

Program Criteria

3RCertified™ *Waste Reduction & Diversion Program*

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A program by
Recycling Council of Ontario

3RCertified™ Criteria

The following criteria are a core element of the 3RCertified program. 3RCertified applicants respond to specific sub-sector modules (e.g. Office, Retail Complex) in the form of survey questionnaires, which are aligned with the criteria.

Criterion 1: Solid Waste Diversion Policy

The organization should establish, implement and integrate a solid waste diversion policy to set the principles for action with respect to Solid Waste Management. The policy should be communicated throughout the organization. The policy should include a commitment to continuous improvement and to prevention of solid waste, and be reviewed, signed and dated by senior management at least once annually.

Total available points: 7

Criterion 2: Procurement Policy

The organization should establish, implement and integrate a procurement policy for goods and for services procured that drives waste prevention, reduction and diversion from disposal.

The procurement policy should be kept up to date. It should be reviewed, signed and dated by senior management at least once annually and whenever there is a significant operational change with respect to solid waste generation and handling.

Total available points: 8

Criterion 3: Procurement of Goods

For goods procured, the organization should determine specific acceptance criteria for related waste streams to ensure that viable diversion options exist for procured materials when these materials reach the end of their useful life.

Total available points: 2

Criterion 4: Procurement of Goods

For goods procured, the organization should demonstrate that it considers and shows preference for reduction, re-use and recycled content options in the products and materials it uses internally.

Total available points: 2

Criterion 4.1: Procurement of Goods

Applicable to Retail Establishments, Manufacturers and Other Generators

For goods procured, the organization should demonstrate that it considers shows preference for reduction, reuse and recycled content in the products and materials sold or produced by the organization.

Total available points: 3

Criterion 5: Procurement of Services

For waste, recycling and reuse services procured, the organization should account for the regulatory permit requirements and haulage and processing acceptance criteria for each reuse, recycling and waste handler in the disposition chain.

Total available points: 2

Criterion 6: Disposition Chain

For waste, recycling and reuse services procured, the organization should account for the destination and final disposition of all solid wastes whether for recycling or disposal. The organization should also account for the destination and use of materials and products sent for internal or external reuse.

Total available points: 6

Criterion 7: Waste Audit

The organization must demonstrate that the waste audit meets the requirements of Recycling Council of Ontario's Standard Waste Audit Methodology (SWAM), and in compliance with Ontario Regulation 102/94 *Waste Audits and Reduction Work Plans*.

This requirement is mandatory.

The waste audit must be updated at least once annually and should be updated whenever there is a significant change in operations or waste streams.

The organization should identify, quantify and characterize all solid wastes being generated from all on-site activities, production or services within the scope of the organization's waste management program using a documented, systematic and verifiable process. Solid wastes include all materials generated for disposal, recycling or reuse.

Total available points: 7

Criterion 8: Solid Waste Impacts

The organization should demonstrate that solid waste impacts are identified and considered whenever new developments, new or modified activities, products or services are undertaken.

Total available points: 1

Criterion 9: Waste Stream Review

The organization should determine and review which solid wastes are divertible. Reviews of divertible and non-divertible waste streams should occur annually and whenever a change in waste generation or handling occurs.

Total available points: 2

Criterion 10: Regulatory Requirements

The organization should identify and have access to the most current applicable legal requirements related to the generation and disposition of solid waste materials and ensure that the regulatory requirements are being met.

Total available points: 1.5

Criterion 11: Elective Requirements

The organization should identify and have access to the most current applicable elective requirements related to the generation and disposition of solid waste materials and ensure that these requirements are being met.

Total available points: 1.5

Criterion 12: Waste Reduction Work Plan

The organization must develop a waste reduction work plan in Compliance with Ontario Regulation 102/94 *Waste Audits and Waste Reduction Work Plans*.

This requirement is mandatory.

The waste reduction work plan must be updated at least once annually and should be updated whenever there is a significant change in operations or waste streams.

Total available points: 1

Criterion 13: Goals and Targets

The organization should set documented waste prevention objectives and related specific measurable goals throughout the organization. These objectives and goals should address the wastes previously identified as solid wastes which are divertible. Wastes that are identified as non-divertible should be reduced or prevented.

Total available points: 5

Criterion 14: Source Separation Program

The organization must implement and maintain a Source Separation Program in compliance with Ontario Regulation 103/94 *Industrial, Commercial and Institutional Source Separation Programs*.

This requirement is mandatory.

The Source Separation Program should include wastes identified by the organization as divertible, in addition to those wastes already addressed in Ontario Regulation 103/94.

The Source Separation Program should satisfy each material's acceptance criterion.

Total available points: 4

Criterion 15: Resources

The organization should ensure that the necessary resources are dedicated and deployed in order to implement, maintain and improve the waste management program.

The organization should appoint an internal representative who, in addition to and irrespective of other duties, is responsible for the implementation and maintenance of the waste management program and for reporting on the status of the waste management program to senior management.

Total available points: 2

Criterion 16: Competency

The organization should determine the work at the site which is related to the solid waste program. The organization should determine competency requirements for personnel, temporary workers, contractors and sub-contractors whose work is related to the waste management program. The organization should also ensure that these requirements are being met.

Total available points: 4

Criterion 17: Communication

The organization should communicate with external and internal stakeholders regarding the waste management program.

The organization should ensure that requirements for solid waste management are communicated to all suppliers and contractors conducting related work on-site.

Total available points: 5

Criterion 18: Monitoring, Measuring and Reporting

The organization should ensure that current waste generation data and related operations are monitored, measured, and documented.

Total available points: 6

Criterion 19: Monitoring, Measuring and Reporting

Calibrated or verified monitoring and measurement equipment should be used and records kept.

Total available points: 1

Criterion 20: Program Non-Conformances

The organization should document any significant instances of non-conformance with respect to its solid waste management program. The organization should document the corrective action(s) and the address the effectiveness of the action(s) taken when such instances of non-conformance are discovered.

Total available points: 3

Criterion 21: Senior Management Review

Senior management should review and approve the solid waste management program at planned intervals and at least once annually.

Total available points: 1

Criterion 22: Innovation and Leadership

Innovation and leadership initiative(s) related to solid waste prevention implemented on-site.

Total available points: 4

Key Performance Indicators (KPIs)

Capture Rate:

Capture Rate is defined as the amount of total waste diverted as a percentage of the total amount of divertible waste. Capture Rate scoring is calculated by a threshold starting at 50%. Thresholds are also known as benchmark performance scales.

Total available points: 6

Diversion Rate:

Diversion Rate is defined as the total amount of waste diverted expressed as a percentage of the total amount of waste generated. Diversion Rate scoring is calculated in accordance with a threshold starting at 30%.

Total available points: 9

Per Unit Reduction Rate:

This performance indicator is calculated as a year over year waste generation rate, which is based on key measures of activity (e.g. production hours, number of full-time employees, etc.).

The year over year improvement in per-capita rate, is defined as the percentage by which the per-capita rate of waste generation has decreased from the previous year to the current year.

Total available points: 8

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