

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: Old Oak Properties Inc.			
Name of Contact Person: Jim Reilly		Telephone #: 519-661-0215	Email address: jreilly@oldoakproperties.com
Street Address(es) of Entity(ies): 150 Dufferin Avenue			
Municipality: London , Ontario			
Type of Entity (check one)			
Retail Shopping Establishments		Hotels and Motels	
Retail Shopping Complexes		Hospitals	
Office Buildings	X	Educational Institutions	
Restaurants		Large Manufacturing Establishments	

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

II. DESCRIPTION OF ENTITY

Provide a brief overview of the entity(ties):

Multi Tenant Office building.

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?
<i>Example: Disposable Food Packaging</i>	<i>Generated by customers eating inside restaurant. Food packaging is used for health reasons. Reusable mugs for customers consuming coffee/tea inside restaurant is being reviewed.</i>
Aluminum food and beverage cans	Generated by office employees and clients. Also generated in offices and common areas where a vending machine resides.
Cardboard	Generated by tenants and clients in the form of equipment packaging. Some cardboard generated in food consumption by employees and clients.
Fine paper	Generated by office staff and clients.
Glass food and beverage bottles/jars	Generated by office employees and clients. Also generated in offices where a vending machine resides.
Newsprint	Generated by office employees and clients.
Steel food and beverage cans	Generated by office employees and clients. Also generated in offices where a vending machine resides.
PET (#1) plastic food and beverage bottles	Generated by office employees and clients. Also generated in offices where a vending machine resides.
HDPE (#2) plastic jugs, crates, totes and drums	n/a
LDPE (#4) plastic film	n/a
Polystyrene (#6)	Generated by offices. No program in place.
Organics	Generated by office employees and clients. No program in place.
Boxboard shoe boxes, cereal boxes, etc.	n/a
Glossy magazines, catalogues, flyers	Generated by tenants and clients using the facility. Recycling containers are located throughout the facility.
Wood	n/a
Steel	n/a
Drywall	n/a
Skids	n/a
Paper towels	Generated in washrooms. No program in place yet.
Printer cartridges	Generated by offices. No formal program in place.
IT equipment/audio-visual equipment	Generated by offices. No formal program in place.
Furniture	n/a
Building/renovation material	Currently going into the dumpster.
Disposable take out food packaging	Generated by tenants. No program in place.
Cell phones	n/a
Diapers	n/a
Clothing/textiles	n/a
Other:	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.

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).

Category	Waste to be Disposed	Reused or Recycled Waste
Aluminum food and beverage cans	Tenants and public may place in recycle bins.	Building maintenance staff pick up and place in recycling area.
Cardboard	Tenants and public may place in recycle bins.	Building maintenance staff pick up and place in recycling area.
Fine paper	Tenants and public may place in recycle bins.	Building maintenance staff pick up and place in recycling area.
Glass food and beverage bottles/jars	Tenants and public may place in recycle bins.	Building maintenance staff pick up and place in recycling area.
Newsprint	Tenants and public may place in recycle bins.	Building maintenance staff pick up and place in recycling area.
Steel food and beverage cans		
PET (#1) plastic food and beverage bottles	Tenants and public may place in recycle bins.	Building maintenance staff pick up and place in recycling area.
HDPE (#2) plastic jugs, crates, totes and drums	n/a	
LDPE (#4) plastic film	n/a	
Polystyrene (#6)	Currently being disposed of into garbage receptacles.	Collected by building maintenance personnel and sent to landfill
Organics	Currently being disposed of into garbage receptacles.	Collected by building maintenance personnel and sent to landfill
Boxboard shoe boxes, cereal boxes, etc.	n/a	
Glossy magazines, catalogues, flyers	Tenants and public may place in recycle bins.	Building maintenance staff pick up and place in recycling area.
Wood	n/a	
Steel	n/a	
Drywall	n/a	
Skids	n/a	
Paper towels	Placed in garbage bins in washrooms.	Collected by building maintenance personnel and sent to landfill.
Printer cartridges	Individual tenant programs, no formal program.	Individual tenant programs
IT equipment/audio-visual equipment	Individual tenant programs, no formal program.	Individual tenant programs
Furniture	n/a	
Building/renovation material	Contractors are encouraged to take away their own wastes.	Contractors are encouraged to take away their own wastes.
Disposable take out food packaging	Currently being disposed of into garbage receptacles.	Collected by building maintenance personnel and sent to landfill
Cell phones	n/a	
Diapers	n/a	
Clothing/textiles	n/a	
Other:	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

