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| ***Instructions to complete the template for your Waste Reduction Work Plan****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. *Additional Resources[[1]](#footnote-2) can be found here:*
	1. [*Example Waste Audit Report*](https://docs.ontario.ca/documents/3939/ici-guide-revised-july-08.pdf)
	2. [*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.*
4. *Delete all grey italic text when you have filled all relevant sections with building specific information.*
5. *Complete the Checklist below to confirm your Waste Reduction Work Plan meets the BEST Practice requirements.*
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| ***Checklist****The Waste Reduction Work Plan must include:* [ ]  *A Waste Reduction Work Plan prepared in conjunction with the Waste Audit and address all recycling streams in the building, as follows.* [ ]  *Plans to address the 3R’s (Reduce, Reuse, and Recycle) hierarch and action oriented for the prevention, reduction and diversion of each identified waste stream.* [ ]  *Nominate those who will implement that action or initiative, timelines for implementation and the expected results (i.e. specific diversion target).* [ ]  *Communicate plan to all members of waste management stakeholders.*[ ]  *(If applicable) Copy of 3R Certification achieved for the building.*[ ]  *In the case of Recertification, review previous Waste Reduction Work Plans and comment whether previous goals and objectives have been met.* |

**WASTE REDUCTION WORK PLAN**

[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]

[Insert Date of Waste Reduction Work Plan]

# 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 Waste Reduction Work Plan is an action plan prepared to reflect the updated Waste Audit performed for the building.

# 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 Waste Reduction Work Plan document.
* Assign responsible parties who will execute the Waste Reduction Work Plan implementation.
* Track evidence of training received and maintain training records.

# Strategy

The waste reduction work plan is prepared in conjunction with the preparation of the most recent waste audit. Its content aligns with the content of the updated audit. The waste reduction work plan addresses all recycling streams in the building, describing ways to increase recycling levels and reduce the waste generated.

## Plan

The waste reduction work plan includes plans to address the 3R’s (Reduce, Reuse, and Recycle) hierarchy: Reduction first, followed by Reuse and then Recycling.

[Describe the plan for your building. Outline actions to be taken, identification and planning for the prevention, reduction and diversion of each of the identified waste streams, as applicable to your building:

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

*Modify as it applies to your building.*

## Activities

[Outline the specific initiative or action identified and the responsible party who will lead the implementation of that action or initiative, timelines for implementation and the expected results.]

Refer to the **Appendix** listing the initiatives and their timeline and objectives for completion.

## Target and Goals

In order to support [Insert Building Name]’s waste prevention, reduction and diversion goals, [Insert Name of Organization] has set the following waste reduction targets:

* [xx%] reduction by [year], with a baseline year of [year], OR
* [yy%] diversion by [year], with a baseline year of [year], OR
* [zz lbs per occupant] by [year], with a baseline year of [year]

*The results should be expressed as a specific diversion target and can be an overall target for all combined waste categories or a target per waste material category – edit as necessary for your building.*

## Communicate

[Briefly describe the specific communication methods used at the building.]

*The waste reduction work plan is shared freely with all members of management, the maintenance, custodial and contracted cleaning staff, and all tenants or occupants including food service providers and other retail tenants. Methods of communication may include via the building’s website or intranet service, posting in waste and recycling depot, or in the tenant manual.*

# Conclusion

[Insert recommended next steps and closing statements. Sign and date document.]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Insert name and signature of person responsible for conducting the Waste Reduction Work Plan]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Insert Date the Waste Reduction Work Plan was completed]

Appendix: Waste Reduction Work Plan Activities

*Edit as applicable to your building*

| **Activity Description** | **Responsible person** | **Timeline for completion** | **Expected Result** |
| --- | --- | --- | --- |
| Example: Design new signage for common area waste receptacles | Insert Name | December 31, 2021 | Reduce contamination rate by 10% by 2022 compared to 2021 rates |
| [Add for your building] |  |  |  |
| [Add for your building] |  |  |  |
| [Add for your building] |  |  |  |
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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)