

THE UNIVERSITY OF WINNIPEG

GUIDELINE TITLE: Ongoing Waste Guidelines

APPROVAL BODY: VP Finance & Administration

GUIDELINE PURPOSE

The purpose of these Guidelines is to set out the targets, roles and responsibilities, standard operating procedures and implementation strategies, and quality control processes for ongoing waste management at The University of Winnipeg.

APPLICABILITY

This Guideline applies to all ongoing waste leaving buildings owned and/or operated by The University of Winnipeg. It covers:

- all ongoing waste, including the ongoing purchasing categories listed in the University's purchasing guidelines
- office equipment, appliances, audiovisual equipment
- electric powered equipment
- hazardous waste, such as mercury-containing lamps and batteries

RESPONSIBILITY

The Vice President, Finance and Administration is responsible for the development, administration and review of these Guidelines.

GUIDELINE ELEMENTS

This Guideline will be fully implemented starting on the effective date.

Targets

| <u>Category</u> | <u>Goal</u> | <u>Performance measurement unit</u> |
|---|--|--|
| Waste: Ongoing consumables | 40% diverted from landfill | weight |
| Waste: Durable goods and electric-powered equipment | 100% diverted from landfill | weight |
| Batteries and mercury containing lamps | 100% diverted from landfill and disposed according to procedures described below | weight |

Roles and Responsibilities

The primary responsible party for these guidelines is Facilities Management. They are responsible for ensuring that these guidelines are implemented and that any contracted vendors, service providers, and any building tenants are informed of and adhere to the procedures outlined in these guidelines.

Physical Plant shall:

- Ensure tracking systems are in place to track progress towards targets outlined in the



THE UNIVERSITY OF WINNIPEG

guidelines;

- Manage contracts with collection providers for landfill-bound waste, compost, and co-mingled recycling;
- Generate quarterly reports to track performance against targets and share these reports with the Campus Sustainability Office;
- Establish and implement processes and training required internal to Physical Plant and any employees of providers of contracted services to enable implementation of these guidelines and ensure that any external contractors have appropriate training in place;
- If any implementation targets are not being met, investigate the situation and work with the individuals involved in the relevant area to achieve better progress towards targets;
- In collaboration with the Campus Sustainability Office, review Targets and Standard Operating Procedures least every 3 years and recommend changes to the VP Finance & Administration.
- Monitor bin placement and work with partners to order new/additional bins.

The Campus Sustainability Office shall:

- Receive and file quarterly performance data from Physical Plant and collate the data for annual reporting purposes;
- In collaboration with Physical Plant, review Targets and Standard Operating Procedures at least every 3 years and recommend changes to the VP Finance & Administration;
- Incorporate training related to these guidelines into applicable outreach programs and events, targeting regular campus users like students, office staff, and faculty;
- Conduct or contract a waste audit every 2-3 years to verify hauler data;
- Steward e-waste, battery and other specialty recycling initiatives, working with Centre for Academic Technology, Technology Solutions Centre, the Safety Office and other departments involved in the collection of non-conventional recyclables.

Purchasing Services shall:

- Manage the asset disposal process for durable goods, making best efforts to repurpose, sell, or donate items that are no longer required by the University.
- Track the sale and donation of goods that would otherwise be recycled or sent to landfill in order for such items (eg. used computers) to be counted as part of the University's diversion rates

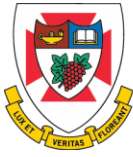
The Safety Office shall:

- Manage contracts for vendors providing battery and lamp collection and recycling services;
- Advise on safety-issues during waste audits and on matters relating to the day-to-day handling of all waste streams.

Standard Operating Procedures and Implementation Strategies

Ongoing consumables waste

- Materials that can be comingled for recycling include newspaper, office paper, cardboard, boxboard, plastic containers, metal cans, glass bottles and jars. No plastic bags, polystyrene foam, or coffee cups should be placed in comingled bins.
- Materials that can be composted include pre- and post-consumer food waste (including meat and dairy), napkins, paper hand towels, compostable take-out containers, compostable coffee cups, and any other organic materials.
- There are multi-stream waste receptacles throughout campus. Barring exceptional circumstances, no single-stream, stand-alone bins of any kind should be present anywhere on



THE UNIVERSITY OF WINNIPEG

campus. The Campus Sustainability Office will survey the campus once a year to identify opportunities for replacing single-stream bins with multi-stream alternatives.

- Building occupants are educated on what can be recycled and composted.
- Multi-stream bins are collected regularly by cleaning staff and relocated to the larger storage container in the loading dock. Landfill-bound trash, recyclables and organics are removed from the loading dock by their respective haulers regularly. Haulers will provide data on the quantities of materials collected. If not voluntarily provided to the University, this data should be requested at least quarterly and recorded in the waste data tracking tool.

Battery waste

- All non-rechargeable batteries are collected in the printer rooms of each department or shared office area. Once full, these boxes are collected by Physical Plant and brought to Shipping & Receiving. Staff from the CSO are then responsible for processing the boxes to ensure all batteries are bagged safely. Boxes are then shipped to the battery recycling service provider. The CSO ensures that offices receive a new box in a timely manner.
- The service provider will provide details on the quantity of batteries collected and recycled at the request of the University. This data should be requested quarterly and recorded in the waste data tracking tool.

Lamp Waste

- All spent lamps, including mercury-containing lamps, are collected by Physical Plant and stored in a container on the main loading dock. Once full, the storage container is collected by the lamp-recycling service provider. The service provider will send details on the quantity of lamps collected and recycled following each pickup. This data should be recorded in the waste data tracking tool.

E-Waste

- All e-waste, including desktops, laptops, projectors, printers, computer peripherals, phone systems, software, racks, and servers, are processed by the Technology Solutions Centre and then collected by Physical Plant for storage in secure e-waste storage cages on the main loading dock. Once a month, the items are collected by the e-waste collection provider and are either repurposed or, to the extent possible, recycled. The service provider will provide details on the quantity of e-waste collected and what was done with it following each pickup. If not received after each pickup, the data should be requested quarterly. Data should be recorded in the waste data tracking tool.

Other Durable Goods Waste

- All durable goods are collected in a separate storage area and are handled in accordance with the Disposal of Surplus Assets Procedures. Building occupants are instructed to call Physical Plant for removal and storage of the durable goods. Any non-recyclable waste is disposed of according to local regulations.

Quality Assurance/Quality Control Processes

The responsible party will evaluate waste activity on a quarterly basis to evaluate progress towards the implementation goals. If any waste is not being recorded properly, the responsible party will inform the appropriate individuals to ensure that activities are recorded moving forward. If any implementation goals are not being met, the responsible party will investigate the situation and will collaborate with the Campus Sustainability Office to adjust educational activities for building occupants to resolve the issue. The responsible party will evaluate whether updates are necessary to



THE UNIVERSITY OF WINNIPEG

the Guideline waste processes in order to achieve the implementation goals.

ASSOCIATED POLICY & PROCEDURE

- Asset Management Policy
- Disposal of Surplus Assets Procedures
- Sustainability Policy