderdon Public School	Elementary	3170 Middle Side Road, Amherstburg, ON N9V 2Y9	October 16 <sup>th</sup> , 2023
Princess Elizabeth Public School	Elementary	5399 Raymond Avenue, Windsor, ON N8S 1Z6	October 17 <sup>th</sup> , 2023
Dr. David Suzuki Public School	Elementary	6320 Raymond Avenue, Windsor, ON N8S 1Z9	October 18 <sup>th</sup> , 2023
Forest Glade Public School	Elementary	9485 Esplanade Drive, Windsor, ON N8R 1J5	October 19 <sup>th</sup> , 2023
Forest Glade Primary Learning Centre	Elementary	9367 Esplanade Drive, Windsor, ON N8R 1J3	October 20 <sup>th</sup> , 2023
Amherstburg Public School	Elementary	252 Hamilton Drive, Amherstburg, ON N9V 1E1	October 23 <sup>rd</sup> , 2023
Malden Central Public School	Elementary	5620 County Road 20, Amherstburg, ON N9V 2Y8	October 24 <sup>th</sup> , 2023
North Star High School	Secondary	330 Simcoe Street, Amherstburg, ON N9V 0H2	October 25 <sup>th</sup> , 2023
Eastview Horizon Public School	Elementary	3070 Stillmeadow Road, Windsor, ON N8R 1N3	October 26 <sup>th</sup> , 2023
Riverside Secondary School	Secondary	8465 Jerome Street, Windsor, ON N8S 1W8	October 27 <sup>th</sup> , 2023

### 1.3 Scope of Work

To satisfy the purpose of the waste audit, the following activities were undertaken by WRG:

- Collected data pertaining to waste composition and collection practices on October 20, 2023.
- Determined the total quantity of waste materials diverted from landfill by Forest Glade PLC through current reduction, reuse, and recycling programs.
- Completed a Waste Audit Report (per MECP protocol) that addressed the amount, nature and composition of the waste, the manner by which the waste was generated, including management decisions and policies that relate to the production of waste, and the way in which the waste is managed at the school; and
- Completed a Waste Reduction Work Plan (per MECP protocol) regarding plans to reduce, reuse and recycle waste on campus. The report set out who will implement each part of the plan, when each part will be implemented and what the expected results shall be (Appendix D).

## 2 Methodology

Discussions were held with Forest Glade PLC to review existing waste management and recycling programs implemented at the facility. In coordination with the school's facilities staff, one (1) twenty-four-hour sample was collected from each of the identified functional areas of the building, including classrooms, office, staffroom, CYW, daycare, custodial and washrooms. Bags of garbage, and blue box and red box recyclables were collected, tagged, and brought to a designated sorting area by the custodial staff. The weights of waste materials from each functional area and stream were recorded. Refer to Appendix A for a copy of the Scale Calibration Certificate.

Waste materials were unloaded, sorted into individual waste categories, weighed, and disposed of in appropriate waste bins by a dedicated waste audit team from Waste Reduction Group. The materials were established prior to the audit (Appendix B), based on O. Reg. 103/94 requirements for source separation educational institutions, including:

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

In addition to these standard categories, other important waste streams, such as other mixed containers (PET, HDPE, polypropylene, polystyrene, aseptic, gable top), other mixed papers (boxboard, craft paper, coffee cups), organic wastes, paper towels (includes all compostable fibres and other one-time use paper products), mixed plastics, Styrofoam, wax-lined paper disposable cups, electronic waste (e-waste), textiles and special waste (i.e., batteries, bulbs and ballasts) were included, depending on what the auditors found in the samples.

### **3 Current Waste Management and Diversion Systems**

As part of the waste audit, WRG staff conducted a tour of each school to document existing waste disposal systems. Interviews with GECSB personnel were also conducted to gain an understanding of the existing waste diversion programs and practices.

All schools within the GECSB follow the prescribed Windsor-Essex Solid Waste Management Authority's Red and Blue Box programs. Presently, waste materials generated in schools are typically segregated into three categories: Garbage, Red Box, and Blue Box (mixed containers).

Red box materials consist of a range of paper materials, including fine paper, newsprint, boxboard, craft paper, coffee cups, brochures, paper packing materials, envelopes, magazines, and clean food wrap products. These materials are collected throughout the school in dedicated Red Bins, situated in various functional areas of the facility. They are further stored in 95-gallon totes on-site for collection.

Blue box materials consist of a range of recyclable materials, including plastic food and beverage containers (PET #1, HDPE #2, PP #5, PS #6), aluminum, steel and glass food and beverage containers, and gable tops and aseptic containers (juice boxes, tetra packs). These materials are collected throughout the school in dedicated Blue Bins, situated in various functional areas of the school. Afterward, they are further stored in 95-gallon totes on-site for collection.

Garbage materials, such as non-recyclable plastics, Styrofoam, textiles, organic waste, and paper towels, are stored in 95-gallon containers or a 6-yard dumpster, depending on the school, for collection.

The following waste diversion programs exist at Forest Glade PLC:

- Garbage – collected in ten (10) 95-gallon waste totes, picked up weekly by the City of Windsor.
- Blue Box and Red Box Recycling – diverted from landfill through collection in six (6) 95-gallon recycling totes per week. The City of Windsor services all waste materials.

Waste diversion programs implemented at the school meet the minimum requirements of O. Reg. 103/94 for educational institutions.

Based on the information provided by GECSB, Forest Glade PLC produced approximately 3,309.64 kg of garbage, and 512.16 kg of Blue Box and Red Box recycling, which totaled 3,821.80 kg of waste annually in 2023, as shown in Table 2. Table 2 provides annual estimation values for each waste stream at Forest Glade PLC, which has a student enrollment of 325 students.



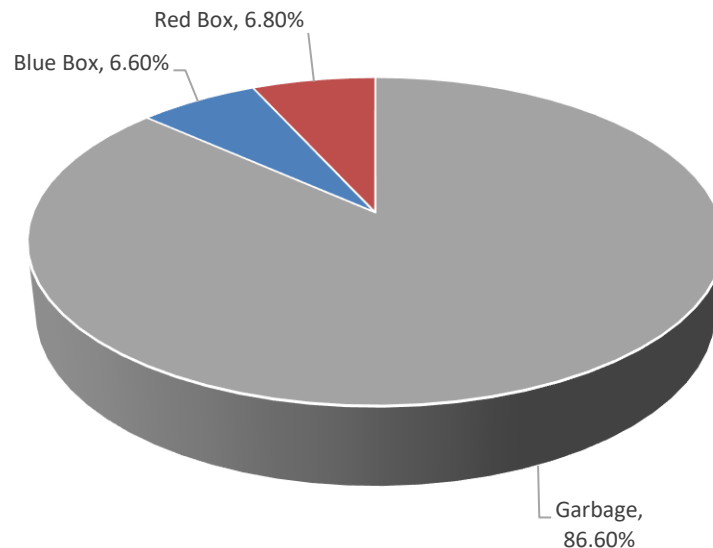
**Table 2: Forest Glade PLC Estimated Annual Generation**

Metric	Disposed to Landfill	Diverted from Landfill	Total
Total Annual Generation (kg)	3309.64	512.16	3821.80
Total Generated/Student/Year (kg)	10.18	1.58	11.76
Percentage	86.60%	13.40%	100.00%

## 4 Waste Audit Results

### 4.1 Waste Quantities & Distribution

A key aspect of O. Reg. 102/94 is for waste generators to gain a good understanding of the areas of their operation that generate the most waste, how it is generated, as well as the waste composition. One can use this information to focus their recycling and waste reduction efforts efficiently and effectively.



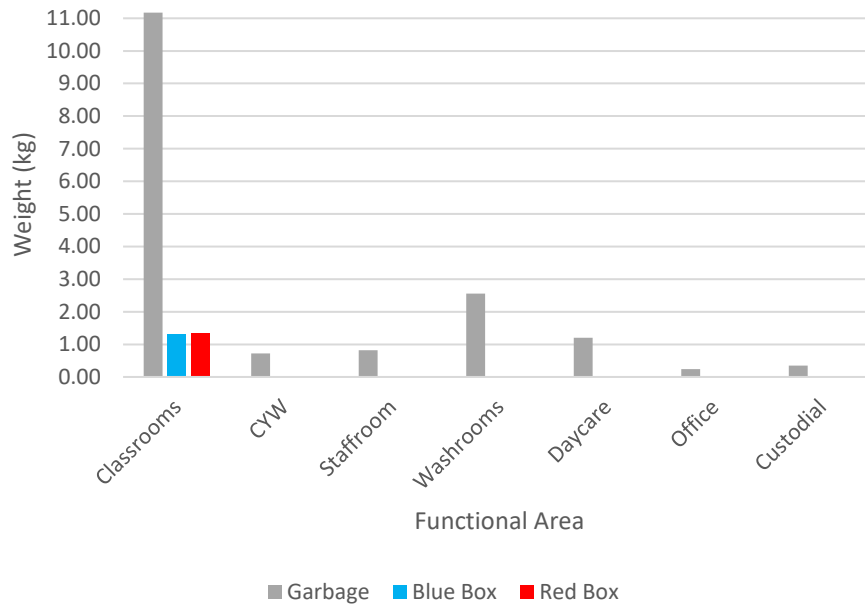
**Figure 1: Distribution of the Garbage, Blue Box, and Red Box Waste Streams at Forest Glade PLC**

Figure 1 illustrates the waste stream at Forest Glade PLC is dominated by the Garbage stream, representing 86.60% of waste generated (17.06 kg). The Red Box stream consists of 6.80% of waste materials (1.34 kg), while the Blue Box stream has the lowest amount of waste generated at 6.60% (1.30 kg). The total weight of all audit samples was determined to be 19.70 kg.

Table 3 and Figure 2 summarize the quantity and distribution of waste materials collected for the waste audit.

