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| ***Instructions to complete the template for your Source Separation Program****All grey italic text with borders are instructions to help you prepare the required BEST Practice for your building.*1. *Replace all* [blue text in brackets] *in the document with building specific information.*
2. *Where required, complete the necessary tasks, or engage a third-party consultant to complete the tasks so that you are able to fill the relevant sections of the template with building specific information.*
3. *Delete all grey italic text when you have filled all relevant sections with building specific information.*
4. *Additional Resources[[1]](#footnote-2) can be found here:*
* [*3RCertified*](http://3rcertified.ca/) *is a certification program for buildings in the Industrial, Commercial, and Institutional (IC&I) sectors that reviews how organizations manage solid waste reduction and diversion operations.*
1. *Complete the Checklist below to confirm your Source Separation Program meets the BEST Practice requirements.*
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| ***Checklist****The Source Separation Program must include:* [ ]  *At a minimum, the collection of paper, metal cans, glass, plastic containers and cardboard, and a separate collection of waste destined for disposal*[ ]  *A description of the building’s waste management facilities, program communication, waste removal practices and reuse/recycling efforts*[ ]  *If there is no collection service available in your region for a specific material category, then provide documentation to demonstrate that this is the case*[ ]  *The contamination of recyclable material does not disqualify this requirement, though continued contamination should be addressed in the Waste Reduction Work Plan*[ ]  *Off-site sorting such as at a transfer station from a single common receptacle does not qualify as source-separation in the context of this application*[ ]  *(If applicable) Copy of 3R Certification achieved for the building*[ ]  *Demonstration of implementation is required* |

**SOURCE SEPARATION PROGRAM**

[Date of most recent review]

[Insert Building Name and / or Address]

[Insert Name of Organization]

[insert Building Description – number of floors, tenants, parking spaces (underground or surface) and other distinguishing features]

# Introduction and Purpose

[Insert Name of Organization] is committed to continuously improve the building’s performance regarding the reduction and diversion of solid waste.

A Source Separation Program facilitates the separation of waste at the point of generation for recycling and waste (or garbage) destined for disposal.

# Responsibilities

[Insert Name], Property Manager ([Insert Name of Organization]) of [Insert Building Name], is responsible for the following:

* Review the Waste Management Hierarchy[[2]](#footnote-3) approach to prioritize waste reduction, re-use, recycling before considering recovery (energy) and (as a last resort) disposal.
* Determine appropriate waste management strategies for the building: organizing options from most preferable (3Rs[[3]](#footnote-4)) to least preferable (recovery / disposal) and demonstrate that reasonable efforts are made to ensure that separated waste is reused or recycled.
* Meet with the building’s waste management stakeholders (management / operations staff, tenant representatives, waste haulers, third party consultants) to review the building’s waste management practices and alignment to [Insert Name of Organization]’s waste management reduction and diversion goals.
* Summarize findings of the above reviews and meetings to prepare and update the Source Separation Program document.
* Assign responsible parties who will execute the Source Separation Program implementation.

# Strategy

## Applicable Waste Streams

[Delete the waste streams that are not applicable to your building]

#### Recyclables

Waste streams at the building include:

* + [Paper (general and confidential shredded paper)
	+ Metal Cans
	+ Glass
	+ Plastic Containers
	+ Cardboard]

[Check that the following is true for your building] Co-mingled materials destined for recycling are always kept separate from waste destined for disposal. Separation is done at a Materials Recycling Facility and not at a transfer station.

[Describe how recyclable waste is collected at your building and then disposed by the waste management service provider (sorted off-site, recycled etc.).]

#### Treatment of Contaminated Waste

[Describe how contaminated waste is collected at your building and then disposed by the waste management service provider, e.g., whether contaminated waste streams are sorted at an off-site recycling facility.]

#### Food and Organics

Waste streams at the building include:

* [Food waste
* Grease
* Containers, Cutlery
* Other?]

[Describe how food and organics waste is collected at your building and then disposed by the waste management service provider, e.g., is it composted?]

