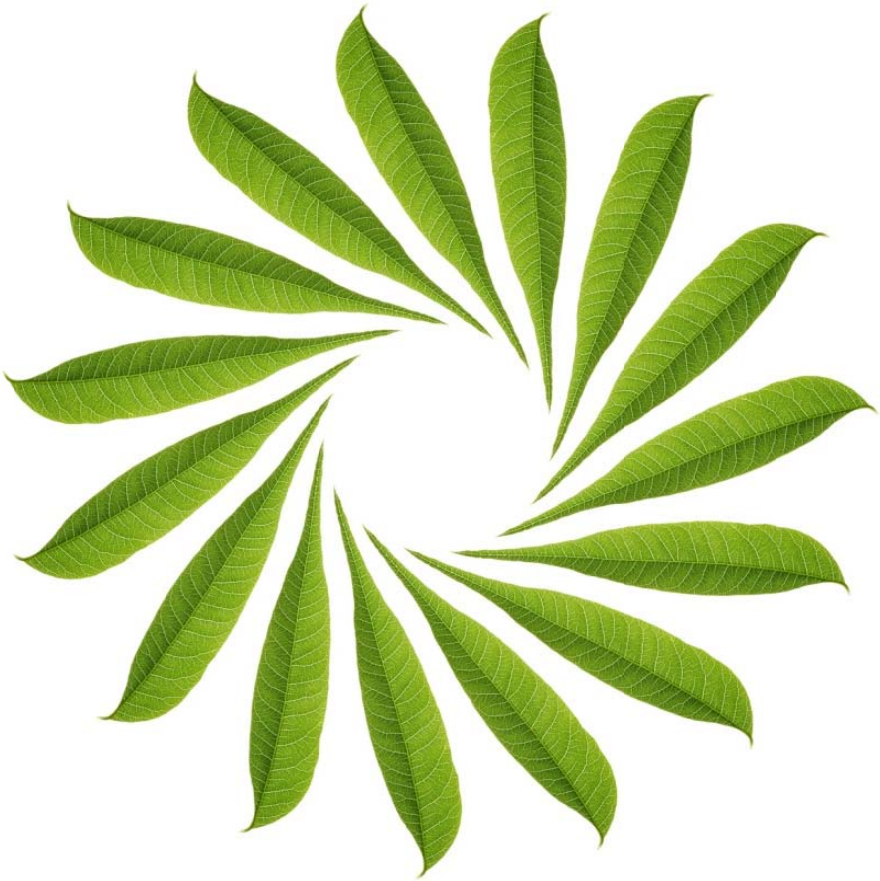
Waste Management | Sustainability Services

Waste to Resource Assessment



Prepared for:

McGill University
McGill University, Montreal, PQ
February 04, 2013

WASTE MANAGEMENT

THINK GREEN.®

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Executive Summary

Overview

On February 04, 2013, Sustainability Services conducted a Waste to Resource™ assessment for McGill University located at McGill University in Montreal, PQ. A few goals of the assessment were as follows.

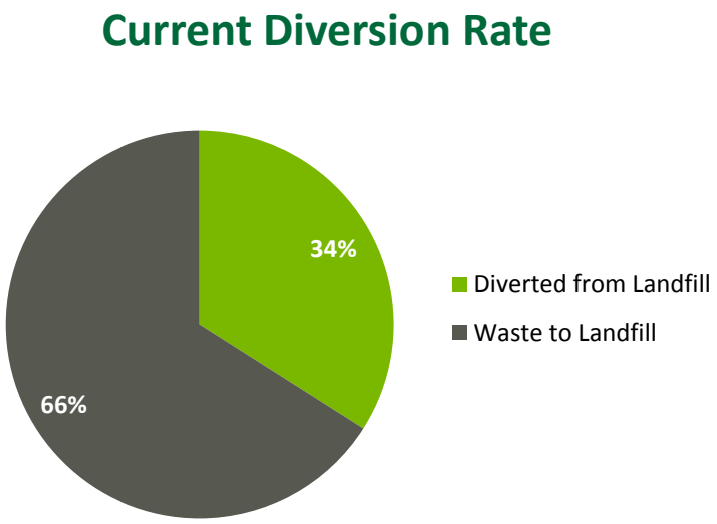
- **Develop baseline inventories for waste generation at McGill University**
- **To identify and quantify waste composition and commodity**
- **To determine the recovery performance of existing programs**
- **Identify opportunities to increase recycling and reduce cost**
- **Develop recycling strategies that could be implemented throughout the facility**

During the waste assessment conducted by Sustainability Services, visual inspections of waste generation points throughout the facility resulted in the discovery of additional recycling opportunities. The assessment identified three primary opportunities that should occur in order to improve your overall waste diversion rate. The following are our recommendations:

- **Create Consistencies in Waste Recycling Programs**
- **Student and Employee Education**
- **Database of Waste and Recycling Services**

Our goal is to provide McGill University with strategies that will maximize the efficiency of your waste management system. The facility generated 1,032.58 tonnes of waste and recyclables last year. The current diversion rate in your facility is 34%.

Figure 1- Current Diversion Rate at McGill University



Assessment Information

Table 1 – Facility Information

Item	Comments
Facility Name	McGill University
Description	<Insert Site Description>
Address	McGill University, Montreal, PQ
Contact Name	Marc Dozois
Contact Number	514 398-3727

Table 2 – Assessment Summary

Item	Comments
Performed By:	Patrick Curran
Performed On:	February 04, 2013
Report Written :	Shannon Stewart
Report Reviewed:	Shannon Stewart
Assessment Type	Waste to Resource Assessment
Assessment Level	☑ Basic Material Characterization ☐ Detailed Material Characterization ☑ Basic Options Analysis ☑ Detailed Option Analysis ☐ Carbon Analysis ☐ Material process mapping ☑ Implementation Feasibility Analysis ☑ Action Plan

Photograph 1 – Waste Collected for Assessment Period

Summary of Findings

A team of Sustainability Consultants performed an assessment that involved a walk through and targeted sort and weigh analysis throughout the building. The following is a summary of key findings identified during the assessment:

- **Annually, it is estimated that 683.49 tonnes of waste and 349.09 tonnes of recyclables will be generated from your facility.**
- **Of the waste sent to landfill, 86% could have been diverted through available recycling programs.**
- **The current diversion rate is 34%.**
- **Organics account for 41% of the waste sent to landfill.**
- **Papers account for 39% of the waste sent to landfill.**
- **Plastics account for 14% of the waste sent to landfill.**

Options Overview

Four options were identified during the assessment. The table below lists key options that represent the most significant opportunities.