**Table 3: Quantity & Distribution of Waste Audit Sample**

Functional Area	Waste Stream	Waste Audit Sample	
		Sample Weight (kg)	Distribution (%)
Classrooms	Garbage	11.17	56.70%
	Blue Box	1.30	6.60%
	Red Box	1.34	6.80%
CYW	Garbage	0.72	3.65%
Staffroom	Garbage	0.82	4.16%
Washrooms	Garbage	2.56	12.99%
Daycare	Garbage	1.20	6.09%
Office	Garbage	0.24	1.22%
Custodial	Garbage	0.35	1.78%
Total		19.70	100.00%



**Figure 2: Forest Glade PLC Waste Audit Waste Generation Distribution 2023**

As noted above, a review of Forest Glade PLC’s activities identified that following functional areas within campus buildings:

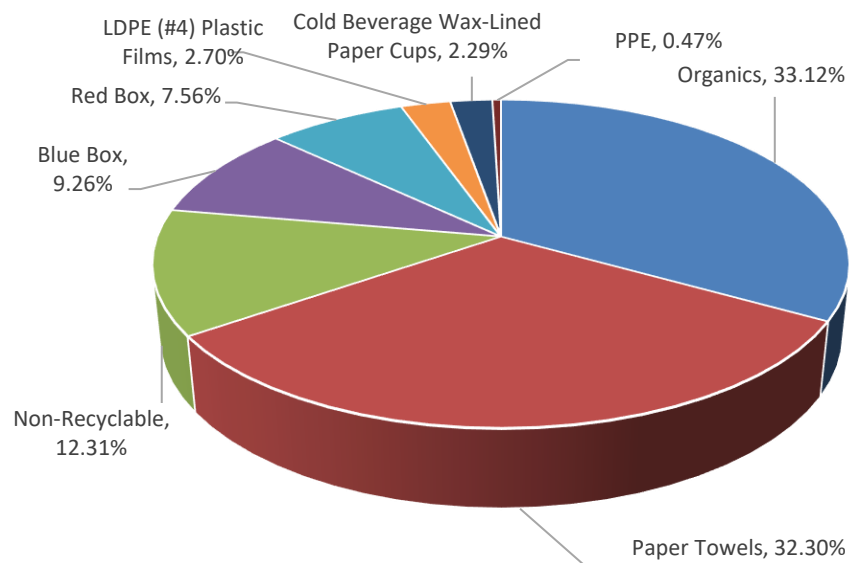
- Classrooms
- CYW
- Staffroom
- Washrooms

- Daycare
- Office
- Custodial

It was discovered that classrooms were the most significant generator of waste in the facility, which accounted for approximately 70.10% of the overall waste sample. Classrooms were also the largest generator of Garbage, Blue Box and Red Box materials in the school, with approximately 56.70%, 6.60% and 6.80%, respectively, of the total audit waste sample.

## 4.2 Garbage Composition

The total weight of garbage collected and sorted for the audit was 17.06 kg. Figure 3 summarizes the overall combined garbage composition determined from the waste audit.

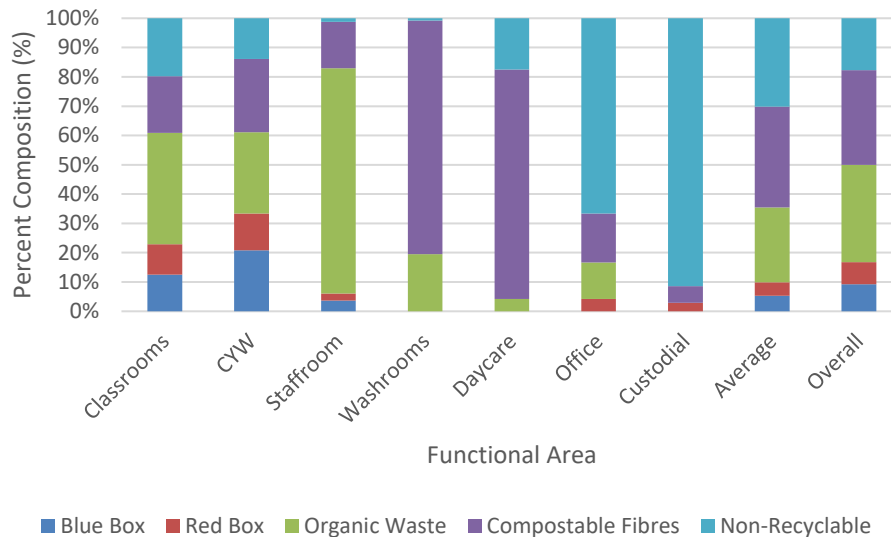


**Figure 3: Overall Garbage Composition**

Organics was the largest contributor to the Garbage stream, with approximately 33.12%, or 1,096.10 kg being disposed to landfill annually. This was followed by paper towels and non-recyclable waste with 32.30% or 1,068.94 kg, and 12.31% or 407.40, respectively.

Other material categories were found in small quantities, including Blue Box (9.26%), Red Box (7.56%), LDPE #4 plastic films (2.70%), cold beverage wax-lined cups (2.29%), and PPE (0.47%). Refer to Appendix C for details of waste material items for each category and functional area.

A breakdown of the composition of the Garbage stream by functional area is displayed in Figure 4.



**Figure 4: Percentage of the Garbage Stream by Functional Area**

Organics were found significantly large in most of the functional areas, such as classrooms, CYW and staffroom, which represented on average 25.54% in the garbage stream per functional area. Washrooms consisted of majority compostable fibres/paper towels at 79.69%. In addition, organic waste was found the highest in the staffroom, which represented 76.83% of the total staffroom sample. These two organic material categories represented 65.42% of the total garbage stream that would be suitable for an organic’s diversion program. There are currently no diversion initiatives for organic waste, such as a compost program, at Forest Glade PLC. Therefore, it is recommended that Forest Glade PLC discuss the plausibility of implementing a compost program, or a paper towel reduction program (i.e., more air-dryers) on-site and focus attention of the largest areas of organic waste generation (i.e., classrooms, washrooms) to increase the amount of organic material being captured and diverted from landfill.

Mixed containers that can be diverted into the Blue Box stream accounted for 9.26% of the overall Garbage stream. It was found the largest in CYW with 20.83% of the total sample, and on average, 5.29% in the garbage stream per functional area. In addition, the mixed papers that can be diverted into the Red Box stream accounted for 7.56% of the overall Garbage stream. It was also found the highest in CYW with 12.50% of the total sample. In total, 16.82% of the Garbage stream was composed of divertible materials. Therefore, it is suggested that better collection systems, improved labels, program promotion, and/or student/staff education on proper waste disposal practices may be required to increase the capture rate of these materials from landfills.

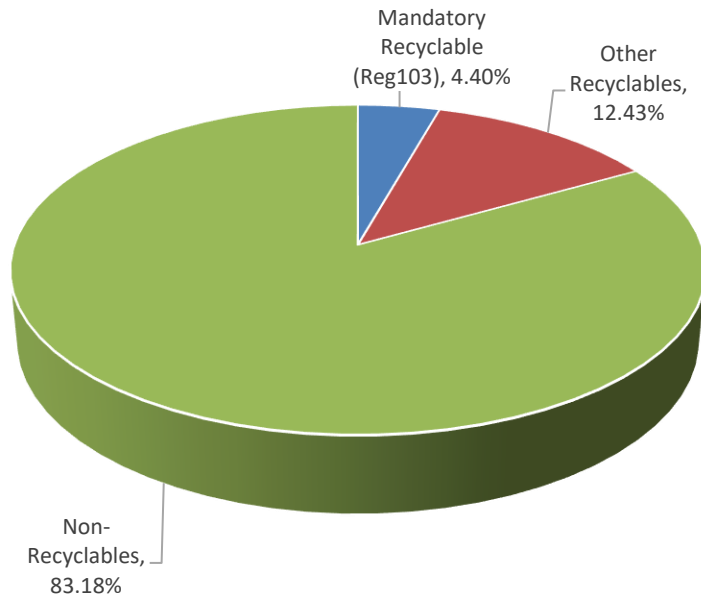
The accepted materials in the garbage stream comprised 17.76% (apart from organic waste and paper towels) and were found the largest in the custodial rooms with a percentage of 91.43% in the total sample. On average, there was a total of 30.18% of non-recyclable waste in the garbage stream per functional area. The materials in this category included LDPE #4 plastic films, cold beverage wax-lined paper cups, PPE, and other non-recyclable waste (i.e., rigid packaging, chip bags, etc.).

#### 4.2.1 Percentage of Recyclable Materials in the Garbage Stream

O. Reg. 103/94 requires that educational institutions source separate 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; and
- Steel food or beverage cans (including cans made primarily of steel).

Figure 5 summarizes the quantity of these ‘mandatory recyclable’ materials found in the waste audit garbage samples compared to ‘other recyclable’ materials (i.e., PET #1, boxboard, etc.) and ‘non-recyclable’ materials.

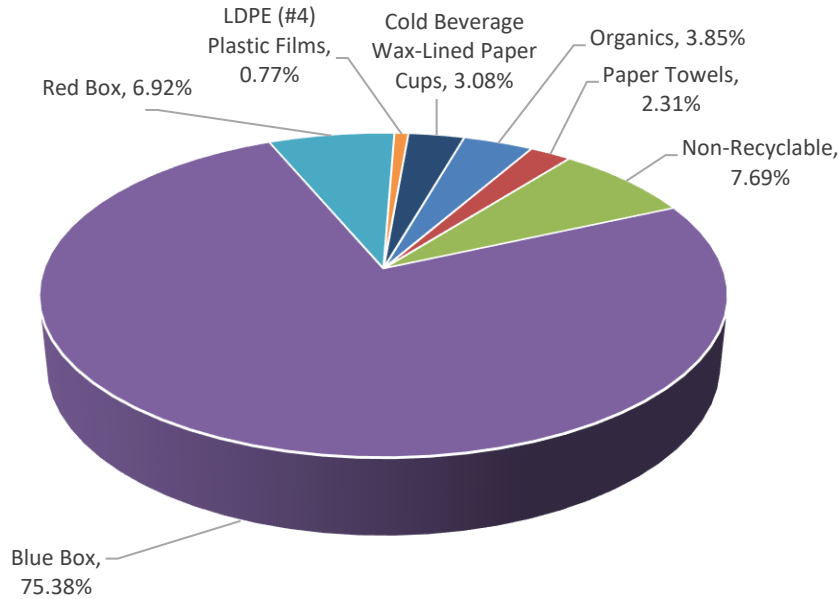


**Figure 5: Percentage of Recyclables in the Garbage Stream**

The data suggests that Forest Glade PLC has an overall ‘mandatory’ recyclable content of 4.40% in the combined garbage of the facility. The main ‘mandatory’ recyclable materials were fine paper and boxboard. ‘Other recyclables’ represented 12.43% of the sample and consisted of PP #5, aseptic containers, and craft paper. ‘Non-recyclable’ waste represented approximately 83.18% of the overall garbage sample.

### 4.3 Blue Box Recycling

The total weight of blue box recycling collected and sorted for the audit was 1.30 kg. Figure 6 summarizes the overall combined blue box recycling composition determined from the waste audit.