Estimated Amount of Waste Produced MT													
Categories of Waste	Generated			Reused			Recycled			Disposed			
	"A" Base Year	"B" * Current Year	"C" * Change (A-B)	"A" Base Year	"B" * Current Year	"C" * Change (A-B)	"A" Base Year	"B" * Current Year	"C" * Change (A-B)	"A" Base Year	"B" * Current Year	"C" * Change (A-B)	
Aluminum food and beverage cans	*						*			*			
Cardboard	52.82						3.9			48.92			
Fine paper	104.5						26.2			78.3			
Glass food and beverage bottles/jars	*						*			*			
Newsprint	With fine paper						With fine paper			With fine paper			
Steel food and beverage cans	0						0			0			
PET (#1) plastic food and beverage bottles	*						*			*			
HDPE (#2) plastic banding, crates, totes, drums	N/A						N/A			N/A			
LDPE (#4) plastic film	N/A						N/A			N/A			
Polystyrene (#6)	39						0			39			
Organics (mixed waste)	225						0			225			
Boxboard shoe boxes, cereal boxes, etc.	0						0			0			
Glossy magazines, catalogues, flyers	0						0			0			
Wood	N/A						N/A			N/A			
Steel	N/A						N/A			N/A			
Drywall	N/A						N/A			N/A			
Skids	N/A						N/A			N/A			
Paper towels	73.4						0			73.4			
Printer cartridges	N/A						N/A			N/A			
IT equipment/audio-visual equipment	N/A						N/A			N/A			
Furniture	N/A						N/A			N/A			
Building/renovation material	N/A						N/A			N/A			
Disposable take out food packaging	0						0			0			
Cell phones	N/A						N/A			N/A			
Diapers	N/A						N/A			N/A			
Clothing/Textiles	N/A						N/A			N/A			
Other: *	25.26						0.8 * (co-mingled)			24.46 * (co-mingled)			
* Plastic bottles, glass bottles and aluminum cans are co-mingled when they are collected so no individual weights are given.													
Total											519.98	30.9	489.08
Percent Change (total C ÷ total A x 100)													

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:

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.

No, but will investigate feasibility

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.

No, but will investigate feasibility

* 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.

Please attach any additional page(s) as required to answer the above questions.

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

Signature of authorized official:

Jim Reilly

Title:

*Building
Manager*

Date:

Sept. 30 / 09

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

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I. GENERAL INFORMATION

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Name of Contact Person: Jim Reilly	Telephone #: 519-661-0215	Email address: jreilly@oldoakproperties.com	
Street Address(es) of Entity(ies): 150 Dufferin Avenue			
Municipality: London , Ontario			
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 checked="" type="checkbox"/>	Educational Institutions	<input type="checkbox"/>
Restaurants	<input type="checkbox"/>	Large Manufacturing Establishments	<input type="checkbox"/>

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): Multi Tenant Office building

III. PLANS TO REDUCE, REUSE AND RECYCLE WASTE

For each category of waste described in Part V of "Report of a Waste Audit" (on which this plan is based), explain what your plans are to Reduce, Reuse and Recycle the waste, including: 1) how the waste will be source separated at the establishment, and 2) the programs to reduce, reuse and recycle all source separated waste.

Waste Category (as stated in Part V of your "Report of a Waste Audit")	Source Separation and 3Rs Program
<i>Example:</i> <i>fine paper (e.g. from an office)</i>	<p>"Fine Paper 3Rs Program"</p> <p>Reduce: Staff will be encouraged to print on both sides of each sheet.</p> <p>Reuse: Discarded paper with print only on one side will be used for note pads/scrap.</p> <p>Recycle: Staff will be provided with instructions via email. Receptacles will be provided beside each desk. Staff will empty receptacles into centralized containers. Custodial staff will empty centralized containers into bulk container at loading dock for collection by recycling company.</p>
Aluminum glass plastic	Recycle: remind tenants that system is in place and ensure proper pick up by cleaning contactor
cardboard	<p>Reduce: suppliers will be contacted to determine feasibility of changing to reusable containers</p> <p>Recycle: tenants and cleaning contractor will be reminded via email and memo to break down boxes and ensure they go to recycling</p>
Fine paper + newsprint	<p>Reduce: will suggest tenants review their policy and include use of both sides of paper</p> <p>Reuse: : will suggest tenants review their policy and use other side of scrap paper for scratch pads</p> <p>Recycle: : remind tenants that system is in place and ensure proper pick up by cleaning contactor</p>
Polystyrene # 6	<p>Reduce: will suggest tenants contact their suppliers and investigate feasibility of reducing this material in packaging</p> <p>Recycle: will contact recycling company and investigate programs for this product</p>
Organics	Recycle: will contact recycling company and investigate programs for this product
Paper towels	<p>Reduce: will investigate feasibility of install blow dryers</p> <p>Recycle: will contact recycling company and or supplier and investigate programs for this product</p>

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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 #
Jim Reilly		519-661-0215

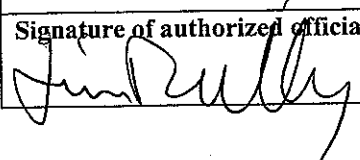
Memos and communication will be circulated to local tenant contacts via email. Larger national and international companies will also have their head offices contacted

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

Material Categories (as stated in Part III)	Estimated Annual Waste Produced * (kgs or tonnes)	Name of Proposed 3Rs Program (as stated in Part III)	Projections to Reduce, Reuse or Recycle Waste (kgs or tonnes)			Estimated Annual Amount to be Diverted ** (%)
			Reduce	Reuse	Recycle	
<i>Example: Fine Paper</i>	1.8 tonnes	Fine Paper 3Rs Program	200 kg	100 kg	1.2 tonnes	83
Aluminum glass plastic	25.26				12.63	50
Cardboard	52.82				26.41	50
Fine paper + newsprint	104.5				78.375	75
Polystyrene # 6	39				3.9	10
Organics	225				22.5	10
Paper towels	73.4				22.02	30

* 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: Building Manager	Date: Sept. 30/09
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