Table 3 – Options Summary Table

Option	Description	Benefit	Rationale
Create Consistencies in Waste and Recycling Processes	Establish a Waste Policy and procedures that all students, staff, contractors, and visitors must adhere to	✓ Increase recycling and diversion rate ✓ Reduce spend on waste disposal	Developing a Waste Management System will allow McGill to follow the systems approach of; PLAN, DO, CHECK, ACT
Student and Employee Education	Promote, re-educate and expand recycling program within the facility	✓ Increase recycling and diversion rate, ✓ Increased efficiencies ✓ Reduced cost	Users (students and employees of McGill) of the waste and recycling services are the ones that control where the waste materials ends up going; Landfill, or Recycling. Therefore theses people need to have the training and education to make thee right choice on where a material should go and why. This will create the opportunity for the university to achieve superior recycling rates and improve upon its sustainability goals.
Database of Waste and Recycling Services	Create a centralized system for tracking waste and recycling pick-ups. That should include; where, what, when, how much (weight).	✓ Allow for accurate tracking of waste diversion activities	It is impossible to manage, what is not measured. McGill should be requesting weights for every waste and recycling pick-up done through-out the year. This data could be used to benchmark progress in future years

Assessment Findings and Goal Alignment

Goals, Objectives, and Other Factors

The following is a list of company goals, objectives, or other factors considered during this assessment.

- **Apply findings from the waste audit to reduce waste, maximize collection of recycling materials and optimize waste management efficiencies**
- **Streamline and standardize handling routines of materials throughout the facility**
- **Monitor waste generation and recovery levels on a regular basis**
- **Reduce waste spend and increase diversion rate of materials**
- **Provide ongoing employee training and education**
- **Identify areas of new or enhanced recycling**

Sampling Method

In order to characterize the material stream, visual observations and samples were obtained from various collection areas. These collection areas were identified from labels placed on the waste bags. For the purposes of this assessment, a sample Collection Area is a combination of a Waste Generating Area and/or Waste Generating Process. The assessment material was collected in a designated location separate from other waste collection areas.

During this assessment, samples were collected from 16 source areas throughout the facility over a 24-hour period. The materials were divided into categories and weights of each material were recorded.

Material Composition Breakdown

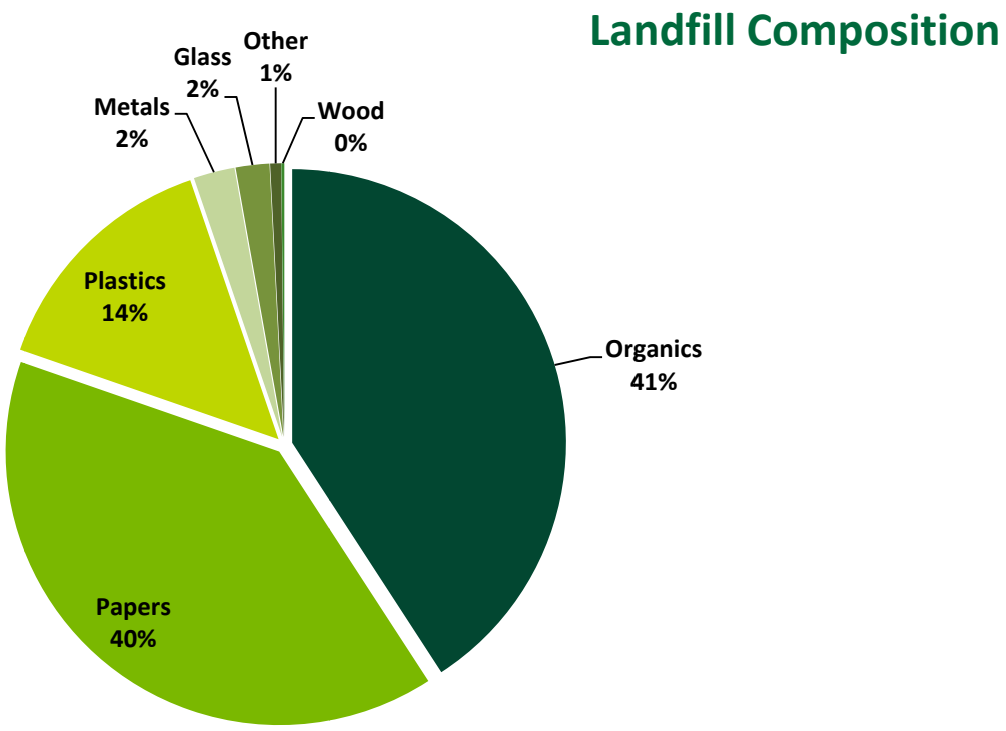
Waste Material Comparison by Category

This section displays a breakdown of material categories by volume.