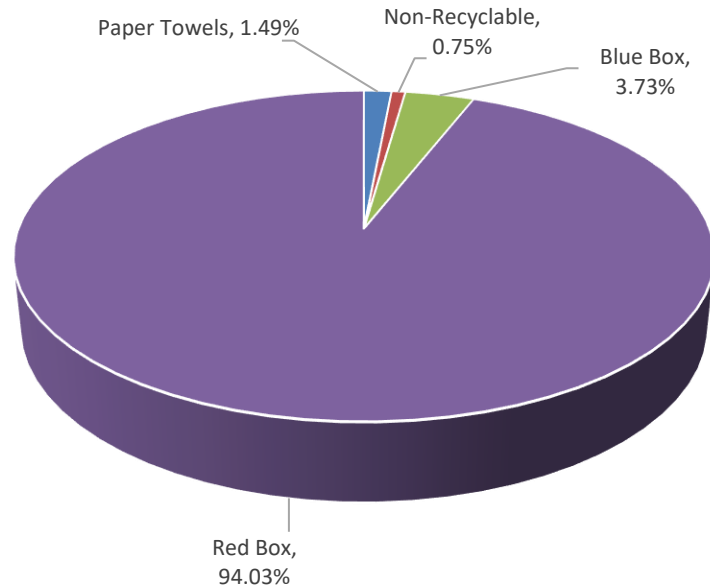


**Figure 6: Overall Blue Box Recycling Composition**

Summary tables, including composition, weights, and percentages, are found in Appendix C. The Blue Box recycling sample contained 75.38% of blue box materials, 7.69% of non-recyclable waste, and 6.92% of red box materials. The contamination rate of this waste stream was found to be 24.62%. The contaminants found were non-recyclable waste, organics, red box recyclables, cold beverage wax-lined cups, LDPE #4 plastic films and paper towels. The blue box sample for this audit was only found in the classrooms of the school facilities.

#### 4.4 Red Box Recycling

The total weight of red box recycling collected and sorted for the audit was 1.34 kg. Figure 7 summarizes the overall combined red box recycling composition determined from the waste audit.



**Figure 7: Overall Red Box Recycling Composition**

Summary tables, including composition, weights, and percentages, are found in Appendix C. The Red Box recycling sample contained 94.03% of red box materials, 3.73% of blue box materials, and 1.49% of paper towels. The contamination rate of this waste stream was found to be 5.97%. The contaminants found were paper towels, non-recyclable waste, and blue box recyclables. The red box sample for this audit was only found in the classrooms of the school facilities.

### 5 Performance Metrics

#### 5.1 Waste Diversion Rate

Waste diversion rate is the percentage of waste materials that a facility diverts from landfill due to reduce, reuse, and recycling (i.e., 3Rs) programs versus the total amount of waste generated (i.e., 3Rs plus disposed). According to the MECP, waste diversion rate is calculated as follows:

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

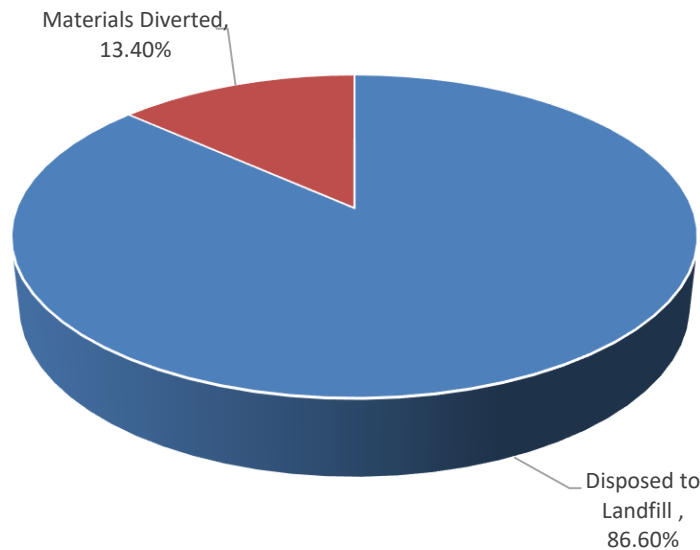
Based on the total annual amount of waste generated and materials diverted, the 2023 waste diversion rate at Forest Glade PLC was determined to be approximately 13.40%. Table 4 and Figure 9 summarize the quantities of waste reduced, reused, recycled, and disposed. Forest Glade PLC’s 2023 waste diversion rate is too short of the MECP provincial objective of 60% waste diversion.

In addition, if the divertible materials in garbage (1,633.09 kg) were disposed into the appropriate waste streams, the potential waste diversion rate would increase to 56.13%. However, if the contaminants in the blue box and red box streams (62.08 kg and 15.52 kg, respectively) were properly disposed of into garbage, the potential waste diversion rate would decrease to 11.37% based on increase garbage volume.

**Table 4: Annual Quantities of Materials Diverted and Disposed**

Material	Total Waste	
	Kilograms	Percent
Disposed to Landfill	3,309.64	86.60%
Materials Diverted	512.16	13.40%
Total Waste Generated	3,821.80	100.00%
<b>ACHIEVED WASTE DIVERSION RATE</b>		<b>13.40%</b>
<i>Additional Divertible Material in Wastes Disposed to Landfill (kg)</i>		1,633.09
<b>POTENTIAL WASTE DIVERSION RATE</b>		<b>56.13%</b>

Note: Annual values taken from estimation of average weights.



**Figure 9: 2023 Waste Audit Summary**

## 5.2 Capture Rate

Capture rate is the proportion of divertible waste materials which are successfully diverted from disposal compared to the total amount of the divertible waste materials generated. According to the Recycling Council of Ontario, capture rate is calculated as follows:

$$\text{Capture Rate} = \frac{\text{Total Divertible Material Captured (3Rs)}}{\text{Total Divertible Materials Generated}} \times 100\%$$



Thus, capture rate assists in determining the effectiveness of the recycling programs. Table 5 summarizes the capture rate for the divertible materials at Forest Glade PLC.

**Table 5: Capture Rate Summary**

<b>Divertible Material</b>	<b>Annual Material Generated (kg)</b>	<b>Annual Diverted Material Captured (kg)</b>	<b>Capture Rate (%)</b>
Blue Box	568.42	252.20	44.37%
Red Box	527.68	259.96	49.26%
Overall Facility	1096.10	512.16	46.73%

The capture rates at Forest Glade PLC for all of the materials ranged from approximately 44.37% to 49.26%, which indicated that some of the divertible generated were placed into the appropriate recycling streams; and that the current systems in place were not as effective. The overall capture rate of all recyclables at Forest Glade PLC is considered to be poor at approximately 46.73%.

### 5.3 Year-over-Year Change in Waste Generation

Waste diversion rate and capture rate do not always demonstrate how effective a site’s 3R programs are operating. This is due to the continual change of many key factors involved in waste and recyclable material generation, such as the number of students enrolled. As the number of students changes per year, quantities of waste and recyclables change, making it difficult to have a direct comparison of data between the years. It is recommended that GECDSB start tracking ‘Year over Year’ changes in the amount of waste disposed and/or materials recycled per standard unit. This allows direct comparison of data from year to year, thus assisting the school board in gaining a better understanding of the effectiveness of their waste diversion programs. For GECDSB, the most applicable standard unit is the number of students enrolled, with each individual school level being the optimum focus. This approach will allow GECDSB to effectively predict future requirements and thus initiate the appropriate planning procedures as well as gain valuable insight into the actual effectiveness of their diversion programs at an enhanced granular level.

#### 5.3.1 Year-over-Year Change in Diverted Quantities

The ‘Year-over-Year Change in Diverted Quantities’ is the indicator of the amount of materials diverted from disposal through reduce, reuse, and/or recycle activities per student compared to previous data. Table 6 summarizes the results for the 2023/2024 school year. A positive year-over-year change indicates waste diversion programs are improving over time. Currently, the waste diverted per student at Forest Glade PLC is 1.58 kg per year.

**Table 6: Year-over-Year Change in Waste Diversion**

Waste Diversion Metric	Value	Unit
Curriculum Year	2023/2024	Year
Total Materials Diverted	512.16	Kilogram (kg)
Enrollment	325	Students
Annual Diverted Quantity per Student	1.58	Kilogram (kg)
Year-over-Year Change in Diverted Quantity	To be determined	Kilogram (kg)

### 5.3.2 Year-over-Year Change in Garbage Disposed

The ‘Year-over-Year Change in Garbage Disposed’ is the indicator of the amount of reduction in waste materials disposed to landfill due to waste diversion activities at the facility. A reduction in the year-over-year value will indicate that the 3Rs programs are continually reducing wastes disposed to landfills. Currently, the waste disposed to landfill per student at Forest Glade PLC is 10.18 kg per year.

**Table 6: Year-over-Year Change in Garbage Disposed**

Waste Diversion Metric	Value	Unit
Curriculum Year	2023/2024	Year
Total Materials Disposed to Landfill	3,309.64	Kilogram (kg)
Enrollment	325	Students
Annual Disposed Quantity per Student	10.18	Kilogram (kg)
Year-over-Year Change in Disposed Quantity	To be determined	Kilogram (kg)

## 6 Waste Audit Summary and Waste Reduction Work Plan

Refer to Appendix C for the Waste Audit Summary and Waste Reduction Work Plan. The last page of each set of forms in the appendix needs to be signed by an authorized representative at the facility.

According to O. Reg. 102/94, the Waste Reduction Work Plan (Appendix C), or a summary of the plan must be posted at the facility in a place where staff can review it. The waste audit report and entire Work Plan will be located in the school environmental manual, located in the office.

## 7 Conclusions

Based on the results of the solid non-hazardous waste audit conducted for Forest Glade Primary Learning Centre, the following conclusions can be made:

- For the curriculum year 2023/2024, the estimated annual landfill disposal rate at Forest Glade PLC is 3,309.64 kg. Approximately 512.16 kg of waste materials is diverted through existing reduce, reuse, and recycling activities. This represents a diversion rate of 13.40%. The provincial objective is 60% waste diversion. In addition, if the divertible materials in garbage (1,633.09 kg) were disposed of into the appropriate waste streams, the potential waste diversion rate would increase to 56.13%.
- Forest Glade PLC maintains diversion programs for Red Box (i.e., cardboard, and mixed papers) and Blue Box (i.e., mixed containers) recycling. These programs meet the minimum requirements of O. Reg. 103/94 for educational institutions.
- The capture rates for all divertible materials were ranked poor at 44.37% to 49.26%. The overall capture rate of all recyclables at Forest Glade PLC was 46.73%.
- Classrooms were the most significant generators of waste at the school, which accounted for approximately 70.10% of the overall waste sample.
- 83.18% of the Garbage stream was determined to be acceptable materials, including organics (33.12%), paper towels (32.30%), non-recyclable waste (12.31%), LDPE #4 plastic films (2.70%), cold beverage wax-lined cups (2.29%), and PPE (0.47%). Divertible materials such as blue box and red box recyclables were also present to be 9.26% and 7.56%, respectively.
- The overall ‘mandatory’ recyclable content in the Garbage stream was 4.40% of the combined waste of the facility, which consisted of mixed fine paper and cardboard. ‘Other recyclables’ represented 12.43%, and ‘non-recyclables’ consisted of 83.18% of the overall Garbage sample.
- The Blue Box recycling was composed primarily of accepted mixed container materials, which represented 75.38% of the whole stream. The contamination rate was determined to be 24.62%, where the remaining sample contained 7.69% non-recyclable waste, 6.92% red box recycling, 3.85% organics, 3.08% cold beverage wax-lined cups, 2.31% paper towels, and 0.77% LDPE #4 plastic films.
- The Red Box recycling was composed primarily of accepted mixed paper materials, which represented 94.03% of the whole stream. The contamination rate was determined to be 5.97%, where the remaining sample contained 3.73% blue box recyclables, 1.49% paper towels and 0.75% non-recyclable waste.

