APPENDIX C

CAFETERIA WASTE MANAGEMENT PROGRAM

DATE

CONTEXT

The purpose of this document is to establish the contractor's responsibilities with respect to waste management.

OBJECTIVE

The objectives of this document are to meet the targets of a green government strategy to reduce waste sent to landfill as well as to maximize and optimize the sorting of our waste and reduce the use of single-use plastic bags.

PAPER AND CARDBOARD

Disposal Procedure:

Recycled material must be sorted into the large blue roller bins located in the kitchen. The housekeeping staff will empty this bin every day.

What can be put in this bin:

Most paper and cardboard can go in this bin! Here is a list of items that can also go into this bin:

- ✓ Newspapers
- ✓ Circulars
- ✓ Journals
- ✓ Magazines
- ✓ Flexible coil bound notebooks
- ✓ Non-padded envelopes
- ✓ File folders
- ✓ Sheets of paper (with or without staples)
- ✓ *Post its*
- ✓ Cardboard boxes
- ✓ Milk and juice cartons
- ✓ Cardboard coffee cups

What cannot be put in this bin:

- ⊘ Wax paper
- ⊘ Stickers
- ⊘ Photographic paper
- ⊘ Metallic wrapping paper
- ⊘ Padded envelopes
- ⊘ Objects made up of different materials (e.g. binders)

Tips:

- ➢ Flatten boxes before putting them in the recovery bin so that they take up less space
- ➢ Avoid depositing soiled paper/cardboard so as to not contaminate other materials

PLASTIC, GLASS AND METAL

Disposal Procedure:

Plastics, glass and metals must be sorted and disposed of in a transparent bag. This transparent bag can be placed in the blue roller bin with the paper and cardboard. The housekeeping staff will empty this bin every day.

What can be put in this bin:

- ✓ Water, juice and soft drink bottles
- ✓ Large yogurt jars
- ✓ Rigid containers and packaging
- ✓ Plastic film
- ✓ Shopping bags
- ✓ Glass juice and carbonated water bottles
- ✓ Glass jars for food and products (e.g. pickle, salsa, sauce jars, etc.)
- ✓ Tin cans
- ✓ Metal lids and caps
- ✓ Aluminium cans and containers
- ✓ Aluminum foil

What doesn't go in this bin:

- ⊘ Non-numbered plastics (certain plastic utensils, mushroom trays, individual yogurt containers, as well as mini milk and coffee cream containers, transparent folding packaging for pastries, CD and DVD cases)
- ⊘ Aerosol containers
- ⊘ Styrofoam

Tips:

- ➢ Check the packaging to see if it is numbered. **Plastics numbered 1 to 5 are recyclable.** If the container is not numbered, deposit it in the waste bin.
- ➢ Collect soft plastics and plastic film in one bag, transparent if possible and tied
- ➢ Rinse containers as much as possible without removing all residue before putting them in the recovery bins
- ➢ You can leave the caps on plastic bottles

COMPOST

Disposal Procedure:

Compost bags must be placed in 240 L containers in the refrigeration room. The housekeeping staff will be responsible for disposing of the old compost collection.

What can be put in this bin:

- ✓ Food residue
- ✓ Facial tissue

- ✓ Hand towels
- ✓ Paper towels
- ✓ **Paper and cardboard contaminated with food residue**
- ✓ 7 PLA plastics

What cannot be put in this bin:

- ⊘ All plastics except 7 PLA plastic (so-called compostable)
- ⊘ Tips:
- ➢ Paper coffee filters are compostable
- ⊘ All metals and glass
- ⊘ Everything that goes into the waste bin

Compostable bags:

So-called "compostable" bags are made from vegetable plastic. They therefore decompose in the same way as any residual organic matter.

- Certification logo for compostable bags

Some bags are certified compostable. Here are the 4 main certification logos and their origin:

COMPOSTABLE www.compostable.info	Certification of the BNQ standard (Quebec Standards Bureau). Plastic bags that meet the "compostability" requirements set out in BNQ 9011-911 *Compostable plastic bags - Certification Program* and CAN/BNQ 0017-988 *Compostable Products*.
COMPOSTABLE Biodegradable Products Institute | US COMPOSTING COUNCIL	BPI (Biodegradable Products Institute) is a certifier of compostable products and packaging in North America. Products with this logo are accredited according to ASTM D6400 and ASTM D6868 standards.
OK compost VINÇOTTE compostable	TUV AUSTRIA (formerly Vinçotte) is a **European Bioplastics**-approved certification body and can therefore authorize the use of the Seedling logo for products that comply with European standard **EN 13432**.

CAUTION

Check the useful life before purchasing compostable bags in order to prevent stored bags from degrading before use.

*Other option: Use of corrugated bags if compostable bags are not accepted by the composting centre.*Examples of bags that can be used:

Ø BAGS NOT TO BE BOUGHT Ø

- Oxobiodegradable, biodegradable, "green," "Good for the environment"

So-called "oxobiodegradable" or "biodegradable" bags are not compostable. They are made of traditional plastics (polyethylene). Chemical additives have been added to accelerate degradation into small pieces of plastic. They fragment more quickly into particles than ordinary bags, but when they reach a certain size, their degradation is slowed down and these small plastic particles remain in the environment.

In addition, the chemical additives used to accelerate their degradation contain metals. As a result, they do not meet composting requirements since they are a contaminant that could affect compost quality.

Examples of bags that cannot be used:

CAUTION

Some companies claim on the packaging that their products are "green," "biodegradable" or "good for the environment." These expressions are not synonymous with "compostable" and these bags must be avoided.

CAUTION

Do not use compostable bags for recycling and for garbage cans.

Despite the fact that these bags are made of plastics, they are not recyclable. Additives that promote degradation can affect the quality of recycled plastic.

In addition, compostable bags, when used for garbage cans and sent to landfill, produce methane, a greenhouse gas that is 23 times more potent than CO_2. From an environmental point of view, it is therefore better to use recycled plastic bags for garbage cans.

WASTE

What can be put in this bin:

- ✓ Metallic packaging
- ✓ Non-numbered plastics
- ✓ Styrofoam
- ✓ Mini milk and coffee cream containers
- ✓ Wax paper
- ✓ Stickers
- ✓ Objects made up of different materials (e.g. binders)
- ✓ Photographic paper
- ✓ Padded envelopes

What doesn't go in this bin:

- ⊘ All recyclable or compostable materials
- ⊘ Aerosol containers

Tips:

- ➢ Reduce the source!