Table 4 – Waste Material Comparison by Category

Waste Category	Total Audited Waste (kg)	Material Composition (%)	Annual Projected Volume (kg)
Organics	204.36	40.8%	279,102
Papers	197.55	39.5%	269,808
Plastics	72.38	14.5%	98,855
Metals	12.18	2.4%	16,639
Glass	9.94	2.0%	13,571
Other	3.19	0.6%	4,354
Wood	0.85	0.2%	1,161
Total	**500.45**	**100.0%**	**683,490**

Figure 2 – Waste Material by Category



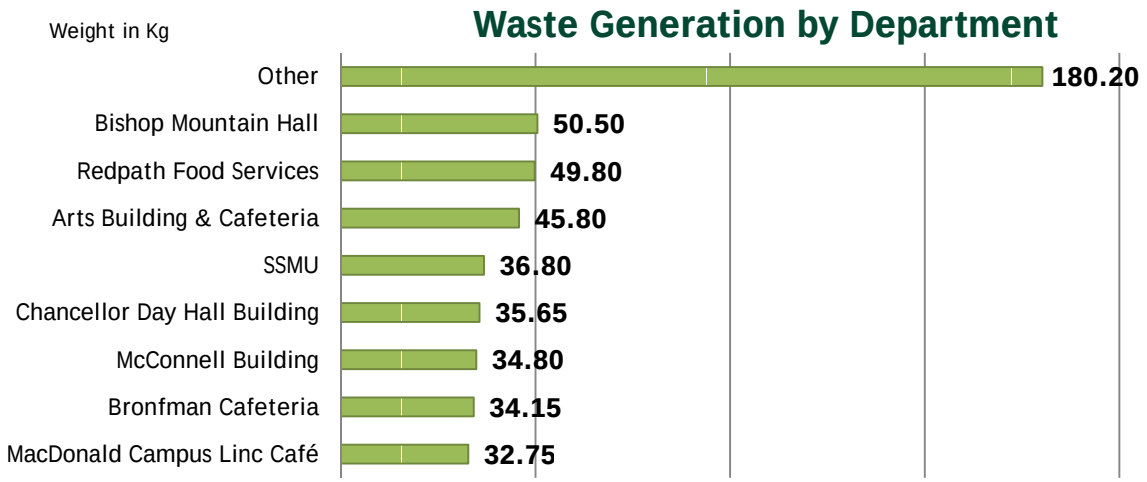
Waste Material Composition by Sample Collection Area

The following table displays a breakdown of the waste sources during the Sustainability Services assessment. For further in-depth analysis of Audited Waste Sources, consult Appendices and Supplementary Data.

Table 5 – Audited Waste Sources

Generation Area	Total Audited Waste (kg)	Material Composition (%)	Annual Projected Volume (kg)
Bishop Mountain Hall	50.50	10.1%	68,970
Redpath Food Services	49.80	10%	68,014
Arts Building & Cafeteria	45.80	9.2%	62,551
SSMU	36.80	7.4%	50,260
Chancellor Day Hall Building	35.65	7.1%	48,689
McConnell Building	34.80	7%	47,528
Bronfman Cafeteria	34.15	6.8%	46,640
MacDonald Campus Linc Café	32.75	6.5%	44,728
Trottier Cafeteria	29.35	5.9%	40,085
RVC Residence	28.65	5.7%	39,132
Bronfman Building	26.30	5.3%	35,919
McConnell Food Services	24.05	4.8%	32,846
Trottier Building	23.20	4.6%	31,685
Chancellor Day Hall Caf	20.35	4.1%	27,793
RVC Cafeteria	20.10	4%	27,448
MacDonald Campus Dietetics	8.20	1.6%	11,199
Total	**500.45**	**100%**	**683,490**

Figure 3 – Waste Generation by Collection Area



Recycling Opportunities

Recycling opportunities represent the largest potential cost savings and landfill diversion opportunity for McGill University. While recycling programs are currently in operation, the audit shows that they are not working at their optimal efficiency. 86% of the material sent to landfill is recyclable. This represents a huge opportunity to increase your waste diversion and reduce associated waste removal costs.

Figure 4 - Diversion Opportunity

Recycling Material Comparison by Category

This following table displays a breakdown of Audited Recycling Material Composition.

Table 6 – Recycling Material Comparison

Recycled Materials	Annual Projected Volume (kg)	% of Recycle Materials
Cardboard	286,060	81.9%
Mixed Beverage Containers Totes	63,030	18.1%
Total	**349,090**	**100.0%**

Diversion Recommendations

Overview

Several options have been identified that can help McGill University make its operations more sustainable. Each option should be carefully reviewed for operational, financial, social, and strategic fit.

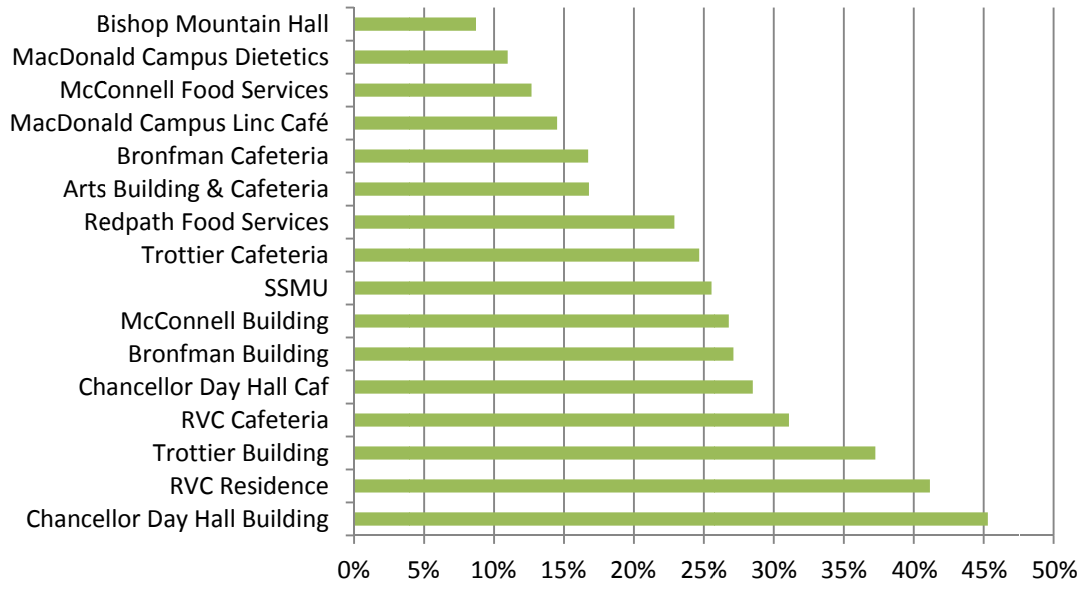
- **Create Consistency in Waste and Recycling Processes**
- **Employee and Student Education**
- **Database of Waste and Recycling Services**

Create Consistency in Waste and Recycling Processes

Sorting Station Design and Signage

Across the campus, there are inconsistency in both waste and recycling stations and signage. Contamination was observed in all of the waste and recycling bins across the campus (see Figure 5).