## 8 Recommendations

Based on the conclusions, the following recommendations are presented below to assist Forest Glade Primary Learning Centre in maximizing their waste diversion potential:

- Organic waste and paper towels contribute to 33.12% and 32.30%, respectively, of the garbage stream and are collected through most functional areas of the school. Currently, there is no organics diversion program implemented at Forest Glade PLC. Based on visual observations during the waste audit, the majority of the disposed organic waste was avoidable food products that could still be well-eaten. To reduce the amount of food waste disposed into landfills, it is recommended to:
  - Educate students/staff about the implications of food waste in their communities and the socioeconomic and environmental responsibilities they can have to mitigate this issue. This includes presentations/assemblies on the matter to encourage interest and engagement, and/or having an outdoor learning element in the curriculum about this topic.
  - Establish a quality and palatable school breakfast/lunch menu that can entice students to finish all of their servings and be less likely to dispose of them. It is also important to consider the serving size and presentation of the food. This includes taking into consideration younger students who are more likely to be fussy with their food.
  - Create a compost program for a school or community garden. A compost program can be a viable outdoor learning experience for students. If there is no opportunity to compost the food waste on school grounds, the organic waste could be collected in clearly defined waste bins throughout the school. These waste bins could be dedicated for food donations or compost, and placed in every hallway, classroom, and communal area in the school. This also includes having specific waste bins labeled “paper towels only” in the washrooms to increase its capture rates from landfills.
- Providing clear signage with pictures can help staff and students identify opportunities for proper disposal at the source. The signage should be continually updated in all of the garbage and recycling bins to assist in sorting waste easily and correctly. Signs are a highly effective method of increasing participation, reducing contamination, and increasing the capture rate. A copy of the Essex-Windsor Solid Waste Authority’s recycling guide is provided in Appendix A.
- Updated receptacles are required throughout the school that clearly segregate the different waste streams. These receptacles should be sized appropriately according to use and color-coordinated to identify the type of waste (i.e., black for garbage, blue for mixed containers, red for mixed papers). It is also recommended to keep every type of waste bin attached or close to each other all over the school and remove all of the solitary garbage bins to increase the capture rates of the divertible materials.
- It is recommended to establish a committee (i.e., student environmental club) that oversees waste reduction and sustainability within the school and to promote a culture of waste diversion. Examples of activities include regular electronic newsletters promoting the school’s waste reduction programs, goals, and concerns; placement of informative posters in strategic locations around the school; a suggestion box to address concerns and suggestions on developing/changing diversion programs; and

promoting the use of reusable or recyclable materials (i.e., reusable water bottles, scrap paper collection).

- It is important for GECDSB and Forest Glade PLC staff to track year-over-year changes in waste diversion and capture rates and communicate progress to the staff and students to encourage further participation/engagement. A copy of the school's environmental policy should be posted in all communal areas throughout the school. Continuously monitoring and reporting the year-over-year changes for this school annually would function 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.
- According to O. Reg. 102/94, the Waste Reduction Work Plan 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 of the school's staff or students. The waste audit report and waste reduction work plan must be retained on file for a minimum of five (5) years.

## Appendices

### Appendix A: Supporting Documentation

#### Environmental Protection Act Loi sur la protection de l'environnement

#### ONTARIO REGULATION 102/94 WASTE AUDITS AND WASTE REDUCTION WORK PLANS

**Consolidation Period:** From March 3, 1994 to the [e-Laws currency date](#).

No amendments.

*This Regulation is made in English only.*

#### PART I GENERAL

1. In this Regulation,  
“waste” means municipal waste as defined in Regulation 347 of the Revised Regulations of Ontario, 1990.  
“waste audit” means a study relating to waste.  
“waste reduction work plan” means a plan to reduce, reuse and recycle waste. O. Reg. 102/94, s. 1.
2. A waste audit required under this Regulation shall address,
  - (a) the amount, nature, and composition of the waste.
  - (b) the manner by which the waste gets produced, including management decisions and policies that relate to the production of waste; and
  - (c) the way in which the waste is managed. O. Reg. 102/94, s. 2.
3. (1) A waste reduction work plan required under this Regulation shall include, to the extent that is reasonable, plans to reduce, reuse, and recycle waste and shall set out who will implement each part of the plan, when each part will be implemented and what the expected results are.
  - (2) In developing the work plan, regard shall be had to the following principles:
    1. Reduction is the first objective.
    2. If reduction is not possible, then reuse is the next objective.
    3. If reduction and reuse are not possible, then recycling is the final objective. O. Reg. 102/94, s. 3.
4. A person who is required under this Regulation to prepare a report of a waste audit or a waste reduction work plan shall prepare it on a form provided by the Ministry or in the same format as such a form. O. Reg. 102/94, s. 4.
5. (1) A person who is required under this Regulation to prepare a report of a waste audit or a waste reduction work plan shall retain a copy of the report or plan for at least five years after it was prepared.
  - (2) A person who is required under this Regulation to prepare a report of a waste audit or a waste reduction work plan shall submit to the Director, on request, the required report or plan, within seven days of the Director requesting them. O. Reg. 102/94, s. 5.
6. (1) A person who becomes subject to an obligation under this Regulation to prepare a report of a waste audit or a waste reduction work plan shall do so within six months of becoming subject to the obligation.

(2) This section does not apply with respect to updated reports or plans.

(3) This section does not apply with respect to obligations of a builder under Part IV or a demolisher under Part V. O. Reg. 102/94, s. 6.

7. (1) A new owner or operator to whom this Regulation applies is not required to conduct a new waste audit or prepare a new waste reduction work plan if an audit or work plan was conducted or prepared by a previous owner or operator and the new owner or operator updates the audit and work plan as required under this Regulation.

(2) This section does not apply with respect to a builder under Part IV or a demolisher under Part V. O. Reg. 102/94, s. 7.

8. (1) A person who has an obligation to conduct a waste audit and prepare a report under Part II, III, VI, VII, VIII, IX, X or XI in respect of more than one retail shopping establishment, retail shopping complex, building, restaurant, hotel or motel, hospital, location or campus of an educational institution, or site of a manufacturing establishment, may conduct a single audit and prepare a single report for two or more of them if it is reasonable to expect that separate audits would have similar findings.

(2) Subsection (1) applies with necessary modifications with respect to updates of waste audits and reports. O. Reg. 102/94, s. 8.

## **PART X EDUCATIONAL INSTITUTIONS**

51. (1) This Part applies to the operator of an educational institution in respect of a location or campus of the institution if, at the location or campus, at any time during the calendar year, more than 350 persons are enrolled.

(2) This Part continues to apply in respect of a location or campus for the two calendar years following the last year in which more than 350 persons were enrolled at the location or campus. O. Reg. 102/94, s. 51.

52. (1) The operator shall conduct a waste audit covering the waste generated by the operation of the institution at the location or campus. 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. 52.

53. (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 institution at the location or campus.

(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. 53.

54. The operator shall implement the waste reduction work plan as updated. O. Reg. 102/94, s. 54.

55. The waste reduction work plan shall include measures for communicating the plan to the operator's employees who work at the location or campus and, as a minimum, those measures shall require,

(a) that the plan or a summary be posted in places where most employees will see it; and

(b) if a summary is posted that any employee who requests to look at the plan be allowed to do so. O. Reg. 102/94, s. 55.



**Environmental Protection Act  
Loi sur la protection de l'environnement**

**ONTARIO REGULATION 103/94**

**INDUSTRIAL, COMMERCIAL, AND INSTITUTIONAL SOURCE SEPARATION PROGRAMS**

**Consolidation Period:** From October 31, 2011 to the [e-Laws currency date](#).

Last amendment: [230/11](#).

Legislative History: [230/11](#).

***This Regulation is made in English only.***

SOURCE SEPARATION PROGRAMS

1. In this Regulation,

“Northern Ontario” means the territorial districts of Algoma, Cochrane, Kenora, Manitoulin, Nipissing, Parry Sound, Rainy River, Sudbury, Thunder Bay and Timiskaming and The Regional Municipality of Sudbury.

“source separation program” means a program to facilitate the source separation of waste for reuse or recycling. O. Reg. 103/94, s. 1.

2. (1) A source separation program required under this Regulation must include,

- (a) the provision of facilities for the collection, handling and storage of source separated wastes described in subsection (2) adequate for the quantities of anticipated wastes.
- (b) measures to ensure that the source separated wastes that are collected are removed.
- (c) the provision of information to users and potential users of the program,
  - (i) describing the performance of the program,
  - (ii) encouraging effective source separation of waste and full use of the program.
- (d) reasonable efforts to ensure that full use is made of the program and that the separated waste is reused or recycled.

(2) The source separated waste referred to in clause (1) (a) is waste that has been source separated from other kinds of waste and that consists solely of waste from one or more of the following categories:

- 1. The categories of waste set out in the part of the Schedule applicable to the person required to implement the source separation program.
- 2. The categories of waste set out in Schedule 1, 2 or 3 of Ontario Regulation 101/94 that the source separation program accepts.

(3) A source separation program required under this Regulation must provide for all the categories of waste set out in the part of the Schedule applicable to the person required to implement the program except for categories of waste that cannot be reasonably anticipated. O. Reg. 103/94, s. 2.

3. Source separation programs required by this Regulation are exempt from sections 27, 40 and 41 of the Act. O. Reg. 103/94, s. 3.

4. (1) A source separation program that is not required by this Regulation is exempt from sections 27, 40 and 41 of the Act if,

- (a) the program is restricted to waste generated at a single site.
- (b) the program only accepts waste that has been source separated from other kinds of waste and that consists solely of waste from one or more of the categories of waste set out in Schedule 1, 2 or 3 of Ontario Regulation 101/94.



(c) the program includes everything set out in subsection 2 (1).

(2) For the purposes of clause (1) (c), the reference to source separated waste in clause 2 (1) (a) shall be deemed to be a reference to the waste described in clause (1) (b). O. Reg. 103/94, s. 4.

#### EDUCATIONAL INSTITUTIONS

**14.** (1) This section applies to the operator of an educational institution in respect of a location or campus of the institution if, at the location or campus, at any time during the calendar year, more than 350 persons are enrolled.

(2) The operator shall implement a source separation program for the waste generated by the operation of the institution at the location or campus or shall ensure that such a program is implemented.

(3) This section continues to apply in respect of a location or campus for the two calendar years following the last year in which more than 350 persons were enrolled at the location or campus.

(4) This section applies only in respect of a location or campus located within a local municipality that has a population of at least 5,000.

(5) This section takes effect with respect to a location or campus in Northern Ontario on July 1, 1996. O. Reg. 103/94, s. 14.

