

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.

[See and example of a filled-out form here \(PDF\).](#)

I. GENERAL INFORMATION

Name of Owner and/or Operator of Entity(ies) and Company Name: Please type your answers in these grey fields. There is no character limit.		
Name of Contact Person:	Telephone #:	Email address:
Street Address(es) of Entity(ies):		
Municipality:		
Type of Entity: Click this box and choose from the list		

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

II. DESCRIPTION OF THE ENTITY

Provide a brief overview of the entity(ties):

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.

Name of Person	Responsibility	Telephone #

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.	
Source Separation and 3Rs Program	Schedule for Completion
<i>Example: Fine Paper 3Rs Program</i>	<i>“Deskside receptacles and centralized containers to be purchased in March. New collection contract for recycling to be arranged for April Kick off for program and instructions to staff regarding 3Rs program to occur in April”</i> <u>OR</u> <i>“3Rs Program currently in place.”</i>

VI. COMMUNICATION TO STAFF, CUSTOMERS, GUESTS AND VISITORS

Explain how the Waste Reduction Work Plan will be communicated to employees, customers, tenants, guests/visitors and students:

VII. ESTIMATED WASTE PRODUCED BY MATERIAL TYPE AND THE PROJECTED AMOUNT

Material Categories <i>(as stated in Part III)</i>	Estimated Annual Waste Produced * <i>(kgs or tonnes)</i>	Name of Proposed 3Rs Program <i>(as stated in Part III)</i>	Projections to Reduce, Reuse or Recycle Waste <i>(kgs or tonnes)</i>			Estimated Annual Amount to be Diverted ** <i>(%)</i>
			Reduce	Reuse	Recycle	
<i>Example: Fine Paper</i>	<i>1.8 tonnes</i>	<i>Fine Paper 3Rs Program</i>	<i>200 kg</i>	<i>100 kg</i>	<i>1.2 tonnes</i>	<i>83</i>

* 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:
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