Figure 5 – Percentage of Recycling Materials found in audited Waste



These inconsistencies are leading to confusion, and thereby leading to waste contaminating recycling and recyclable materials ending up in the landfill bound waste containers. During interviews with students and staff, there was a great deal of misunderstanding as to what could be recycled and where it should go.

A good waste diversion program is one that provides the user with an easy understood system for managing there waste materials. A great waste diversion program is one that provides them with the same easy to use system but also helps the user by providing pictorial signage to direct their disposal choice. The best waste diversion program provides all the benefits of a great program and makes the necessary adjustments to continual improve upon the current diversion activities.

The first step in the process is to establish a waste diversion policy. This policy will allow McGill to develop formal procedures for handling all wastes created on the campus by staff, students, contractors and visitors. Once the policy and procedures have been established objectives and targets can be created.

The objectives and targets will allow McGill to continual improve upon their waste diversion activities. After the objectives and targets have been set, programs can be started to meet the goals of the objectives and targets. The next step in the process is to review how the programs are doing at meeting the objectives and targets. Act, make the necessary changes to the programs, or establish new objectives and targets if they have been met.

Photograph 2 & 3 – Recycling Stations observed on Campus

Bag Colour and Cleaning Contractor Education

One change to your waste collection system that would result in positive improvements to the overall efficiency of your recycling program is a switch to clear waste bags. Currently, your facility is using a mix of clear bags for recycling and black bags for waste. The black garbage bags prevent you from seeing what is going into the waste. Clear bags allow you to pinpoint what building and areas are not properly recycling so that any issues can be corrected. They also allow you to conduct informal waste audits throughout the year to trend your improvements or identify additional recycling opportunities.

Another aspect opportunity is to educate cleaning staff in order to ensure they are placing the materials in the correct waste stream. During the audit, it was observed that full bags of recycling were being disposed of in the landfill bound waste. After speaking to staff members, it was determined that these bags were being placed in the waste stream, because the person collecting the bags determined that the recycling was contaminated. In all instances, the contamination level was minimal and would not have posed an issue during processing.

Ensure cleaning staff understand that if they remove a bag of recycling from a recycling station it MUST be put into a recycling bin. One solution to aid this is to use clear coloured bags. For example, transparent blue or green bags could be used for mixed recyclables. This would remind the cleaning staff that those materials are recycling. This will also help with improving McGill's diversion rate.

Photograph 4 & 5 – Black waste bags observed in recycling bins

Student and Employee Education

The success of a recycling program is driven by user participation. If those who generated the waste are not utilizing diversion programs success will never be achieved, it is not enough to simply implement programs and expect those programs to be effective. There are two critical factors to necessary to ensure that diversion programs are effective. These factors are education and engagement.

You cannot expect your staff to use diversion programs if they do not know about them or do not understand their use, therefore, it is vital to educate everyone on the use and importance of waste diversion. Training sessions, regular reminders, and information pamphlets can ensure that staff understands the steps that are being taken to achieve environmental sustainability. There is an ever-increasing pressure to become environmentally friendly. When diversion programs have been properly implemented, most will utilize the programs.

Another part of education is visibility. By ensuring recycling stations are present and conveniently available throughout the facility, the recycling participation rate will improve. Ensuring that there are recycling bins in every area of the facility where waste is generated will allow for the proper source separation of materials.

Engagement is the next critical success factor. Motivated people are more likely to participate in diversion programs than those who are uninterested. Increasing motivation is initially dependent on the management team. When your management team shows, enthusiasm to waste diversion it will encourage your entire team to do the same. Investigate the option of forming an environmental committee. Not only will this give employees ownership of diversion programs but also it will open communication channels and allow the discussion of current challenges and future opportunities.

McGill should consider empowering students through the student group TEVA to become Waste Diversion Ambassadors (WDA). The role or function of the WDA would be to volunteer at special events at McGill such as, Frosh week, Sporting events, Music and Cultural activities, and help direct, educate, and communicate the waste diversion activities that McGill is under taking to help it become one of the most sustainable universities.

This communication activity to the people attending these events would act as a passive training, and over-time help drive the “right” waste diversion choices in other parts of the university.

Database of Waste and Recycling Services

It is only possible to measure the performance of the waste and recycling programs if they are measured. This is vital if successes are to be communicated to staff, students, and further necessary to understand the opportunities that exist within the waste and recycling systems on campus.

It is recommended that a database be established detailing all components of the waste and recycling systems on campus. This should include number and size of waste bins and recycling bins, location, service and frequency. See Figure 6 for an example.

In addition to providing transparency to the waste and recycling system, this information will also assist in driving efficiencies. During the audit, audited weights were lower than typically seen for the size of the bin at each building. This could be due to a number of reasons; however, it should be observed how full the bins are at each pick-up. Waste bins should always be 100% full at the time of service. If the bin is not full at every pick-up, the service should be adjusted, to match the amount of waste being generated.

The cost of services is typically based on the number of times the truck visits the campus. If bins are not full, the truck is visiting more often than necessary leading to increased costs of service.