#### TRANSITION

**16.** Except as otherwise provided, a person who, upon the coming into force of this Regulation, or at any time within twelve months after the coming into force of this Regulation, becomes subject to an obligation with respect to the implementation of a source separation program shall fulfil the obligation within twelve months after the coming into force of this Regulation. O. Reg. 103/94, s. 16.

#### SCHEDULE WASTES TO BE PROVIDED FOR IN SOURCE SEPARATION PROGRAMS

##### PART X EDUCATIONAL INSTITUTIONS

(referred to in section 14)

1. Aluminum food or beverage cans (including cans made primarily of aluminum).
2. Cardboard (corrugated).
3. Fine paper.
4. Glass bottles and jars for food or beverages.
5. Newsprint.
6. Steel food or beverage cans (including cans made primarily of steel).



## CALIBRATION CERTIFICATE

DATE: Aug 17 2023

SR # 51702

**CUSTOMER:**

Waste Reduction Group  
214 Merton St. Unit 101  
Toronto ON

**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.

Western model EWA-150  
Capacity - 150 kg  
S/N - 202304031

**CANADIAN SCALE COMPANY LIMITED** is accredited with Measurement Canada

\_\_\_\_\_  
Technician's signature



**CANADIAN SCALE COMPANY LIMITED**  
305 Horner Avenue, Toronto, ON M8W 1Z4  
1-800-461-0634      [www.canscale.com](http://www.canscale.com)

# EW SWA Recycling Guide



## WHAT TO RECYCLE

## HOW TO PREPARE (20 kg / 44 lb weight limit per box)

Weight Limit (per box): 20 kg / 44 lb

<b>NEW!</b> CLAMSHELLS, TRAYS AND CUPS	Clear plastic containers, trays, clamshells, cups, plastic (fruit) baskets, etc.	Rinse and place LOOSE in the Blue Box. Flatten or crush to make more room in the recycle box.	
<b>POLYCOAT</b> BEVERAGE CARTONS & TETRA PAKS discard plastic lids	Milk cartons, juice cartons, creamer cartons, juice boxes, broth cartons, soup cartons, etc.	Rinse and place LOOSE in the Blue Box. Flatten or crush to make more room in the recycle box.	
<b>ALUMINUM FOIL</b>	Aluminum foil (loose sheets), aluminum trays, and aluminum pie plates - ONLY.	Plates & trays flatten. Foil, roll into a ball. Place loose in Blue Box.	
<b>TUBS &amp; LIDS</b>	Margarine tubs, sour cream, yogurt, ice cream, spreads, and dips, etc.	Empty, rinse and place LOOSE in the Blue Box. Remove lid, and recycle lid as well.	
<b>FOOD &amp; BEVERAGE CANS</b>	Pop & juice cans, vegetable cans, fruit cans, etc. All aluminum and steel cans are accepted, including frozen juice cans.	Rinse and place LOOSE in the Blue Box.	
<b>PLASTIC BOTTLES &amp; JUGS</b> discard plastic lids	Pop, water, sport drink bottles, lotion, shampoo, fabric softener & squeeze bottles.	Rinse, and place LOOSE in your Blue Box - discard plastic lids.	
<b>EMPTY PAINT &amp; AEROSOL CANS</b> discard plastic lids (NO propane tanks)	Empty alkyd & latex paint cans - no plastic cans. Empty Aerosol spray cans: deodorizers, cooking spray, shaving cream, etc.	<b>All cans MUST be empty.</b> <b>Paint Trick:</b> Let product dry out first or use it up prior to recycling. Paint cans with rubber bottoms are not accepted.	
<b>GLASS BOTTLES &amp; JARS</b> recycle metal lids	Clear and coloured glass bottles and jars - ONLY. (i.e. condiment bottles & jars, dressings, sauces, etc.)	Place LOOSE in Box. No ceramics, window glass, broken glass, etc. Don't fill Blue Box with glass - it's too heavy for collectors.	

**CONTAINERS ONLY IN YOUR BLUE BOX! - No paper, no other products.**




## NOT IN YOUR RECYCLE BOX!



## WHAT TO RECYCLE

## HOW TO PREPARE (20 kg / 44 lb weight limit per box)

Weight Limit (per box): 20 kg / 44 lb

<b>NEWSPAPER</b>	Newspapers, junkmail, inserts and flyers.	Place LOOSE in your Red Box. Please remove any plastic inserts / wrap.	
<b>MAGAZINES, CATALOGUES, &amp; TELEPHONE BOOKS</b>	Magazines, catalogues, telephone books, paperback books, & hardcover books.	Remove cover from hardcover books and discard. Place all materials LOOSE in your Red Box.	
<b>MIXED PAPER &amp; JUNKMAIL</b>	Cereal, pasta, cookie, laundry detergent, tissue and shoe boxes. Pet food bags, sugar & flour bags, brown paper bags, toilet / paper towel tubes. Office paper, envelopes, paper egg trays, gift cards, gift wrap, etc.	Flatten boxes and place in a paper bag or one of the cardboard boxes. Remove any plastic inserts / wrap.	
<b>CARDBOARD</b>	Cardboard boxes, shipping or moving boxes, clean pizza boxes, etc.	Stack smaller boxes inside larger boxes. Large appliance boxes break down (no larger) than 30" x 30".	

**PAPER ONLY IN YOUR RED BOX! - No containers, no other products.**



**CONTACT US FOR MORE INFORMATION:**  
 General Inquiries: 1-800-563-3377 • TTY: 1-877-624-4832  
 Email: ask@ewswa.org • Web: www.wecanrecyclemore.org



**GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD**  
**School Year Calendar 2023-2024: Elementary**

Month	1 <sup>st</sup> Week					2 <sup>nd</sup> Week					3 <sup>rd</sup> Week					4 <sup>th</sup> Week					5 <sup>th</sup> Week				
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
September 2023					1	4 H	5 ★	6	7	8	11	12	13	14	15	18	19	20	21	22 P	26	28	27	28	29
October 2023	2	3	4	5	6	9 H	10	11	12	13	16	17	18	19	20	23	24	25	26	27 P	30	31			
November 2023			1	2	3	6	7	8	9	10	13	14	15	16	17 P	20	21	22	23	24	27	28	29	30	
December 2023					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	26 H	28 H	27 B	28 B	29 B
January 2024	1 H	2 B	3 B	4 B	5 B	8	9	10	11	12	15	16	17	18	19 P	22	23	24	25	26	29	30	31		
February 2024				1	2	5	6	7	8	9	12	13	14	15	16 P	19 H	20	21	22	23	26	27	28	29	
March 2024					1	4	5	6	7	8	11	12	13 B	14 B	15 B	18	19	20	21	22	26	28	27	28	29 H
April 2024	1 H	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30			
May 2024			1	2	3	6	7	8	9	10	13	14	15	16	17	20 H	21	22	23	24	27	28	29	30	31
June 2024	3	4	5	6	7 P	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28 P					

★ First Day of School    H: Statutory Holiday    P: Professional Activity Day  
 B: Board Designated Holiday

May 31, 2023

**Appendix B: List of Categories**

Material Category	Material Subcategory	Description
<b>Mixed Containers (Blue Box)</b>	#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.
	#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.
	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.
	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.
<b>Mixed Papers (Red Box)</b>	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, catalogs, calendars, flyers, and inserts.
	Newspaper	Major daily and weekly newspapers and community newspapers. Does not include flyers and inserts.
	Boxboard	Single layered paperboard and fiberboard with no corrugation.  Includes cereal boxes, shoe boxes, cores from toilet paper/paper towels/gift wrap, etc.
	Craft Paper	Craft paper bags and wrap, grocery or retail bags, potato bags, some pet food bags, etc.  Includes brown, white, and colored craft paper and bags. No bags with bonded plastic or foil lining.
	Cardboard	Waxed or unwaxed corrugated cardboard containers.  Includes molded pulp materials such as egg cartons, drink trays, other trays, etc.
	Coffee Cups	All cups and containers used for hot beverages.  Multiple layered, primarily fibre, hot beverage containers common in fast food industry.
	<b>Organics</b>	Compostable Fibres
Organic Food Waste		All edible and non-edible organic wastes that results from food items.  Includes untouched and leftover bakery, meat & fish,



		dried food, fruits & vegetables, dairy, and other foods.
<b>Operational Waste</b>	Scrap Wood	Non-treated wood materials.  Includes skids/pallets, wooden furniture, etc. Does not include branches, brush, or wood chips.
	Other Metals	Scrap metals, copper pipes, hardware, etc.  Includes multi-material items that are mainly metal.
	Electronic Waste	All Waste from Electrical and Electronic Equipment (WEEE). Anything that is battery operated and/or can be plugged in to an electrical outlet.  Includes computer / IT equipment, telecom equipment, TV & audio equipment, small kitchen appliances, wires/chargers/adapters, cocks, gadgets, etc.
	Batteries	All single-use and rechargeable batteries.  Includes Alkaline-Manganese, Lithium, Silver Oxide, Zinc Air, Zinc-Carbon, etc.
<b>Non-Recyclable Waste</b>	Cold Beverage and Food Wax-Lined Paper Cups	All cups and containers used for cold beverages and food with a plastic or wax lining.  Multiple layered, primarily fiber, cold food, and beverage containers, common in the fast-food industry. Includes paper-based cups with a plastic lining, water cooler cups, freezer boxes, etc.
	#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.
	Expanded Polystyrene	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.
	Plastic Strapping	All Plastic Strapping material.  This material is used to bundle products together for

		retail sales and can come in a variety of colours and plastic materials.
	PPE	<p>Single or multi-use face masks used as PPE. Includes ear loop masks, procedure/surgical masks, medical masks, reusable cloth masks, N95 masks, disposable respirators, etc.</p> <p>Disposable PPE used for protecting hands. Includes latex, nitrile, rubber, plastic, vinyl, surgical-type gloves, etc.</p>
	Textiles	Clothing & cloth-based items – e.g., drapes, bedsheets, towels, outerwear, footwear, stuffed toys, purses, belts, bags, hat, scarves, mittens, etc.
	Non-recyclable/Garbage	<p>All other non-recyclable waste materials not classified elsewhere.</p> <p>Includes hazardous waste, black plastics, 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>



**Appendix C: Waste Audit Data**

Table C1: Waste Audit Sample Summary

Sample #	Waste Stream	Waste Audit Date	Sample	
			kg	%
1	Garbage	20-Oct-23	17.06	86.60%
2	Blue Box	20-Oct-23	1.30	6.60%
3	Red Box	20-Oct-23	1.34	6.80%
Total			19.70	100.00%

