



## 2014 RCO Awards IC&I Category



Proud Sponsor of the 2014 IC&I Category

### Company Name

Current Date

Applicant Name

Applicant E-mail address

An IC&I applicant can apply as any one of the following:

- Distribution Centre
- Educational Institution
- Entertainment or Sports Venue
- Hospital
- Hotel or Motel
- Manufacturer
- Office Building
- Retail Complex (Shopping Centre)
- Retail Store (Individual)
- Other (not described above)

Provide a brief description of your organization. (max 500 words)

One-year time period for this application, ending in 2013. Example June 2012 to June 2013.

Describe the scope of your waste management program. Scope includes all structures, programs, processes, services and administration for which you have direct responsibility (max 500 words)

Facility size in square metres.

Choose your waste generation index using drop down menu.

**WASTE GENERATION INDEX** is the unit most closely related to the amount of solid waste generated by the facility such as production units or building population. This number is used to determine the amount of waste generated per unit for a year to year comparison. For example, a manufacturing site may consider the amount of units produced per year to be the factor most closely related to the amount of waste being generated over time. For an office building, it is likely the number of occupants.

**Other Waste Generation Index is:**

Current audit year amount for waste generation index.

Previous audit year amount for waste generation index.

**Waste Figures for 2012 & 2013. Reported amounts must be substantiated by your Waste Audit Report**

[Current Audit Year:](#) How much solid waste in total, was **generated** in the current audit year ending in 2013? Report **all wastes** including those recycled and disposed in metric tonnes.

[Current Audit Year:](#) How much waste in total was **diverted**? Provide number of metric tonnes.

NOT APPLICABLE TO EFW TREATMENTS OR FOOD WASTE DIGESTION SYSTEMS.

[Current Audit Year:](#) How much **ORGANIC** waste was processed by a food waste digestion system? Provide number of metric tonnes.

**1. Waste Audit**

Describe the way that you conduct your waste audit, including methods used to identify, characterize and quantify the solid wastes you generate for reuse, recycling and disposal.

What was the sample size for the waste audit?

- 24 hours
- 48 hours
- 72 hours
- Other (please specify)

How much waste from the time period is examined? Provide details on the number of bags, gaylords or other containers and from what areas of the company's operations the waste was collected.

What date did the waste sorting occur?

**2. Goals**

Describe the organization's top 3 waste reduction goals during the current reporting year (2013) and the programs implemented to address them.

List the wastes targeted for improvement. Why were these wastes chosen?

Time line for program implementation of program (start date/end date)

Implementation process, resources used

Tracking process

Outcomes quantitative and qualitative

Quantify the results of these goals in terms of reduced, reused or recycled wastes using the fields below.

**Goal #1**

Solid Waste Reduced (metric tonnes)

Solid Waste Reused (metric tonnes)

Solid Waste Recycled (metric tonnes)

**Goal #2**

Solid Waste Reduced (metric tonnes)

Solid Waste Reused (metric tonnes)

Solid Waste Recycled (metric tonnes)

**Goal # 3:**

Solid Waste Reduced (metric tonnes)

Solid Waste Reused (metric tonnes)

Solid Waste Recycled (metric tonnes)

**3. Engagement (Communications)**

What are the principal goals of your plan (Example: measurable waste reduction and recycling, better compliance from employees, tenants, visitors)

Describe the program strategy developed to engage employees, customers, tenants, students and the general public in 3R's activity.

Describe your use of digital media and other technologies to enhance your efforts to effect change. (Example: social media, blogs, websites, e-mail)

List the tactical elements of engagement (formal trainings, lunch & learns, newsletters & bulletins, contests or other outreach elements and the frequency of use for each.

Attach any samples of communications, graphics, visuals in the fields provided at the bottom of this survey.

**4. Innovation**

Describe in detail a program, process or activity that made a significant difference in your waste management plan.

Why was this innovative?

What resources were recruited to create and execute this innovation? (Example: staff, management, consultants or other third parties)

**Specialty Waste (or Program)**

If dealing with an unusual one-time waste (ie. construction/renovation or event related) describe how a reuse/recycling solution was developed and the results of these efforts.

Partnership Contribution (optional)

If a partner organization contributes to your program **Innovation (item 4 above)**, you may include a short synopsis of that contribution in this response field.

**Green Team**

Do you have an excellent Green Team that deserves recognition? Tell us about these people who are indispensable to your environmental activities. Use the Green Team Form link that you received by e-mail with your IC&I link.

**Partnerships**

Do partnerships figure significantly in your success? Are there service providers that play a key role in helping execute your long term waste goals? Tell us about them!

If you would like to **formally nominate** a deserving partner company or individual, contact Diane Blackburn (events@rco.on.ca) to obtain the link for the Partnership application. There is an additional fee of \$75 to formally nominate a partner for recognition. The application will be individually evaluated and awarded on the same basis as all other categories.

Please submit a copy of your most recent Waste Audit and Waste Reduction Work Plan in accordance with O. Reg. 102/94, as a PDF file attachment, Use fields provided below to upload your attachment.

Waste Audit

Waste Reduction Work Plan

Attachment. Please identify all attachments using criteria element in the tag. (ie. **Engagement:** Lunch & Learn E-Bulletin)

Attachment. Please identify attachment using criteria element in the tag.

Attachment. Please identify attachment using criteria element in the tag.

**Submission Instructions:**

Click the **SAVE** button on the bottom right of this form if you are returning to add more information.  
Click **SUBMIT** button **ONLY** if you are completely finished entering data. Submit will lock the form.