Figure 6 – Example of a Waste and Recycling database

LANDFILL																		
Site # Group#	BIN DESCRIPTION	BIN WEIGHT(KG)	Year Month	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	(Tonnes) YTD TOTAL	(%) YTD TOTAL
	Arts Building & Cafeteria		Weight(MT)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11.90	3.68%
			# of Loads														
	Bishop Mt. Hall		Weight(MT)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.30	1.64%
			# of Loads														
	nfman Building & Cafet		Weight(MT)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.10	1.27%
			# of Loads														
	ancellor Day Hall and Ca		Weight(MT)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14.60	4.52%
			# of Loads														
	Macdonald		Weight(MT)													24.20	7.49%
			# of Loads														
	Redpath		Weight(MT)													12.95	4.01%
			# of Loads														
	MU & Trottier Building		Weight(MT)													40.35	12.49%
			# of Loads														
TOTAL to LANDFILL				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	113.40	35.10%

RECYCLE																	
Site # Group#	BIN DESCRIPTION	BIN WEIGHT(KG)	Year Month	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	(Tonnes) YTD TOTAL	(%) YTD TOTAL
Total OCC				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	209.66	64.90%
			Weight(MT)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
			# of Loads														
			Weight(MT)														
			# of Loads														
			Weight(MT)														
			# of Loads														
Total Single Stream				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
			Weight(MT)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
			# of Loads														
			Weight(MT)														
			# of Loads														
Total Organics				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
			Weight(MT)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
			# of Loads														
			Weight(MT)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
			# of Loads														
Additional Recycling Materials																	

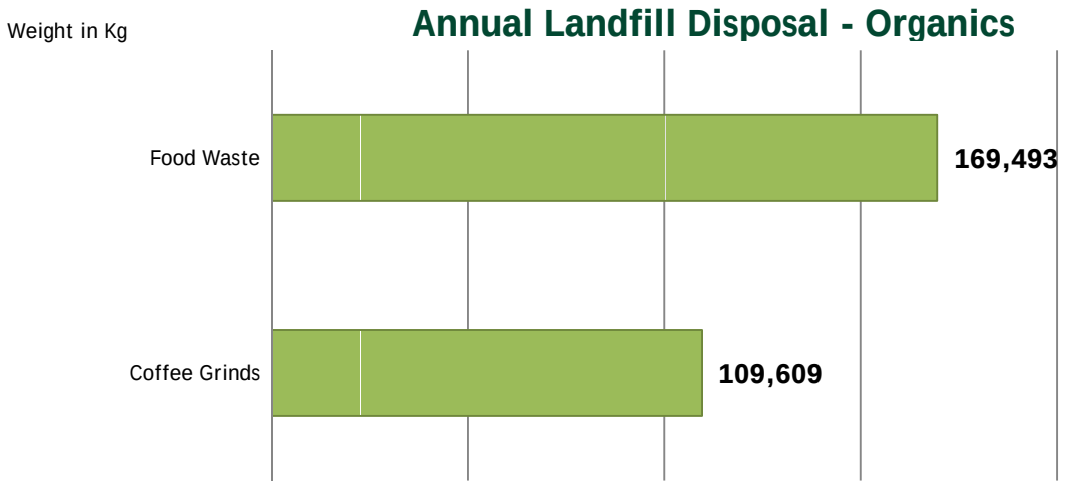
Supplementary Information

Data Analysis by Material Type

Organics

Organics materials sent to landfill accounted for 40.8% of your total waste; nearly 279.1 tonnes of Organics will be sent to landfill annually. This material should be directed to the on-site organics digester.

Figure 7 - Annual Organics Disposed in Landfill

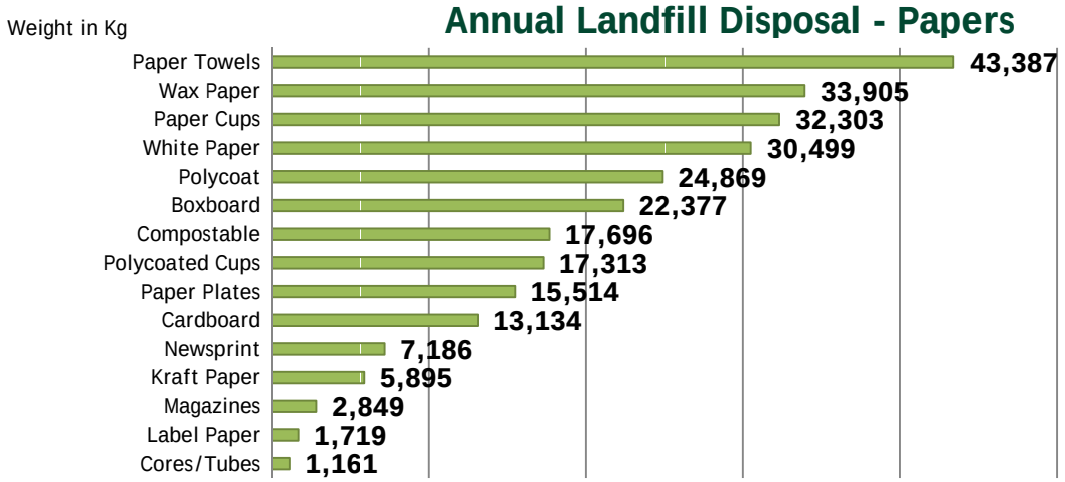


Photograph 6 & 7 – Organic waste observed during the waste audit

Papers

Paper materials sent to landfill accounted for 39.5% of your total waste; nearly 269.81 tonnes of paper will be sent to landfill annually.