Table C2: Garbage Sample Summary - By Functional Area

Waste Stream		Garbage															
Sample Date		20-Oct-23															
Waste Generating Areas		Classrooms		CYW		Staffroom		Washrooms		Daycare		Office		Custodial		Overall	
Total Weight of Sample		11.17		0.72		0.82		2.56		1.20		0.24		0.35		17.06	
Total Percent of Sample		65.47%		4.22%		4.81%		15.01%		7.03%		1.41%		2.05%		100.00%	
Composition of Garbage:		kg	%	kg	%	kg	%	kg	%	kg	%	kg	%	kg	%	kg	%
Blue Box	PET #1	0.04	0.36%	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	0.23%
	HDPE Plastic Containers #2	0.11	0.98%	0.02	2.78%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.13	0.76%
	PP #5	0.22	1.97%	0.02	2.78%	0.02	2.44%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.26	1.52%
	Polystyrene #6	0.16	1.43%	0.01	1.39%	0.01	1.22%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.18	1.06%
	Glass	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%
	Aluminum	0.01	0.09%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.01	0.06%
	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%
	Gable Top Containers	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%
	Aseptic Containers	0.86	7.70%	0.10	13.89%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.96	5.63%
Red Box	Fine Paper	0.64	5.73%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.01	4.17%	0.01	2.86%	0.66	3.87%
	Newspaper	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%
	Boxboard	0.26	2.33%	0.01	1.39%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.27	1.58%
	Craft Paper	0.20	1.79%	0.00	0.00%	0.01	1.22%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.21	1.23%
	Cardboard	0.00	0.00%	0.08	11.11%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.08	0.47%
	Coffee Cups	0.06	0.54%	0.00	0.00%	0.01	1.22%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.07	0.41%
Other Recyclables	Paper Towels	2.16	19.34%	0.18	25.00%	0.13	15.85%	2.04	79.69%	0.94	78.33%	0.04	16.67%	0.02	5.71%	5.51	32.30%
	Organics	4.24	37.96%	0.20	27.78%	0.63	76.83%	0.50	19.53%	0.05	4.17%	0.03	12.50%	0.00	0.00%	5.65	33.12%
	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%
	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%
	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%
	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%
Other	Cold Beverage Wax-Lined Paper Cups	0.38	3.40%	0.01	1.39%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.39	2.29%
	LDPE (#4)																
	Plastic Films	0.42	3.76%	0.02	2.78%	0.01	1.22%	0.00	0.00%	0.01	0.83%	0.00	0.00%	0.00	0.00%	0.46	2.70%
	Styrofoam	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%
	Plastic Strapping	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%
	PPE	0.01	0.09%	0.01	1.39%	0.00	0.00%	0.02	0.78%	0.02	1.67%	0.00	0.00%	0.02	5.71%	0.08	0.47%
	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%
	Non-Recyclable	1.40	12.53%	0.06	8.33%	0.00	0.00%	0.00	0.00%	0.18	15.00%	0.16	66.67%	0.30	85.71%	2.10	12.31%
Facility-Specific Waste																	
QAQC Check		11.17	100.00%	0.72	100.00%	0.82	100.00%	2.56	100.00%	1.20	100.00%	0.24	100.00%	0.35	100.00%	17.06	100.00%
Blue Box		1.40	12.53%	0.15	20.83%	0.03	3.66%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	1.58	9.26%
Red Box		1.16	10.38%	0.09	12.50%	0.02	2.44%	0.00	0.00%	0.00	0.00%	0.01	4.17%	0.01	2.86%	1.29	7.56%
Mandatory Recyclable (Reg103)		0.65	5.82%	0.08	11.11%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.01	4.17%	0.01	2.86%	0.75	4.40%
Other Recyclables		1.91	17.10%	0.16	22.22%	0.05	6.10%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	2.12	12.43%
Non-Recyclables		8.61	77.08%	0.48	66.67%	0.77	93.90%	2.56	100.00%	1.20	100.00%	0.23	95.83%	0.34	97.14%	14.19	83.18%
QAQC Check		True	100.00%	True	100.00%	True	100.00%	True	100.00%	True	100.00%	True	100.00%	True	100.00%	True	100.00%

Table C3: Blue Box Sample Summary – By Functional Area

Waste Stream		Blue Box	
Sample Date		20-Oct-23	
Waste Generating Areas		Classrooms	
Total Weight of Sample		1.30	
Total Percent of Sample		100.00%	
Composition of Garbage:		kg	%
Blue Box	PET #1	0.10	7.69%
	HDPE Plastic Containers #2	0.08	6.15%
	PP #5	0.09	6.92%
	Polystyrene #6	0.10	7.69%
	Glass	0.00	0.00%
	Aluminum	0.14	10.77%
	Steel Cans	0.00	0.00%
	Gable Top Containers	0.00	0.00%
	Aseptic Containers	0.47	36.15%
Red Box	Fine Paper	0.01	0.77%
	Newspaper	0.00	0.00%
	Boxboard	0.08	6.15%
	Craft Paper	0.00	0.00%
	Cardboard	0.00	0.00%
	Coffee Cups	0.00	0.00%
Other Recyclables	Paper Towels	0.03	2.31%
	Organics	0.05	3.85%
	Scrap Wood	0.00	0.00%
	Scrap Metal	0.00	0.00%
	Electronic Waste	0.00	0.00%
	Batteries	0.00	0.00%
Other	Cold Beverage Wax-Lined Paper Cups	0.04	3.08%
	LDPE (#4) Plastic Films	0.01	0.77%
	Styrofoam	0.00	0.00%
	Plastic Strapping	0.00	0.00%
	PPE	0.00	0.00%
	Textiles	0.00	0.00%
	Non-Recyclable	0.10	7.69%
Facility-Specific Waste	0.00	0.00%	
QAQC Check		1.30	100.00%
Blue Box		0.98	75.38%
Red Box		0.09	6.92%

Table C4: Red Box Sample Summary – By Functional Area

Waste Stream		Red Box	
Sample Date		20-Oct-23	
Waste Generating Areas		Classrooms	
Total Weight of Sample		1.34	
Total Percent of Sample		100.00%	
Composition of Garbage:		kg	%
Blue Box	PET #1	0.00	0.00%
	HDPE Plastic Containers #2	0.03	2.24%
	PP #5	0.00	0.00%
	Polystyrene #6	0.00	0.00%
	Glass	0.00	0.00%
	Aluminum	0.00	0.00%
	Steel Cans	0.00	0.00%
	Gable Top Containers	0.00	0.00%
	Aseptic Containers	0.02	1.49%
	Red Box	Fine Paper	1.14
Newspaper		0.00	0.00%
Boxboard		0.12	8.96%
Craft Paper		0.00	0.00%
Cardboard		0.00	0.00%
Coffee Cups		0.00	0.00%
Other Recyclables	Paper Towels	0.02	1.49%
	Organics	0.00	0.00%
	Scrap Wood	0.00	0.00%
	Scrap Metal	0.00	0.00%
	Electronic Waste	0.00	0.00%
	Batteries	0.00	0.00%
Other	Cold Beverage Wax-Lined Paper Cups	0.00	0.00%
	LDPE (#4) Plastic Films	0.00	0.00%
	Styrofoam	0.00	0.00%
	Plastic Strapping	0.00	0.00%
	PPE	0.00	0.00%
	Textiles	0.00	0.00%
	Non-Recyclable	0.01	0.75%
	Facility-Specific Waste	0.00	0.00%
QAQC Check		1.34	100.00%
Blue Box		0.05	3.73%
Red Box		1.26	94.03%

Table C5: Overall Garbage Composition Ranked

Waste Composition	%	Annual		Divert?	Est.
		<b>3309.64</b>	<b>KG</b>	<b>Y/N</b>	<b>Amount</b>
Organics	33.12%	1096.10	KG	Yes	657.66
Paper Towels	32.30%	1068.94	KG	Yes	641.36
Non-Recyclable	12.31%	407.40	KG	No	
Blue Box	9.26%	306.52	KG	Yes	183.91
Red Box	7.56%	250.26	KG	Yes	150.16
LDPE (#4) Plastic Films	2.70%	89.24	KG	No	
Cold Beverage Wax-Lined Paper Cups	2.29%	75.66	KG	No	
PPE	0.47%	15.52	KG	No	
QAQC Check	100.00%	3309.64	KG		<b>1633.09</b>

Note: Assumed 60% capture rate of materials in garbage stream.

Table C6: Percentage of Garbage Composition per Functional Area

Functional Area	Classrooms	CYW	Staffroom	Washrooms	Daycare	Office	Custodial	Average	Overall
Blue Box	12.53%	20.83%	3.66%	0.00%	0.00%	0.00%	0.00%	5.29%	9.26%
Red Box	10.38%	12.50%	2.44%	0.00%	0.00%	4.17%	2.86%	4.62%	7.56%
Organic Waste	37.96%	27.78%	76.83%	19.53%	4.17%	12.50%	0.00%	25.54%	33.12%
Compostable Fibres	19.34%	25.00%	15.85%	79.69%	78.33%	16.67%	5.71%	34.37%	32.30%
Non-Recyclable	19.79%	13.89%	1.22%	0.78%	17.50%	66.67%	91.43%	30.18%	17.76%
QAQC Check	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

Table C7: Overall Blue Box Composition Ranked

Waste Composition	%	Annual		Contam.?	Est.
		<b>252.20</b>	<b>KG</b>	<b>Y/N</b>	<b>Amount</b>
Blue Box	75.38%	190.12	KG	No	
Non-Recyclable	7.69%	19.40	KG	Yes	19.40
Red Box	6.92%	17.46	KG	Yes	17.46
Organics	3.85%	9.70	KG	Yes	9.70
Cold Beverage Wax-Lined Paper Cups	3.08%	7.76	KG	Yes	7.76
Paper Towels	2.31%	5.82	KG	Yes	5.82
LDPE (#4) Plastic Films	0.77%	1.94	KG	Yes	1.94
QAQC Check	100.00%	252.20	KG		62.08
<i>Contamination Rate</i>					<b>24.62%</b>

Table C8: Overall Red Box Composition Ranked

Waste Composition	%	Annual		Contam.?	Est.
		<b>259.96</b>	<b>KG</b>	<b>Y/N</b>	<b>Amount</b>
Red Box	94.03%	244.44	KG	No	
Blue Box	3.73%	9.70	KG	Yes	9.70
Paper Towels	1.49%	3.88	KG	Yes	3.88
Non-Recyclable	0.75%	1.94	KG	Yes	1.94
QAQC Check	100.00%	259.96	KG		15.52
<i>Contamination Rate</i>					<b>5.97%</b>



### Annual Data Request Form

Client Name: Forest Glade Public School - PLC

WRG Project No:

Date: 2023-2024

#### Waste Management and Recycling Service Summary

If a bin is used for multiple waste streams (i.e. Garbage and PPE Gloves), please indicate these as separate on different rows so there is one row per waste stream.

