

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

Name of Owner and/or Operator of Entity(ies) and Company Name: Georgetown District High School - Halton District School Board		
Name of Contact Person: Todd Hotchkiss, VP	Telephone #: 905-877-6966	Email address: hotchkisst@hdsb.ca
Street Address(es) of Entity(ies): 70 Guelph Street		
Municipality: Georgetown		
Type of entity Educational Institution		

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

II. DESCRIPTION OF ENTITY

<p>Provide a brief overview of the entity(ties):</p> <p>This entity is a public secondary school in the Halton District School Board, with a Full Time Enrollment (FTE) of approximately 1809 students. This facility has a total gross floor area of 18974m², including additions and portable classrooms.</p>
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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?
1. PAPER	
Newspaper	Used in classrooms.
Mixed Fine Paper	Used in classrooms, communication to community, Electronic communications systems are being implemented.
Other Recyclable Papers	Magazines, catalogues, Bristol board, calendars, books, notebooks, envelopes, file folders, kraft paper, greeting cards, post-it notes, etc used in classrooms. Reuse of old materials promoted where possible.
Corrugated Cardboard	Delivery of consumable supplies, & pizza boxes. Bulk shipping is being implemented.
Boxboard	Paperboard, shoe boxes, latex glove boxes, used in classrooms and for safety & cleanliness purposes.
Polycoat Packaging	Generated by students during nutrition breaks.
Tissue/Towelling	Used in washrooms, classrooms, and tech rooms. Some washrooms use hand dryers instead.
Other Organic Papers	Construction paper, waxed paper, molded egg cartons, shredded office paper, used in classrooms, coffee cups, fast food drink cups, molded drink trays. Alternatives to disposable containers are being promoted.
Other Non-Recyclable Paper	Mylar, vellum, wallpaper, photographs, wrapping paper, etc used in classrooms, composite cardboard cans (ie juice containers) used in nutrition breaks.
2. PLASTICS	
PET Bottles & Jars	Generated by staff /students during nutrition breaks, encourage the use of refillable bottles..
HDPE Bottles & Jugs	Very small amount, generally cleaning supplies.
Other Rigid Recyclable Plastic Packaging	Less than 0.5% per year.
Styrofoam & Plastic Take-Out Containers	Generated through lunch programs, some schools require them to be removed by vendors, cafeterias in secondary schools use compostable containers where feasible.
Other Rigid Non-Recyclable Plastic Packaging	Single serve pudding, yogurts, and coffee cup lids. Alternatives to disposable containers being promoted.
Non-Recyclable Plastic Bags & Film	Generated by staff/students during nutrition breaks. Alternatives to disposable containers being promoted.
Durable Plastic Products	Plastic utensils generated by students at nutrition breaks, broken cleaning tools, etc. Alternatives to disposable containers being promoted.
3. METALS	
Rigid Aluminum Containers	Generated by staff/students during nutrition breaks.
Aluminum Foil & Trays	Generated by staff/students during nutrition breaks.
Steel Food & Beverage Containers	Generated by staff/students during nutrition breaks.
Steel Aerosol Cans	N/A
Other Metal	Metal furniture, appliances, etc generated by staff/students.
4. GLASS	
Glass Bottles	Generated by staff/students during nutrition breaks.
Other Glass	N/A
5.SPECIAL WASTE	
Batteries	Used in portable electronics.
Other HSW Liquids	N/A
Other HSW Solids	N/A
6. ORGANICS	

Food Waste	Generated by students/staff during nutrition breaks.
Yard Waste	Small amts from gardens, maintenance of property.
Other Compostable Organics	Generated by staff/students during nutrition breaks, sawdust in tech shops
7. OTHER MATERIALS	
Sanitary Products	In secondary schools only, washrooms, day care
Textiles	Lost and found, if not donated.
Electronic Materials	IT department, staff & students.
Ceramics	N/A
Furniture & Appliances	Classroom, library & administrative uses.
Other Waste	Classrooms, hallways, admin areas (floor sweepings, etc).

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).