Figure 8 - Annual Papers Disposed in Landfill

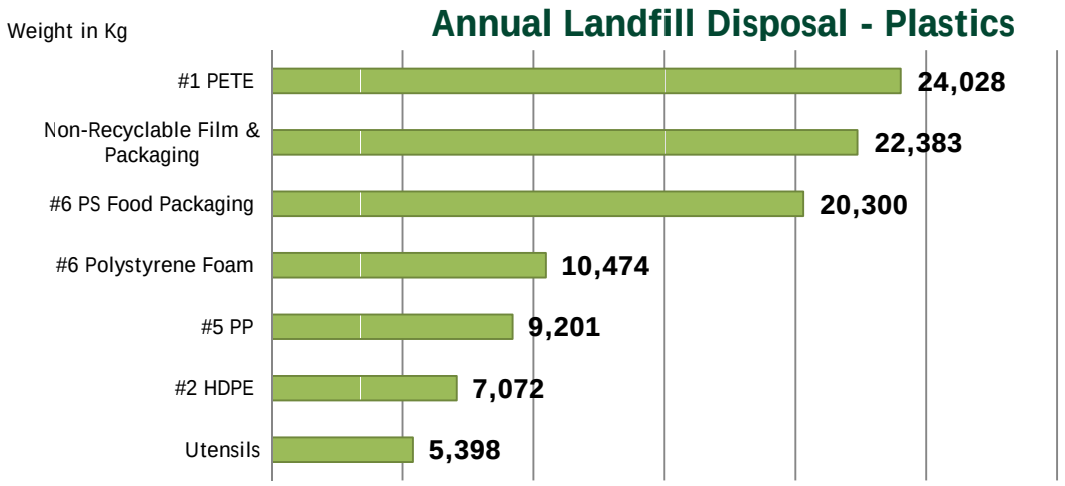


Photograph 8 & 9 – Paper towel and fine paper found in landfill waste

Plastics

Plastic materials account for 14.5% of your waste stream composition; 98.86 tonnes of plastic materials will be sent to landfill this year from your facility. Plastic is generally not a heavy material therefore the high weight generated indicated a huge volume of material. Utilizing current recycling programs will ensure this material is diverted. All plastic material will be marked with a number indicating the type of plastic that was used to make the item. This number can be used to determine if recycling programs exist for that item. Most commonly, recycling programs will exist for #1, #2, #4, & #5. Limited recycling programs exist for #3 and #6 plastics.

Figure 9 - Annual Plastics Disposed in Landfill

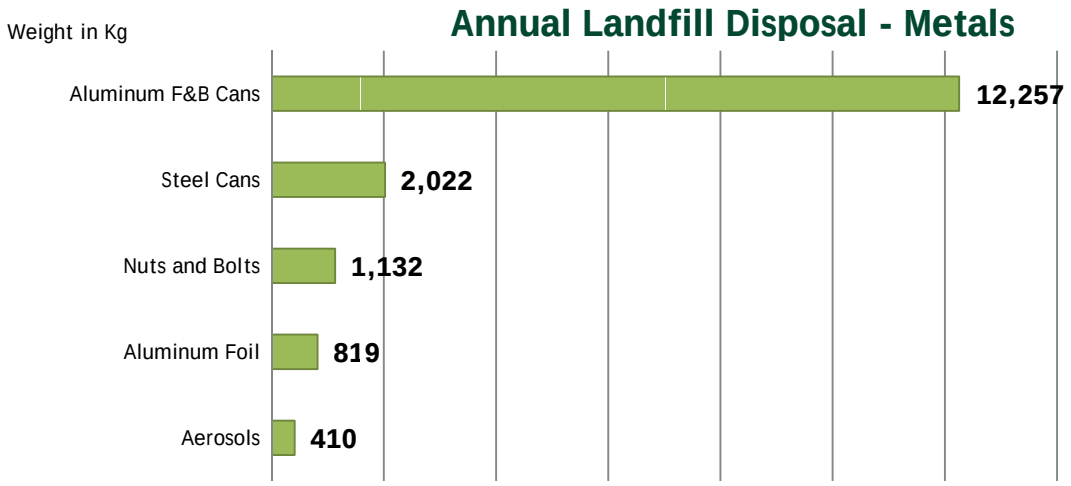


Photograph 10 & 11 – Various types of plastic observed during the waste audit

Metals

Metals materials sent to landfill accounted for 2.4% of your total waste; nearly 16.64 tonnes of Metals will be sent to landfill annually.

Figure 10 - Annual Metals Disposed in Landfill

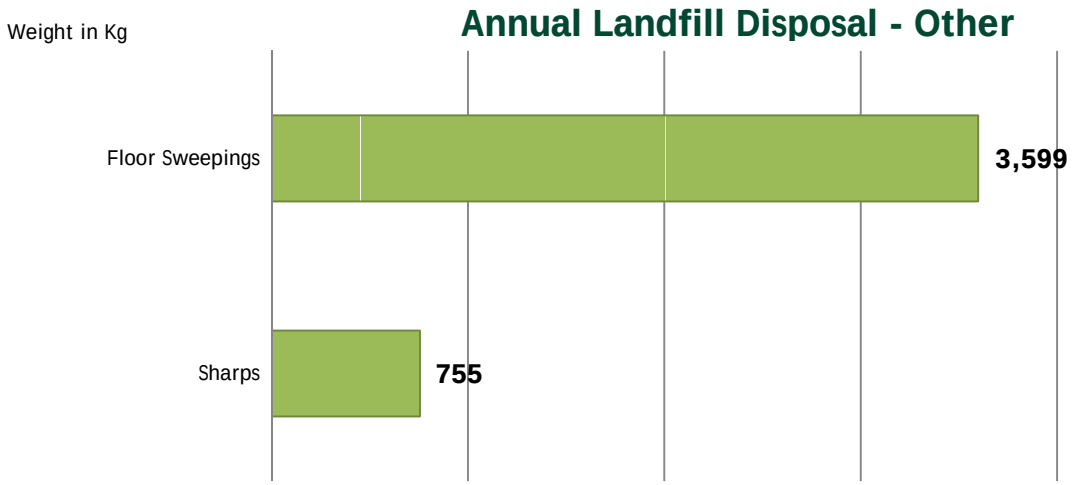


Photograph 12 – Aluminum food and beverage containers observed during the audit

Other

Other materials sent to landfill accounted for 0.6% of your total waste; nearly 4.35 tonnes of other will be sent to landfill annually.