Container Size	Waste Stream/Material	Service Provider	Contact Name	Contact Number	Equipment (Compactor/Shredder / Baler)	Pick-Up Frequency	Estimated Annual Quantity (MT)	Annual Quantity (Number of Items)	Average "Fullness" at Time of Pick-up (Check the cell with an "x" as applicable)					Notes
									Empty	1/4 Full	1/2 Full	3/4 Full	Full	
95 GAL	Garbage		Jim Leather	NA	NA	weekly	6.84	7.5				x		-50 kg/yd
95 GAL	Recycling		Jim Leather	NA	NA	weekly	6.78	4.5				x		-82.6 kg/yd 38.8 weeks in calendar year 194 days in calendar year 325 students

## **Appendix D: Waste Reduction Work Plan**



# Ministry of the Environment Waste

## Form Report of a Waste Audit

### Industrial, Commercial and Institutional Establishments

As required by O. Reg. 102/94

- *This report must be prepared 6 months after becoming subject to O. Reg. 102/94 and a copy retained on file for at least five years after it is prepared, and be made available to the ministry upon request.*
- *For large construction and demolition projects, please refer to the forms included with "A Guide to Waste Audits and Waste Reduction Work Plans for Construction and Demolition Projects as Required Under Ontario Regulation 102/94" (revised July 2008)*

#### I. GENERAL INFORMATION

<b>Name of Owner and/or Operator of Entity(ies) and Company Name:</b> Forest Glade Primary Learning Centre - Greater Essex County District School Board			
<b>Name of Contact Person:</b> Rachel Bondy		<b>Telephone #:</b> (519) 966-0034 x10560	<b>Email address:</b> rachel.bondy@publicboard.ca
<b>Street Address(es) of Entity(ies):</b> 9367 Esplanade Drive, Windsor, ON N8R 1J3			
<b>Municipality:</b> Windsor, Ontario			
<b>Type of Entity (check one)</b>			
Retail Shopping Establishments	<input type="checkbox"/>	Hotels and Motels	<input type="checkbox"/>
Retail Shopping Complexes	<input type="checkbox"/>	Hospitals	<input type="checkbox"/>
Office Buildings	<input type="checkbox"/>	Educational Institutions	<input checked="" type="checkbox"/>
Restaurants	<input type="checkbox"/>	Large Manufacturing Establishments	<input type="checkbox"/>

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

#### II. DESCRIPTION OF ENTITY

Provide a brief overview of the entity(ties):
<p>Forest Glade Primary Learning Centre is an educational institution accommodating approximately 325 students. A waste audit was conducted in association with the Greater Essex County District School Board. The objective of the waste audit was to analyze samples from the Garbage, Blue Box, and Red Box waste streams, collected from each functional area, that illustrate the point of origin of each stream.</p> <p>This report has been meticulously prepared to support Forest Glade Primary Learning Centre in emphasizing resource recovery through 3Rs diversion programs.</p>

### III. HOW WASTE IS PRODUCED AND DECISIONS AFFECTING THE PRODUCTION OF WASTE

For each category of waste that is produced at the entity(ies), explain how the waste will be produced and how management decisions and policies will affect the production of waste.

Categories of Waste	How Is the Waste Produced and What Management Decisions/Policies Affect Its Production?
PET (#1) plastic food and beverage bottles	Brought onto campus or generated on campus by staff/students.
HDPE (#2) plastic jugs, crates, totes and drums	Brought onto campus or generated on campus by staff/students..
PP (#5) plastic food containers	Brought onto campus or generated on campus by staff/students.
PS (#6) plastic food containers	Brought onto campus or generated on campus by staff/students.
Glass food and beverage bottles/jars	Brought onto campus or generated on campus by staff/students.
Aluminum food and beverage cans	Brought onto campus or generated on campus by staff/students.
Steel food and beverage cans	Brought onto campus or generated on campus by staff/students.
Gable Top Containers	Brought onto campus or generated on campus by staff/students.
Aseptic Containers	Brought onto campus or generated on campus by staff/students.
Coffee Cups	Brought onto campus or generated on campus by staff/students.
Fine paper	Brought onto campus or generated on campus by staff/students.
Newsprint	Brought onto campus or generated on campus by staff/students.
Boxboard shoe boxes, cereal boxes, etc.	Brought onto campus or generated on campus by staff/students.
Craft Paper	Brought onto campus or generated on campus by staff/students.
Cardboard	Brought onto campus or generated on campus by staff/students.
Paper towels	Generated by staff/students on campus.
Organics	Brought onto campus or generated on campus by staff/students.
LDPE (#4) Plastic Film	Brought onto campus or generated on campus by staff/students.
Expanded Polystyrene (Styrofoam)	Brought onto campus or generated on campus by staff/students.
Plastic Strapping	Generated by staff/students on campus.
Scrap Woods	Generated by staff/students on campus.
Scrap Metals	Generated by staff/students on campus.
Electronic Wastes	Generated by staff/students on campus.
Batteries	Generated by staff/students on campus.
PPE	Brought onto campus or generated on campus by staff/students.
Cold Beverage Cups (Wax-Lined)	Brought onto campus or generated on campus by staff/students.
Coffee cups	Brought onto campus or generated on campus by staff/students.
Textiles	Brought onto campus or generated on campus by staff/students.
Other/Non-recyclable	Generated by staff/students on campus.

**Note:** When completing this form, write “n/a” in the columns where the entity will not produce any waste for a category of waste.

#### IV. MANAGEMENT OF WASTE

For each category of waste listed below, indicate which waste items will be disposed or reused/recycled and how each item will be managed at the entity(ies).

Category	Waste to be Disposed	Reused or Recycled Waste
PET (#1) plastic food and beverage bottles	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in recycling containers.</i>
HDPE (#2) plastic jugs, crates, totes and drums	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in recycling containers.</i>
PP (#5) plastic food containers	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in recycling containers.</i>
PS (#6) plastic food containers	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in recycling containers.</i>
Glass food and beverage bottles/jars	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in recycling containers.</i>
Aluminum food and beverage cans	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in recycling containers.</i>
Steel food and beverage cans	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in recycling containers.</i>
Gable top containers	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in recycling containers.</i>
Aseptic containers	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in recycling containers.</i>
Coffee cups	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in recycling containers.</i>
Fine paper	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in recycling containers.</i>
Newsprint	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in recycling containers.</i>
Boxboard shoe boxes, cereal boxes, etc.	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in recycling containers.</i>
Craft Paper	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in recycling containers.</i>
Cardboard	<i>Staff/Students may place in garbage</i>	<i>Staff/Students may place in recycling containers.</i>
Paper towels	<i>Staff/Students may place in garbage</i>	<i>No recycling program currently implemented.</i>
Organics	<i>Staff/Students may place in garbage</i>	<i>No recycling program currently implemented.</i>
LDPE (#4) Plastic Film	<i>Staff/Students place in garbage</i>	<i>No recycling program implemented.</i>
Expanded Polystyrene (Styrofoam)	<i>Staff/Students place in garbage</i>	<i>No recycling program implemented.</i>
Plastic Strapping	<i>Staff/Students place in garbage</i>	<i>No recycling program implemented.</i>
Scrap Woods	<i>Staff/Students place in garbage</i>	<i>No recycling program currently implemented.</i>
Scrap Metals	<i>Staff/Students may place in garbage</i>	<i>No recycling program currently implemented.</i>
Electronic Wastes	<i>Staff/Students may place in garbage</i>	<i>No recycling program currently implemented.</i>
Batteries	<i>Staff/Students place in garbage</i>	<i>Place tape over battery contacts. Collect in sealed plastic bags and pack in a heavy duty containers. Label as "SPENT BATTERIES", send to the Kit Centre via board courier. To be recycled by Computers for Kids. Do NOT pack leaking batteries.</i>
PPE	<i>Staff/Students place in garbage</i>	<i>No recycling program implemented.</i>
Cold Beverage Cups (Wax-Lined)	<i>Staff/Students place in garbage</i>	<i>Staff/Students may place in recycling containers.</i>
Textiles	<i>Staff/Students place in garbage</i>	<i>No recycling program implemented.</i>
Other/Non-recyclable	<i>Staff/Students may place in garbage</i>	<i>Not applicable.</i>

**Note:** When completing this form, write "n/a" in the columns where the entity will not produce any waste for a category of waste.

**IV. MANAGEMENT OF WASTE**

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**V. ESTIMATED QUANTITY OF WASTE PRODUCED**

Categories of Waste	Estimated Amount of Waste											
	Generated			Reduced/Reused			Recycled			Disposed		
	"A" Base Year	"B" Current Year	"C" * Change (A - B)	"A" Base Year	"B" Current Year	"C" * Change (A - B)	"A" Base Year	"B" Current Year	"C" * Change (A - B)	"A" Base Year	"B" Current Year	"C" * Change (A - B)
	Kilograms	Kilograms	Kilograms	Kilograms	Kilograms	Kilograms	Kilograms	Kilograms	Kilograms	Kilograms	Kilograms	Kilograms
PET (#1) plastic food and beverage bottles	0.00	33.49	0.00	0.00	0.00	0.00	0.00	25.73	0.00	0.00	7.76	0.00
HDPE (#2) Containers	0.00	45.81	0.00	0.00	0.00	0.00	0.00	20.59	0.00	0.00	25.22	0.00
Polypropylene (#5) Containers	0.00	73.60	0.00	0.00	0.00	0.00	0.00	23.16	0.00	0.00	50.44	0.00
Polystyrene (#6) Containers	0.00	60.65	0.00	0.00	0.00	0.00	0.00	25.73	0.00	0.00	34.92	0.00
Glass food and beverage bottles/jars	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Aluminum food and beverage cans	0.00	37.97	0.00	0.00	0.00	0.00	0.00	36.03	0.00	0.00	1.94	0.00
Steel food and beverage 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
Gable Top/Milk Containers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Aseptic Containers	0.00	307.19	0.00	0.00	0.00	0.00	0.00	120.95	0.00	0.00	186.24	0.00
Fine paper	0.00	363.24	0.00	0.00	0.00	0.00	0.00	235.20	0.00	0.00	128.04	0.00
Newsprint	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Boxboard shoe boxes, cereal boxes, etc.	0.00	77.14	0.00	0.00	0.00	0.00	0.00	24.76	0.00	0.00	52.38	0.00
Craft Paper	0.00	40.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.74	0.00
Corrugated Cardboard	0.00	15.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15.52	0.00
Coffee Cups	0.00	13.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13.58	0.00
Paper Towels	0.00	1068.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1068.94	0.00
Organics	0.00	1096.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1096.10	0.00
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
Cold Beverage Wax-Lined Cups	0.00	75.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75.66	0.00
LDPE (#4) Plastic Films	0.00	89.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	89.24	0.00
Styrofoam (#6) Plastic	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 Plastics - Plastic Strappings	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PPE	0.00	15.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15.52	0.00
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
Non-recyclable	0.00	407.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	407.40	0.00
<b>Total</b>	0.00	3821.80	0.00	0.00	0.00	0.00	0.00	512.16	0.00	0.00	3309.64	0.00
<b>Percent Change (C ÷ A x 100 )</b>			N/A						N/A			N/A

**Note:** When completing this form, write "n/a" in the "Estimated Amount of Waste Produced" column where the entity will not produce any waste for a category of waste.