Categories of Waste	Waste to be Disposed	Reused or Recycled Waste
1. PAPER		
Newspaper	N/A	Students/staff place in Blue Boxes which are then collected for recycling.
Mixed Fine Paper	N/A	Students/staff place in Blue Boxes which are then collected for recycling.
Other Recyclable Papers	N/A	Students/staff place in Blue Boxes which are then collected for recycling.
Corrugated Cardboard	N/A	Staff place in Blue Boxes which, is then collected for recycling. Cardboard is stored by Caretaker, and picked up for recycling by Region.
Boxboard	N/A	Students/staff place in Blue Boxes which are then collected for recycling.
Polycoat Packaging	N/A	Students/staff place in Blue Boxes which are then collected for recycling.
Tissue/Towelling	N/A	Students/staff place in Blue Boxes which are then collected for recycling.
Other Organic Papers	N/A	Students/staff place in Blue Boxes which are then collected for recycling.
Other Non-Recyclable Paper	Students/staff place in garbage bins provided.	N/A
2. PLASTICS		
PET Bottles & Jars	N/A	Students/staff place in Blue Boxes which are then collected for recycling.
HDPE Bottles & Jugs	N/A	Students/staff place in Blue Boxes which are then collected for recycling.
Other Rigid Recyclable Plastic Packaging	N/A	Students/staff place in Blue Boxes which are then collected for recycling.
Styrofoam & Plastic Take-Out Containers	Students/staff place in garbage bins provided.	N/A
Other Rigid Non-Recyclable Plastic Packaging	Students/staff place in garbage bins provided.	N/A
Non-Recyclable Plastic Bags & Film	Students/staff place in garbage bins provided.	N/A
Durable Plastic Products	Students/staff place in garbage bins provided.	N/A
3. METALS		
Rigid Aluminum Containers	N/A	Students/staff place in Blue Boxes which are then collected for recycling.
Aluminum Foil & Trays	N/A	Students/staff place in Blue Boxes which are then collected for recycling.
Steel Food & Beverage Containers	N/A	Students/staff place in Blue Boxes which are then collected for recycling.
Steel Aerosol Cans	Students/staff place in garbage bins provided.	N/A
Other Metal	N/A	Metal is collected for recycling.
4. GLASS		
Glass Bottles	N/A	Students/staff place in Blue Boxes which are then collected for recycling.
Other Glass	Students/staff place in garbage bins provided.	N/A
5. SPECIAL WASTE		

Batteries	Students/staff place in garbage bins provided.	Recycling program being explored.
Other HSW Liquids	Disposed of by certified processors.	Collected by certified hazardous waste transporter and taken to applicable recyclers where possible.
Other HSW Solids	Disposed of by certified processors.	Fluorescent tubes and electronic ballasts recycled where possible. Toner and ink cartridges recycled by supplier.
6. ORGANICS		
Food Waste	Students/staff place in garbage bins provided.	N/A
Yard Waste	N/A	Collected through Municipal Yard Waste program.
Other Compostable Organics	Students/staff place in garbage bins provided.	N/A
7. OTHER MATERIALS		
Sanitary Products	Students/staff place in garbage bins provided.	N/A
Textiles	Students/staff place in garbage bins provided.	N/A
Electronic Materials	N/A	Electronics are picked up for recycling at OES processor.
Ceramics	Students/staff place in garbage bins provided.	N/A
Furniture & Appliances	Non recyclable material is disposed of in garbage bins.	Appliances are picked up for recycling, Furniture redeployed within Board,
Other Waste	Students/staff place in garbage bins provided.	N/A