#### Electronic Waste (e-waste)

[Describe how electronic waste is collected at your building, e.g., whether the building offers a central location where occupants can dispose of electronic waste. Explain how this waste is then disposed, e.g., does a specialized waste management service provider collect your building’s electronic waste to ensure safe disposal?]

#### Construction Waste Diversion

[Describe the practice in place at your building, e.g., whether a construction waste diversion policy is implemented by the landlord for landlord-driven construction projects or how tenants are advised to divert their own construction waste.]

#### Waste (or Garbage)

Waste streams at the building include:

* [Landfill
* Incineration
* Other?]

[Describe how garbage is collected and disposed at your building.]

#### Furniture, Equipment

[Describe the practices in place at your building, e.g., whether the landlord is able to remove discarded tenant furniture / equipment and or provide names of organizations that are willing to collect these items for reuse.]

#### Miscellaneous (can contain hazardous materials)

Waste streams at the building include:

* [Batteries
* Printer cartages
* Electronic (e-waste, such as computer equipment, phones etc.)
* Other?]

[Describe the miscellaneous waste management practices in place at your building.]

#### Hazardous

Waste streams at the building include:

* [Mercury (e.g., in fluorescent lamps)
* PCBs
* Asbestos and related hazardous materials
* Refrigerants
* Other?]

[Describe how hazardous waste is collected at your building and then disposed safely by the waste management service provider, e.g., is a specialist engaged to ensure safe handling practices are maintained?]

*Review the lists above and edit as applicable to represent the respective waste streams managed at your building. Add a note related to each that describes how the waste is collected at source (such as a dedicated bin at an occupant’s desk, or centralized collection bin in the lobby etc.) and what is co-mingled.*

## Facilities

[Insert Building Name and / or Address]’s facilities are adequately sized for the collection, handling and storage of source-separated wastes generated on site.

[Insert details of waste storage facilities on site, e.g., describe location, size of room(s), collection equipment / bins etc.]

The collection and storage of the various materials destined for recycling may be co-mingled based on the requirements of the local markets [insert name of municipality applicable to your building].

*Optional: insert photos of waste storage facilities, desk-side source separation containers as well as on-site (back-of-house) separate waste storing facilities.*

## Communication

[Describe information and guidance provided to users, potential users and custodial staff describing the expectations of the program and encouraging effective source separation of waste to minimize contamination and to ensure full use of the program.]

*Provide building specific documents such as signs, promotional materials or similar information describing waste management program and waste hauler services that advises tenants regarding the expected waste management practices.*

## Waste Hauler

The following measures are in place at [insert Building Name] to ensure that the source-separated collected wastes are removed by a licensed service provider and taken to destination sites designed for the proper processing and/or disposal of each material category [Delete the waste streams that are not applicable to your building].

* Recyclables: [insert name of Waste Hauler Organization]
* Treatment of Contaminated Waste: [insert name of Waste Hauler Organization]
* Food and Organics: [insert name of Waste Hauler Organization]
* Electronic Waste (e-waste): [insert name of Waste Hauler Organization]
* Construction Waste Diversion: [insert name of Waste Hauler Organization]
* Waste (or Garbage): [insert name of Waste Hauler Organization]
* Furniture, Equipment: [insert name of Waste Hauler Organization]
* Miscellaneous (can contain hazardous materials): [insert name of Waste Hauler Organization]
* Hazardous: [insert name of Waste Hauler Organization]

*Insert Waste Hauler Name next to each of the waste stream categories listed above and the type of reports received from each etc.*

*If waste streams are co-mingled, provided details that explain how these co-mingled waste streams are handled at this building.*

# Time Period

This program was implemented on [Insert Date] and will be reviewed and updated at least once a year.

1. *The additional resources presented above are suggestions and not intended as an endorsement by BOMA Canada of any method, process or specific product* [↑](#footnote-ref-2)
2. Source: [State of Waste Management in Canada](https://www.ccme.ca/files/Resources/waste/wst_mgmt/State_Waste_Mgmt_in_Canada%20April%202015%20revised.pdf), prepared by Giroux Environmental Consulting. [↑](#footnote-ref-3)
3. 3R stands for Reduce, Reuse, and Recycle [↑](#footnote-ref-4)