Figure 11 - Annual Other Disposed in Landfill



Photograph 13 – Medical waste with sharps from RVC Residence

Supplementary Information

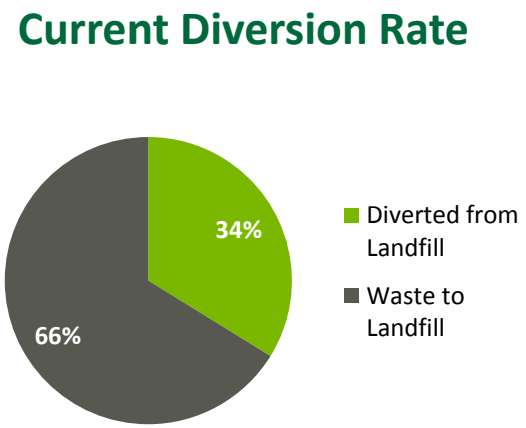
Appendix 1

Detailed Waste Breakdown by Generation Area

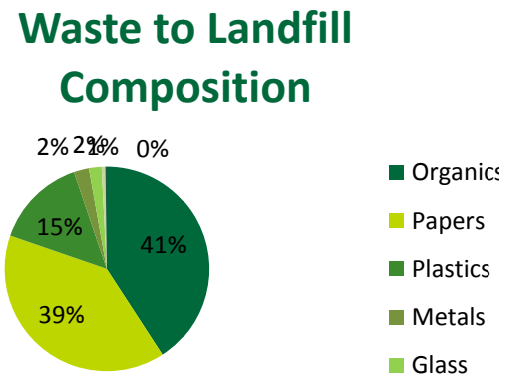
Area	Organics	Papers	Plastics	Metals	Glass	Other	Wood	Total Audited(kg)
Bishop Mountain Hall	40.65	4.50	4.70	0.65	0.00	0.00	0.00	50.50
Redpath Food Services	30.08	14.06	5.53	0.14	0.00	0.00	0.00	49.80
Arts Building & Cafeteria	21.49	18.67	3.61	0.78	1.25	0.00	0.00	45.80
SSMU	6.85	18.10	9.45	0.80	1.25	0.00	0.35	36.80
Chancellor Day Hall Building	3.81	24.86	5.81	1.18	0.00	0.00	0.00	35.65
McConnell Building	6.94	18.23	4.76	1.24	2.59	1.04	0.00	34.80
Bronfman Cafeteria	16.74	10.63	4.39	0.66	1.33	0.40	0.00	34.15
MacDonald Campus Linc Café	18.00	11.00	2.50	0.50	0.00	0.25	0.50	32.75
Trottier Cafeteria	12.82	10.96	3.78	1.79	0.00	0.00	0.00	29.35
RVC Residence	3.22	18.42	6.17	0.28	0.00	0.55	0.00	28.65
Bronfman Building	3.80	14.10	4.44	0.63	2.38	0.95	0.00	26.30
McConnell Food Services	16.30	3.75	3.15	0.85	0.00	0.00	0.00	24.05
Trottier Building	3.64	11.37	5.23	1.82	1.14	0.00	0.00	23.20
Chancellor Day Hall Caf	7.30	7.90	4.40	0.75	0.00	0.00	0.00	20.35
RVC Cafeteria	8.42	8.51	3.17	0.00	0.00	0.00	0.00	20.10
MacDonald Campus Dietetics	4.30	2.50	1.30	0.10	0.00	0.00	0.00	8.20
Total	**204.36**	**197.55**	**72.38**	**12.18**	**9.94**	**3.19**	**0.85**	**500.45**

Appendix 2
Diversion Report

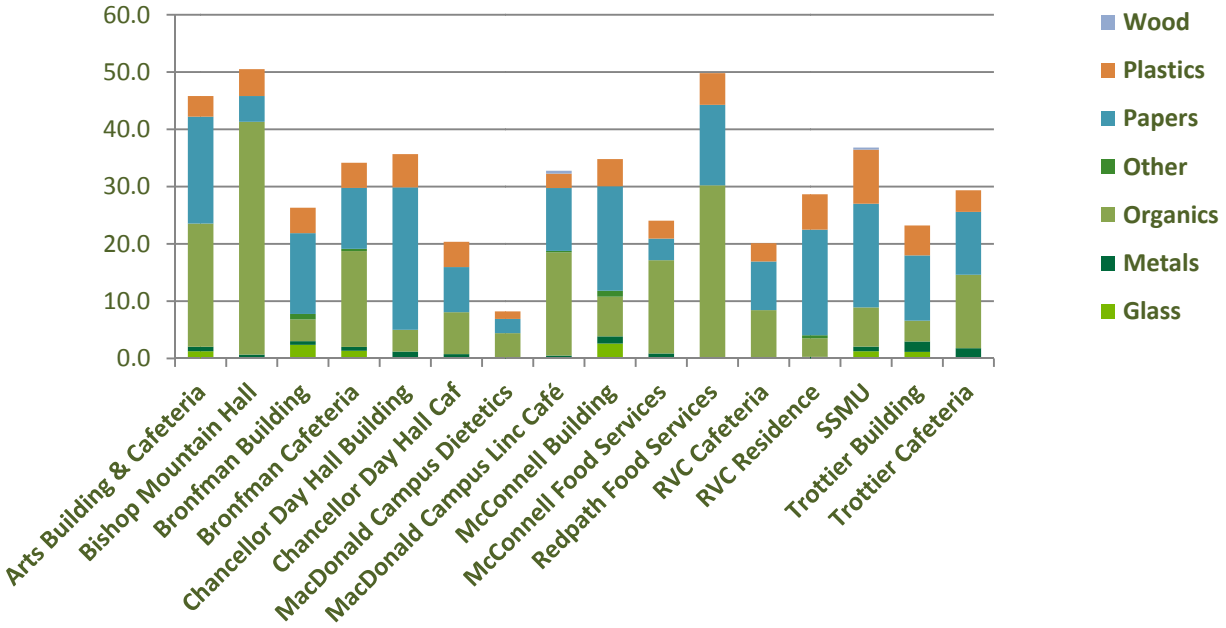
Current Diversion Rate	Current Generation (mt)	Current Composition
Diversion Programs		
OCC	286.1	27.7%
MIXED BEVERAGE CONTAINERS TOTES	63.0	6.1%
Diverted from Landfill	**349.1**	**33.8%**
Waste to Landfill	**683.5**	**66.2%**
Total Waste Generated (mt)	**1032.6**	**100.0%**