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

V. ESTIMATED QUANTITY OF WASTE PRODUCED ANNUALLY

Categories of Waste	Estimated Amount of Waste Generated (kg)											
	Waste Generated (kg)			Reused Material (kg)			Recycled Material (kg)			Disposed (kg)		
	Base Year	Current Year	Change	Base Year	Current Year	Change	Base Year	Current Year	Change	Base Year	Current Year	Change
	2010/11	2011/12	(Base-Current)	2010/11	2011/12	(Base-Current)	2010/11	2011/12	(Base-Current)	2010/11	2011/12	(Base-Current)
1. PAPER												
Newspaper	729.54	820.22	90.68	0.00	0.00	0.00	699.64	786.60	86.97	29.90	33.62	3.72
Mixed Fine Paper	3,559.18	4,001.59	442.41	0.00	0.00	0.00	2,909.77	3,271.46	361.69	649.41	730.13	80.72
Other Recyclable Papers	1,176.83	1,323.11	146.28	0.00	0.00	0.00	984.28	1,106.62	122.35	192.55	216.48	23.93
Corrugated Cardboard	850.33	956.03	105.70	0.00	0.00	0.00	615.92	692.48	76.56	234.41	263.55	29.14
Boxboard	3,066.45	3,447.61	381.16	0.00	0.00	0.00	2,719.62	3,057.67	338.05	346.83	389.94	43.11
Polycoat Packaging	826.41	929.13	102.72	0.00	0.00	0.00	247.56	278.34	30.77	578.85	650.80	71.95
Tissue/Towelling	2,214.92	2,490.24	275.32	0.00	0.00	0.00	0.00	0.00	0.00	2,214.92	2,490.24	275.32
Other Organic Papers	834.78	938.55	103.76	0.00	0.00	0.00	0.00	0.00	0.00	834.78	938.55	103.76
Other Non-Recyclable Paper	270.29	303.88	33.60	0.00	0.00	0.00	0.00	0.00	0.00	270.29	303.88	33.60
2. PLASTICS												
PET Bottles & Jars	1,137.36	1,278.73	141.37	0.00	0.00	0.00	545.36	613.15	67.79	592.00	665.59	73.59
HDPE Bottles & Jugs	208.10	233.96	25.87	0.00	0.00	0.00	65.78	73.95	8.18	142.32	160.01	17.69
Other Rigid Recyclable Plastic Packaging	9.57	10.76	1.19	0.00	0.00	0.00	3.59	4.03	0.45	5.98	6.72	0.74
Styrofoam & Plastic Take-Out Containers	34.68	38.99	4.31	0.00	0.00	0.00	0.00	0.00	0.00	34.68	38.99	4.31
Other Rigid Non-Recyclable Plastic Packaging	614.72	691.14	76.41	0.00	0.00	0.00	0.00	0.00	0.00	614.72	691.14	76.41
Non-Recyclable Plastic Bags & Film	2,518.70	2,831.77	313.08	0.00	0.00	0.00	0.00	0.00	0.00	2,518.70	2,831.77	313.08
Durable Plastic Products	541.77	609.11	67.34	0.00	0.00	0.00	0.00	0.00	0.00	541.77	609.11	67.34
3. METALS												
Rigid Aluminum Containers	717.58	806.77	89.20	0.00	0.00	0.00	410.21	461.20	50.99	307.36	345.57	38.21
Aluminum Foil & Trays	65.78	73.95	8.18	0.00	0.00	0.00	7.18	8.07	0.89	58.60	65.89	7.28
Steel Food & Beverage	89.70	100.85	11.15	0.00	0.00	0.00	23.92	26.89	2.97	65.78	73.95	8.18
Steel Aerosol Cans	46.64	52.44	5.80	0.00	0.00	0.00	0.00	0.00	0.00	46.64	52.44	5.80
Other Metal	184.18	207.07	22.89	0.00	0.00	0.00	0.00	0.00	0.00	184.18	207.07	22.89
4. GLASS												
Glass Bottles	212.88	239.34	26.46	0.00	0.00	0.00	150.69	169.42	18.73	62.19	69.92	7.73
Other 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
5. SPECIAL WASTE												
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
Other HSW Liquids	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other HSW Solids	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6. ORGANICS												
Food Waste	11,059.06	12,433.71	1,374.65	0.00	0.00	0.00	0.00	0.00	0.00	11,059.06	12,433.71	1,374.65
Yard 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
Other Compostable Organics	241.58	271.61	30.03	0.00	0.00	0.00	0.00	0.00	0.00	241.58	271.61	30.03
7. OTHER MATERIALS												
Sanitary Products	70.56	79.33	8.77	0.00	0.00	0.00	0.00	0.00	0.00	70.56	79.33	8.77
Textiles	43.05	48.41	5.35	0.00	0.00	0.00	0.00	0.00	0.00	43.05	48.41	5.35
Electronic Materials	31.10	34.96	3.87	0.00	0.00	0.00	0.00	0.00	0.00	31.10	34.96	3.87
Ceramics	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Furniture & Appliances	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 Waste	1,065.60	1,198.06	132.46	0.00	0.00	0.00	0.00	0.00	0.00	1,065.60	1,198.06	132.46
TOTAL WASTE	32,421.33	36,451.32	4,030.00	0.00	0.00	0.00	9,383.52	10,549.89	1,166.38	23,037.81	25,901.43	2,863.62
PERCENT CHANGE	12.43%			0.00%			12.43%			12.43%		

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 (and please attach any additional page(s) as required):

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.
	<p>The Halton District School Board currently has no formal management or purchasing policies in place, dictating the use or procurement of recycled an/or reused materials and products. However, the HDSB has an operational policy governing the schools, which includes the following; "...the Board will establish a management team that will facilitate the implementation of the following strategies within available resources:</p> <ol style="list-style-type: none"> 1. In cooperation with the home, school councils, local organizations, and the educational community, promote environmental values and literacy for all staff and students which acknowledge the environmental principles of: <ul style="list-style-type: none"> • Protecting the biosphere, • Sustainable use of natural resources, • Reduction and disposal of waste, • Responsible use of energy, • Reduction of risk to health and safety. 2. Provide appropriate curricular resources and inservices that support the environmental principles for studies both in school ad in the outdoors (as stated in the Outdoor Education Policy/Procedure. 3. Use purchasing practices that evaluate the acquisition and disposal of products according to the following criteria: <ul style="list-style-type: none"> • Reduce • Reuse • Recycle <p style="margin-left: 40px;">And whenever possible, select products and services that meet the above criteria and are environmentally friendly or,</p> <ul style="list-style-type: none"> • Alternately, refuse 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. <i>* 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.</i>
	<p>This facility has also elected to promote initiative to: Reduce paper use by using GOOS (Good On One Side) Paper, making double-sided printing/copying the default/norm, and promoting scan-to-Email as method of distributing information. Decrease the use of disposable plastic water bottles by; Promoting reusable bottles, Encouraging Lug-a-mug</p>

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

Signature of authorized official: Todd Hotchkiss, VP	Title: Principal/Senior Administrator	Date: October 26, 2011
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