



Mission Statement:

PEO will strive to reduce the waste and toxins generated by the building and site that is disposed of in landfills.

Scope:

The Solid Waste Management Policy is applicable to all ongoing consumables, durable goods, mercury-containing lamps and facility alterations and additions waste generated by employees across the PEO and its grounds.

Ongoing consumables are defined as those materials with a low cost per unit that are regularly used and replaced through the course of normal business operations.

Examples of ongoing consumables include, but are not limited to:

- Paper Products
- Toner Cartridges
- Binders
- Batteries
- Desk Accessories

Durable goods are defined as electric-powered equipment and furniture that are purchased infrequently and/or may require capital program outlays to purchase.

Examples of durable goods include, but are not limited to, the furniture and electric-powered equipment outlined below:

- Office Furniture
- Electronics

Facility alterations and additions waste is defined as construction and demolition waste generated during renovations, demolitions, refits and new construction additions. All building materials used during facility alterations and/or additions will be tracked, including but not limited to the following examples:

- Wall Studs
- Insulation
- Doors
- Windows
- Panels
- Drywall
- Trim
- Ceiling Panels
- Carpet
- Other Flooring Materials
- Adhesives
- Sealants
- Paints



- Coatings

An important component to this Policy includes source control, employee education and engagement in waste management practices and sustainable purchasing. Please see MRp1: Sustainable Purchasing Policy for full details on the sustainable criteria PEO uses for the purchase of ongoing consumables, durable goods and facility alterations and additions materials.

Performance Metric:

The successful implementation of this policy will be measured by the ongoing recycling rate achieved. The recycling rate is derived by comparing the amount of consumables diverted from the landfill to those consumables sent to the landfill over a given time period. Ongoing consumables and durable goods waste, as defined in the Scope will be tracked on a monthly basis. Ongoing consumables will be subject to a waste audit every year. Demolition/construction waste generated during facility alterations and additions will be tracked.

The following categories will be tracked for all waste:

- Date
- Type of Material
- Diversion Method
 - Reused
 - Recycled
 - Donated
 - Sold As Salvage
 - Landfill
 - Toxic Waste
- Waste Hauler or Destination
- Volume/Weight Diverted

Goals:

- Divert 50%, by weight, of total ongoing consumables waste from landfills and incinerators, on a monthly basis.
- Divert 100% of used batteries from landfill.
- Divert 75%, by weight, of total durable goods waste from landfill and incinerators, on a monthly basis.
- Divert 70%, by volume, of demolition/construction waste generated from facility alterations and additions.
- Conduct a yearly waste audit of PEO ongoing consumables waste stream.

Procedures & Strategies:

The Solid Waste Management Policy covers all waste materials generated by PEO, including ongoing consumables, batteries, durable goods, lamps and building materials



used during demolition/construction from facility alterations and additions. The following table lists the source of recyclable waste from the building and site, the disposal method and handling procedure.

Source	Disposal Method	Handling Procedure
Ongoing Consumables (comingled glass, paper, etc)	Building occupants dispose of waste, and recyclables in personal bins located at workstations or offices or at central collection points in multi-occupant spaces such as kitchenettes and conference rooms. Cleaning staff empty bins into central storage containers in the loading dock on the first floor for pick up by UPak.	UPak conducts three pickups per week of waste and recyclables and issues a diversion report to PEO once per month.
Batteries	Building occupants dispose of spent batteries at central collection receptacles.	Aevitas conducts pickups of used batteries when required.
Mercury-containing Lamps	Facility Manager replaces spent lamps and stores the lamps in the original packaging to ensure the lamp is not broken.	Aevitas conducts pickups of used lamps when required.
Furniture	Facility Manager provides secure collection area to store furniture that has reached the end of their life within the building and can be donated or reused.	This is conducted on an as-needed basis.
Electronics	Facility Manager provides secure collection area to store electronics that has reached the end of their life within the building and can be donated or reused.	Appropriate parties are identified on an as-needed basis.
Building Materials	The General Contractor is responsible for providing bins to sort waste on-site or comingled waste bin on-site that will be sorted at a waste receiver's facility.	

The BLJC Facility Manager will manage tracking, monitoring, coordination and documentation of all waste materials.