Landfill Composition	Estimated Landfill Composition	Estimated Landfill Composition (mt)
Landfill Composition		
Organics	40.8%	279.1
Papers	39.5%	269.8
Plastics	14.5%	98.9
Metals	2.4%	16.6
Glass	2.0%	13.6
Other	0.6%	4.4
Wood	0.2%	1.2
Total Waste to Landfill	**100.0%**	**683.5**



Landfill Composition by Area



Appendix 3

Six Steps to a Successful Sustainability Program

WM Sustainability Services has extensive experience in managing on-site sustainability programs safely and in a manner that provides a framework for achieving our customer's waste reduction, continuous improvement and recycling goals. The following are several steps that we have found useful in implementing sustainability programs:

1. *Make sure that you sustain your company's ability to compete.* Any improvement or innovation should have economic *and* environmental benefit.
2. *Make sure that your first recycling initiative provides a quick payback.* It is important that the first initiative delivers a quick payback to get continued support from operational management.
3. *Explore the entire value chain.* For every dollar spent on disposal and transportation, another $3.00 - $10.00 is spent in generating the material in the first place.
4. *Use quantitative analysis to identify the best opportunities.* Typically, Pareto charts work best, i.e., 20% of by-products account for 80% of the cost or 80% the cost savings.
5. *Work with your vendors, suppliers and employees.* Often times, the best ideas come from those working in a particular area every day. You should push vendors and suppliers to develop programs that positively affect your goals and ask your employees for input.
6. *Win people over with enthusiasm.* Enthusiasm and communication of goals and achievements are critical for sustaining a strong program.

Source Reduction and Reuse Strategies

Studies indicate that between 2 and 5 percent of waste streams are reusable. There are many ways to prevent waste at the source and reuse products to reduce waste, including:

Implementing Purchasing Practices that Reduce Waste

- ✓ Purchase reusable rather than disposable products.
- ✓ Request that vendors deliver products in reusable containers, such as plastic totes, rather than cardboard boxes.
- ✓ Purchase in bulk to reduce packaging while purchasing only the amount that is needed.
- ✓ Purchase products with minimal packaging.
- ✓ Work with suppliers to minimize the packaging used to protect their products.

Reducing the Amount of Material Used

- ✓ Establish a facility-wide double-sided copying policy.
- ✓ Make scratch pads from used paper.
- ✓ Use outdated letterhead for in-house memos.
- ✓ Circulate, post on bulletin boards, or send electronically rather than making multiple copies.
- ✓ Use central files to reduce the number of hard copies that are made.

Using Reusable Rather than Single-Use, or Disposable, Products

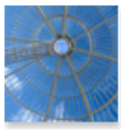
- ✓ Change to reusable dishes in the cafeteria.
- ✓ Place reusable coffee mugs in break rooms.
- ✓ Offer a discount on drink prices for using reusable beverage containers.
- ✓ Use rechargeable batteries.
- ✓ Install hot air dryers in public restrooms and remove paper towels.

Reusing Materials for Other Purposes at Your Facility

- ✓ Reuse cardboard boxes and foam peanuts for shipping from your facility.
- ✓ Use newspaper and shredded paper for packaging.

Sustainability Services Service Offerings

Sustainability Services offers the following services to make bring environmental sustainability into your business operations.



Sustainable Properties

From baseline sustainability audits and assessments to assitance with "green" building certifications.

Waste Reduction

What would happen if you took the word "waste" out of your vocabulary?

Green Performance Management

Our Green Performance Management practice helps you back up your environmental programs with measured results.

Extended Producer Responsibility

Consumers want to do business with companies that offer sustainable products.

Appendix 4

Material	General Descriptions
#1 PETE	Polyethylene terephthalate, Water Bottles, Soft Drink Bottles
#2 HDPE	High density polyethylene containers, Chemical containers or jugs; High density polyethylene bags or film, strong "crispy" bags
#4 LDPE	Low density polyethylene bags and film, garbage bags, shopping bags
#5 PP	Poly propylene, yogurt containers, straws
#6 PS	Poly styrene, Styrofoam, packaging materials, take-out food containers, packing popcorn
#7 Other	Products labeled #7 products
Aluminum	Aluminum Parts and Products
Aluminum F & B Cans	Aluminum Food and Beverage cans, Pop Cans
Aluminum Foil / Wrappers	Food Wrappers and Packaging
Boxboard	Cereal Box Material
Clear Glass	Clear Beverage Bottles and Jars
Electronics	Electronic products, toasters, TV's, cell phones
Floor Sweepings	Debris
Kraft Paper	Paper bags, Heavy Brown Paper
Magazines	Glossy Magazines and Newspapers
Metal Clothes Hangers	Clothes Hangers
Misc Textiles	Rags
Napkins	Paper Napkins
Newsprint	Newspapers, weekly flyers
OCC	Old Corrugated Cardboard
Paper Cups	Paper or Polycoated Cups
Paper Towels	Paper Hand Towels, Napkins
Personal Clothing	Used shirts, Uniforms, Hats
Photo Paper	Glossy Paper
Plastic Strapping	Plastic Shipping Straps
Polycoat	Milk Cartons, Tetra Packs
Polyfoam	Foam protective packaging materials
Post-Consumer Waste	Scrap Food Waste
Pre Consumer Waste	Food Preparation Waste, Coffee Grounds
Scrap Wood	Construction Materials
Shipping Bags	Strong or thin shipping bags
Steel	Steel Parts and Products
Steel Fixtures	Hardware for store displays
Tissue Paper	Thin Packing Paper
Wax Paper	Paper for Wrapping or Packaging
White Ledger	White Paper, Printer Paper
Wood Shavings	Scrap Construction Shavings and Debris