

123 Sample Corp.

Waste Reduction Work Plan

Submitted to: John Smith
Conducted by: Everest Environmental
Date: March 18, 2010

I. GENERAL INFORMATION

Name of Owner and/or Operator of Entity(ies) and Company Name: 123 Sample Corp.			
Name of Contact Person: John Smith		Telephone #: (123) 456 -7890 x. 111	Email address: Smith@123SampleCorp.com
Street Address(es) of Entity(ies): 123 Address Line			
Municipality: City, Province Canada A1A 1A1			
Type of Entity (check one)			
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 type="checkbox"/>
Restaurants	<input type="checkbox"/>	Large Manufacturing Establishments	<input checked="" type="checkbox"/>

II. DESCRIPTION OF ENTITY

<p>123 Sample Corp. Corp.</p> <p>123 Sample Corp. is a manufacturer that produces salty snacks and fruit beverages. The facility is 165,000 square feet and employs 180 people. The facility runs various production lines that work 3 rotational shifts throughout the year. The average production line operates 24 hours a day 5 days a week. The chips production line runs 24 hours a day 7 days a week. The fabricated chip production line runs 24 hours a day 5 days a week and the popcorn production line runs 5 days a week 1 shift a day (8 hours). There is also a production line that manufactures canister chip containers.</p> <p>Packaging material for the various products produced at 123 Sample Corp. are not manufactured on site. 123 Sample Corp will be investigating the feasibility of using packaging with recyclable content.</p> <p>The 123 Sample Corp. head office and production facility also has two (2) cafeterias for its employees, office space and 13 washrooms in total.</p> <p>The current recycling program at 123 Sample Corp. includes cardboard, pallets (scrap wood), containers (drums and totes) and organics (juice, waste cooking oil and pre-consumer organics) recycling.</p> <p>There are also programs to recover florescent light bulbs, hazardous material and lab/testing food products.</p>

III. PLANS TO REDUCE, REUSE AND RECYCLE WASTE

Waste Category	Source Separation and 3Rs Program
Office recycling program – Blue box single stream (fine paper, glass, plastic and aluminum)	<p>Investigate the feasibility of an office-recycling program to capture all paper, glass, plastic and aluminum cans.</p> <p><u>Recycle:</u> Staff will be provided with instructions via email and verbal at staff meeting. Receptacles will be provided beside each desk. Custodial staff will empty receptacles into divided cleaning carts (must be retrofitted to accommodate). Custodial staff will empty cleaning cart into bulk container at loading dock for collection by recycling company (Everest Environmental).</p> <p><u>Reduce:</u> Staff will be encouraged to print on both sides of each sheet. Staff will be encouraged to bring refillable water bottles and food containers.</p> <p><u>Reuse:</u> Discarded paper with print only on one side will be used for note pads/scrap.</p>
Cafeteria Recycling Program	<p>Investigate the feasibility of a cafeteria recycling program to capture all paper, glass, plastic and aluminum cans.</p> <p><u>Recycle:</u> Staff will be provided with signage and receptacles in cafeterias. Custodial staff will empty receptacles into bulk container at loading dock for collection by recycling company (Everest Environmental).</p> <p><u>Reduce:</u> Staff will be encouraged to bring reusable containers, bottles, mugs and eating utensils.</p>
Washroom Paper Towel Recycling program	<p>Investigate the feasibility of a washroom Paper Towel recycling program to capture unsoiled paper towels.</p> <p><u>Recycle:</u> Washrooms will be equipped with signage and current receptacles collecting waste paper towels will become recycling only containers. Custodial staff will empty receptacles into bulk container at loading dock for collection by recycling company (Everest Environmental)</p>
IT equipment/audio-visual equipment Recycling Program	<p>Investigate the feasibility of an IT equipment/audio-visual equipment recycling program.</p> <p><u>Recycle:</u> Discarded material can be collected on a designated pallet in the loading dock. As needed material may be collected by recycling company for proper recycling or reuse.</p>

IV. RESPONSIBILITY FOR IMPLEMENTING THE WASTE REDUCTION WORK PLAN

The following individuals will be responsible for implementing the Waste Reduction Work Plan at 123 Sample Corp. Corp.		
Name of Person	Responsibility	Telephone #
John Smith	Decision maker - will decide if new program(s) will be implemented	

Everest Environmental	Cost analysis	
Custodial Supervisor/Manager	Implementation	

V. TIMETABLE FOR IMPLEMENTING WASTE REDUCTION WORK PLAN

Source Separation and 3Rs Program	Schedule for Completion
Environmental Communication to Staff	Emails informing staff of current recycling programs and potential future programs to be sent out in April 2010. Posters and Diversion rate to be posted in April 2010.
Custodial Staff Training	Custodial staff training will occur 1 week prior to new recycling program implementation. All Custodial staff will be aware of new duties and responsibilities.
Office and Cafeteria Recycling	Study to investigate the feasibility of an office recycling program will begin in May 2010. New receptacles and signage will be purchased in summer 2010 if deemed cost effective.
Washroom recycling	Program will be communicated to staff and custodial staff in April 2010.

VI. COMMUNICATION TO STAFF, CUSTOMERS, GUESTS AND VISITORS

<p>Information about the current diversion rate, and potential programs will be communicated to staff via email and during staff meetings. Environmental programming updates will be posted on bulletin boards in the offices, production area and cafeterias. Waste Audit and Waste Reduction Work Plan will be posted in an accessible area at the discretion of John Smith, and will be presented to any staff, visitor or interested party upon request.</p> <p>Signage will be posted around the facility to indicate acceptable materials and environmental tips. Guests will easily identify programs in place by the signage and receptacles available.</p>

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