\* Fill out these columns each year following the initial waste audit or baseline year to determine the progress that is being made by your waste reduction program.

**VI. EXTENT TO WHICH MATERIALS OR PRODUCTS USED OR SOLD BY THE ENTITY CONSIST OF RECYCLED OR REUSED MATERIALS OR PRODUCTS**

Please answer the following questions:

1. Do you have a management policy in place that promotes the purchasing and/or use of materials or products that consist of recycled and/or reused materials or products? If yes, please describe.

No, however, when feasible, the Facility will purchase and/or use materials or products that consist of recycled and/or reused materials or products.

2. Do you have plans to increase the extent to which materials or products used or sold\* consist of recycled or reused materials or products? If yes, please describe.

No.

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

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

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

<b>I hereby certify that the information provided in this Report of Waste Audit is complete and correct.</b>		
<b>Signature of authorized official:</b>	<b>Title:</b>	<b>Date:</b>

**Ministry of the Environment Waste**  
**Form Report of a Waste Reduction Work**  
**Plan**

**Industrial, Commercial and Institutional Establishments**

As required by O. Reg. 102/94

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

**I. GENERAL INFORMATION**

<b>Name of Owner and/or Operator of Entity(ies) and Company Name:</b> Forest Glade Primary Learning Centre – Greater Essex County District School Board			
<b>Name of Contact Person:</b> Rachel Bondy	<b>Telephone #:</b> (519) 966-0034 x10560	<b>Email address:</b> rachel.bondy@publicboard.ca	
<b>Street Address(es) of Entity(ies):</b> 9367 Esplanade Drive, Windsor Drive, ON N8R 1J3			
<b>Municipality:</b> Windsor, Ontario			
<b>Type of Entity (check one)</b>			
Retail Shopping Establishments		Hotels and Motels	
Retail Shopping Complexes		Hospitals	
Office Buildings		Educational Institutions	X
Restaurants		Large Manufacturing Establishments	

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

**II. DESCRIPTION OF THE ENTITY**

<p><b>Provide a brief overview of the entity(ties):</b></p> <p>Forest Glade Primary Learning Centre is an educational institution accommodating approximately 325 students. A waste audit was conducted in association with the Greater Essex County District School Board. The objective of the waste audit was to analyze samples from the Garbage, Blue Box, and Red Box waste streams, collected from each functional area, that illustrate the point of origin of each stream</p> <p>This report has been meticulously prepared to support Forest Glade Primary Learning Centre in emphasizing resource recovery through 3Rs diversion programs.</p>
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### III. PLANS TO REDUCE, REUSE AND RECYCLE WASTE

For each category of waste described in Part V of “Report of a Waste Audit” (on which this plan is based), explain what your plans are to Reduce, Reuse and Recycle the waste, including: 1) how the waste will be source separated at the establishment, and 2) the programs to reduce, reuse and recycle all source separated waste.

<b>Waste Category</b> (As stated in Part V of your “Report of a Waste Audit”)	<b>Source Separation and 3Rs Program</b>
Mixed Containers (PET, HDPE, PP, PS, Glass, Aluminum, Steel, Gable Top, Aseptic, Coffee Cups)	<p><u>“Mixed Container/Plastics 3Rs Program”</u></p> <p><u>Reduce:</u> Staff and students will be encouraged to bring drinks and food in reusable containers. Also, a ban on bottled water is underway.</p> <p><u>Reuse:</u> Staff and students will be encouraged to bring drinks in reusable containers</p> <p><u>Recycle:</u> Staff and students will be encouraged to recycle all mixed containers and will be reminded that the material is recyclable regularly during announcements. Staff and students will place containers into blue recycling bins which will continue to be located in key areas throughout the school. New/appropriate labels with text and pictures will be placed on or above all receptacles</p>
Mixed Papers (Fine Paper, Newsprint, Boxboard, Craft Paper, etc.)	<p><u>“Mixed Paper 3Rs Program”</u></p> <p><u>Reduce:</u> Staff and students will be encouraged to print on both sides of each sheet. They will be encouraged to reduce newspaper use whenever possible and utilize all electronic options.</p> <p><u>Reuse:</u> Discarded paper with print only on one side will be used for noting pads/scrap or to be placed in a bin.</p> <p><u>Recycle:</u> Staff and students will be provided with instructions via email announcements and assemblies. Receptacles will be provided for every classroom. Staff will continue to break down boxes and place them into red recycling bins. Spot inspection will be encouraged to ensure that cardboard is not being placed in the waste stream.</p>
Cardboard	<p><u>“Cardboard 3Rs Program”</u></p> <p><u>Reduce:</u> None.</p> <p><u>Reuse:</u> Staff will continue to break down boxes and place them into red recycling bins. Spot inspection will be encouraged to ensure that cardboard is not being placed in the waste stream.</p>
Paper Towels	<p><u>No 3Rs program currently implemented.</u></p> <p><u>Reduce:</u> None.</p> <p><u>Reuse:</u> None.</p> <p><u>Recycle:</u> Staff/Students will be trained about existing program. Cleaners will be trained on where to dispose of waste correctly.</p>
Organics	<p><u>No 3Rs program currently implemented.</u></p> <p><u>Reduce:</u> None.</p> <p><u>Reuse:</u> None.</p> <p><u>Recycle:</u> Staff/Students will be trained about existing program. Cleaners will be trained on where to dispose of waste correctly.</p>
Electronic wastes	<p><u>“Electronic waste 3Rs Program”</u></p> <p><u>Reduce:</u> None.</p> <p><u>Reuse:</u> Staff/students will be encouraged to reuse/donate electronic wastes if possible. Usable spare parts are used for other programs.</p> <p><u>Recycle:</u> Staff/Students will be reminded of the existing program. Electronic waste is collected via courier and brought to the Media Services Department</p>
Batteries	<p><u>“Batteries 3Rs Program”</u></p> <p><u>Reduce:</u> None.</p> <p><u>Reuse:</u> None.</p> <p><u>Recycle:</u> Spent batteries are deposited in the hard-sided container labeled "spent batteries" located in the school's main office. The ends of the batteries are taped. Once the container reaches full capacity, it is shipped via courier to the Facility Services Department for proper disposal as hazardous waste.</p>
Other/Non-recyclable	<p><u>No 3Rs Program.</u></p>



**IV. RESPONSIBILITY FOR IMPLEMENTING THE WASTE REDUCTION WORK PLAN**

Identify who is responsible for implementing the Waste Reduction Work Plan at your entity(ies). If more than one person is responsible for implementation, identify each person who is responsible and indicate the part of the Waste Reduction Work Plan that each person is responsible for implementing.

<b>Name of Person</b>	<b>Responsibility</b>	<b>Telephone #</b>
	All recycling programs	

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**V. TIMETABLE FOR IMPLEMENTING WASTE REDUCTION WORK PLAN**

Provide a timetable indicating when each Source Separation and 3Rs program of the Waste Reduction Work Plan will be implemented.	
<b>Source Separation and 3Rs Program</b>	<b>Schedule for Completion</b>
Cardboard	Recycling program implemented
Mixed Container	Recycling program implemented
Mixed Paper	Recycling program implemented
Organics	Recycling program to be implemented
Electronic Wastes	Recycling program implemented
Batteries	Recycling program implemented

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

<p>Explain how the Waste Reduction Work Plan will be communicated to employees, customers, tenants, guests/visitors and students:</p> <p>A formal communication outlining the audit findings and the strategy for enhancing and sustaining recycling initiatives throughout the facility will be disseminated or displayed prominently for the benefit of all employees, students, and visitors. This comprehensive message will delineate the action items and objectives outlined in the Work Plan, acting as a catalyst for ongoing endeavors aimed at achieving heightened diversion success.</p> <p>Regular updates on the program's accomplishments, hurdles, and requisite improvements will be consistently communicated to all stakeholders. Recycling procedures and protocols will be seamlessly integrated into on-site Health and Safety Training and incorporated into the orientation programs for new staff. Informational materials will be strategically placed in all communal spaces, encouraging active participation in the available recycling programs by both employees and students.</p>
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**VII. ESTIMATED WASTE PRODUCED BY AMOUNT MATERIAL TYPE AND THE PROJECTED**

Material Categories <i>(as stated in Part III)</i>	Estimated Annual Waste Produced * <i>(kilograms)</i>	Name of Proposed 3Rs Program <i>(as stated in Part III)</i>	Projections to Reduce, Reuse or Recycle Waste <i>(kilograms)</i>			Estimated Annual Amount to be Diverted ** <i>(%)</i>
			Reduce	Reuse	Recycle	
PET #1	33.49	Mixed Container 3Rs Program			25.79	77%
HDPE Plastic Containers #2	45.81	Mixed Container 3Rs Program			27.48	60%
PP #5	73.60	Mixed Container 3Rs Program			44.16	60%
Polystyrene #6	60.65	Mixed Container 3Rs Program			36.39	60%
Glass	0.00	Mixed Container 3Rs Program			0.00	60%
Aluminum	37.97	Mixed Container 3Rs Program			36.07	95%
Steel	0.00	Mixed Container 3Rs Program			0.00	60%
Gable Top Containers	0.00	Mixed Container 3Rs Program			0.00	60%
Aseptic Containers	307.19	Mixed Container 3Rs Program			184.32	60%
Fine Paper	363.24	Mixed Paper 3Rs Program			236.11	65%
Newsprint	0.00	Mixed Paper 3Rs Program			0.00	60%
Boxboard	77.14	Mixed Paper 3Rs Program			46.28	60%
Craft Paper	40.74	Mixed Paper 3Rs Program			24.44	60%
Cardboard	15.52	Mixed Paper 3Rs Program,			9.31	60%
Coffee Cups	13.58	Mixed Paper 3Rs Program			8.15	60%
Paper Towels	1068.94	No 3Rs Program				NA
Organics	1096.10	No 3Rs Program				NA
Scrap Wood	0.00	No 3Rs Program				NA
Cold Beverage Wax-Lined Cups	75.66	No 3Rs Program				NA
LDPE (#4) Plastic Films	89.24	No 3Rs Program				NA
Styrofoam	0.00	No 3Rs Program				NA
PPE	15.52	No 3Rs Program				NA
Textiles	0.00	No 3Rs Program				NA
Non-Recyclable	407.40	No 3Rs Program				NA

\* Estimated Waste Produced = Waste Diverted (3Rs) + Waste Disposed

\*\* Estimated Waste Diversion Rate = Amount of Waste Diverted (3Rs) ÷ Estimated Waste Produced x 100%

**I hereby certify that the information provided in this Waste Reduction Work Plan is complete and correct.**

**Signature of authorized official:**

**Title:**

**Date:**