

ClimateWise Business Network

Waste Reduction and Diversion Framework Outline

Introduction to Waste

Overview

ClimateWise Business Network (CBN) designed a framework to support organizations that want to reduce non-hazardous waste in their organization and divert waste from landfills. The waste reduction and diversion framework is designed to be simple, accessible and credible. The framework offers members the tools and support to identify a waste diversion baseline, set a waste diversion target and create a sustainability action plan.

CBN requires participating members to have the following:

- An absolute waste reduction target
- A minimum waste diversion target of 60%, based on current best practices, to be achieved within ten years
- A strategy to avoid waste contamination

Waste Diversion

A waste diversion rate is an easy way to measure how your organization's recycling program is doing. It involves measuring the amount of waste being diverted from the landfill to recycling facilities, including organic waste to composting. The formula for calculating waste diversion is as follows:

$$\frac{\text{Weight of Recycling}}{\text{Weight of Recycling} + \text{Weight of Garbage}} \times 100$$

Waste Reduction

Reduce and reuse comes before recycling! While diverting waste into recycling is important, minimizing overall waste and reusing products provides greater environmental benefit. CBN requires participating members to have an absolute waste reduction target.

Waste Contamination

Waste contamination occurs when non-recyclable material is placed in blue bins, or non-compostable materials are placed in green bins. For instance, leftover food scraps in containers disposed in blue bins reduces the overall ability to recycle materials.

CBN will provide guidance on how to identify waste contamination during audits and steps to avoid waste contamination when looking at diverting and reducing waste.

Guidelines

1. Organizations must report on all waste generated within their main administrative/office buildings, as well as in company-owned manufacturing, warehousing and shipping facilities. The geographic reporting boundaries will be in York Region.
2. Only solid, non-hazardous waste will be assessed. We expect members are compliant with the disposal of hazardous waste and therefore it is out of the scope of our framework.
3. Waste diversion from incineration will be analyzed on a case-by-case basis.
4. CBN will not report on emissions generated from waste.
5. Waste audits must identify proper waste sorting techniques.

Target Setting Framework

Step 1: Onboarding

Assemble a Green Team or designate an individual to lead the waste diversion initiative. Review the welcome package and meet with the CBN team for an in-depth introduction session.

Step 2: Gather data and establish a Baseline

Relevant data is collected through waste audits to identify a waste reduction and waste diversion baseline. CBN requires members to conduct two waste audits annually. Members can obtain data through the following methods:

- A. **Conduct an internal audit** - CBN will provide tools for members to conduct an internal waste audit. Step-by-step instructions will be provided in the *ClimateWise Business Network - Waste Audit Guide*.
- B. **Conduct a third-party audit** – Members can bring in experts to conduct a third-party audit.

Under the CBN waste reduction and diversion framework, data obtained by private waste haulers cannot replace waste audits. However, data obtained by private waste haulers can be used to compliment waste audit data.

For instance, irregular or infrequent items such as cardboard and e-waste can be captured through waste hauler data and added to final waste audit results.

Step 3: Target Setting and Reduction Levels

CBN will use the baseline data collected during Step 2 to develop a realistic reduction target with the help of the proposed framework. Members participating in the waste diversion framework must set a minimum 60% waste diversion target and comply with reporting requirements. CBN requires members to set a waste reduction target.

Example:

Member X produced 900 kg of waste in 2018 with a waste diversion rate of 50%

450 kg (50%) of that waste went to landfill, 270 kg (30%) of went to recycling and 180kg (20%) went to organics.

Senior management at Member X company proposed that the organization divert 60% of their waste by 2022 while reducing their overall waste by 15%

To achieve this goal, Member X must produce less than 765 kg of waste in 2022 while 60% goes into Recycling or Organics.

Step 4: Creating a Sustainability Action Plan

Using the resources provided by CBN, members will develop an Action Plan to determine how to meet reduction targets in a timely manner.

Step 5: Evaluating, Reporting and Celebrating

CBN members can update their action plan based on waste diversion progress. Action plans can be updated on an annual or biennial basis. CBN will highlight members' achievements through our Annual Report and annual Evening of Recognition.

Resources

CBN will provide the following guides to participating members.

- ClimateWise Business Network - Waste Audit Guide
 - Step-by-step guide on how to assemble a team to conduct an internal waste audit.
- Waste Audit Template
 - A simple printable chart to record waste audit data.
 - A sample spreadsheet that members can follow to help track and organize data.
- Other Resources
 - In addition to our internal resources, CBN will provide material designed by our partners at Green Economy Canada, other Green Economy Hubs and the Regional Municipality of York. These guides will help members in the process of conducting waste audits and identifying solutions of how to reduce and divert waste.