UPak is responsible for providing monthly waste reports; Aevitas to provide reports following each waste pickup. The General Contractor is responsible for providing facility alterations & additions weigh bills and a waste summary at project completion.



The BLJC Facility Manager will be responsible for generating an annual summary report for each of the following:

- Ongoing consumables
- Batteries
- Durable goods: electronics, appliances & furniture
- Lamps
- Facility alterations & additions demolition and construction waste

The annual summary report shall outline total weight of items which were:

- Reused
- Donated
- Recycled
- Salvaged
- Landfilled

The diversion percentages of each will be used to determine compliance with the Goals of this Policy. Whenever possible, the annual reports should include an evaluation of the performance, safety, cost and environmental/public health benefits achieved through source reduction, reuse, recycling and composting.

Occupant engagement and awareness is paramount to ensure the goals outlined in this Policy are met and exceeded. PEO employees have undergone initial training on the benefits of recycling and how they can contribute to lowering the environmental impact of PEO operations. On an annual basis, the diversion rate will be communicated to all employees. Signs above tri-sorter stations in kitchenettes and conference rooms shall assist employees in achieving the goals outlined in this Policy.

Responsible Parties:

BLJC care/of PEO

Name: John T Cookson

Position: Facility Manager

Telephone: 416-801-6136

E-mail: john.cookson@bljc.com

Roles & Responsibilities of Facility Manager:

- Ensuring the success of this Policy.
- Accountable for tracking, monitoring and collecting documentation of all waste materials removed from PEO and its grounds.
- Communicate the waste diversion goals and documentation requirements during facility alternations and/or additions.



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Solid Waste Management Policy

Professional Engineers Ontario (PEO)

40 Sheppard Avenue West, Toronto ON M2N 6K9

- Educate employees and operations staff about the solid waste management plans, waste sorting areas, toxins generated by waste materials on-site, and motivate them to actively participate in the reduction, reuse and recycling of waste materials at the PEO.
- Monitor labeled waste containers to ensure there is no contamination and proper signage is visible.
- Obtain Monthly Waste Diversion Reports at the conclusion of each month, during the performance period and at the completion of alterations or additions work, highlighting the total waste diversion rate. Include copies of all waste tracking sheets, waybills, etc.
- Maintain a reference folder of summary reports.

General Contractor

Roles & Responsibilities:

- Support the Facility Manager to ensure the success of this Policy.
- Provide reporting, as required by this Policy.
- Communicate with waste haulers, on-site workers and Facility Manager, as required by this Policy.
- Inspect construction site conditions and labelled waste bins to ensure that waste stream are accurately sorted and that there is no contamination.

Waste Hauler Representative

U-Pak

Name: Mark Thompson

Position: Sr. Accounts Manager

Role: Waste Hauler

Telephone: 416-675-3700

24/7: 416-675-3700

E-mail: markthompson@upak.net

Roles & Responsibilities of Representative:

- Support the Facility Manager to ensure the success of this Policy.
- Conduct waste audits when required and provide formal documentation to the Facility Manager.
- Provide reporting, as required by this Policy.
- Identify opportunities for reuse, salvage, resale or donation and recycling.

Hazardous Waste Representative

Aevitas Inc. – Lamp Recycling

Name: Sherri Kipp

Position: Sales Representative

Role: Hazardous Waste Hauler – Lamp Recycling

Telephone: 519-740-3334, ext. 236



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E-mail: sherri@aevitas.ca

Roles & Responsibilities of Representative:

- Support the Facility Manager to ensure the success of this Policy.
- Provide reporting, as required by this Policy.

Time Period:

This policy will be reviewed and updated yearly to ensure the most current environmental criteria and standards are incorporated into the Policy and re-evaluate the Goals and Scope.

This policy shall take effect on November 1, 2011 and shall continue indefinitely or until amended and/or replaced by a subsequent sustainable purchasing policy.

Signed and executed on this 17th day of November 2011.

Professional Engineers Ontario
By: John T Cookson

A handwritten signature in blue ink, appearing to read "John T Cookson", written over a horizontal line. The signature is stylized and somewhat illegible.

Facility Manager