

SOLID WASTE MANAGEMENT FUNCTION

***DIAND ENVIRONMENTAL
STEWARDSHIP PLAN***

CORPORATE SERVICES - AUDIT REPORT

Departmental Audit and
Evaluation Branch

Department of Indian Affairs
and Northern Development

Project 94/01
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Executive Summary

BACKGROUND

In the fiscal year 1992-1993, as part of the Departmental Audit and Evaluation Branch's (DAEB) strategy for auditing environmental management issues, the DAEB's audit of the Environmental Management Function (EMF) covered the review of the department's Environmental Stewardship Plan. It was developed in response to the government's Code of Environmental Practices, as an integral part of the Green Plan. This audit examined the department's progress towards meeting its solid waste reduction pledge under the Environmental Stewardship Plan.

AUDIT OBJECTIVE AND SCOPE

The objective of this audit was to assess the department's progress in meeting its pledge for solid waste reduction under the DIAND's Environmental Stewardship Plan. The scope included the environmental management activities within the Administration Directorate of Corporate Services at headquarters and Corporate Services Directorates at regions. The audit examined the policies and procedures, the strategic plan in support of DIAND's waste reduction pledge, the environmental training and awareness program, the coordination of focused waste reduction activities and the information reporting system.

OVERALL CONCLUSION

While the Solid Waste Reduction Program has been established at headquarters and in regions, a solid waste reduction policy, training and awareness program, information reporting system and work plan have not been formally developed and implemented across the department. Also, during the course of our audit, we observed that the government's new initiative "Greening of Government Operations" was approved on April 4, 1995. As a result, the department's Environmental Stewardship Plan will need to be amended to comply with comprehensive environmental stewardship requirements and to promote the use of best practices to Reduce, Reuse, Recycle, Treat and Release.

KEY FINDINGS

MANAGEMENT FRAMEWORK

The Assistant Deputy Minister, Corporate Services, in November 1993, provided executive direction to the Regional Directors General on the Code of Environmental Stewardship, requiring that a work plan be prepared by the headquarters and by each region to address the development of policy guidelines, training and awareness programs and the identification and remediation of environmental hazards.

The department has established a Solid Waste Reduction and Recycling Program at headquarters and all its regional offices.

However, the efforts for collection and recycling of fine paper, glass, newspaper, cans, cardboards etc. vary from region to region. In the year 1994, DIAND's headquarters generated 284,635 kgs. of total waste, of which 116,670 kgs. was saved for recycling. Appendix B provides further details on DIAND's facilities and waste reduction profile.

In February 1995, the department conducted, through PWGSC, a waste review of its headquarters' facilities. This review indicates management's commitment to the solid waste reduction pledge in DIAND's Environmental Stewardship Plan. The review identified that there are many **reduce, reuse and recycle** initiatives in place. Also, it suggests that the order of preference when considering the initiatives should be to reduce first, reuse second and then recycle what cannot be reused.

However, a formal comprehensive overall departmental solid waste reduction policy, as part of a broader Environmental Stewardship Plan, a communication strategy and training program promoting employee awareness, an environmental work plan to execute and monitor waste reduction activities and a reporting system have yet to be developed.

GREENING OF GOVERNMENT OPERATIONS

During the course of our audit we came across the government's new initiative "Greening of Government Operations", which was approved on April 4, 1995. It provides guidance to departments in preparing the operational component of their Sustainable Development Strategies and an action plan for greening government operations.

It recommends comprehensive environmental stewardship activities and focuses on seven key areas, i.e. procurement, waste management, water usage, energy use, motor vehicle fleets, land use management and human resource management.

It further requires that the departments develop policies, procedures, employee awareness, training and environmental management systems. Also, it recommends ministerial accountability for the environmental performance of their department.

KEY RECOMMENDATIONS

1. The Director, Administration Directorate, Corporate Services in consultation with the regions should ensure that a policy on environmental stewardship, including waste management, a training and awareness program a reporting system and appropriate workplan are developed and implemented, so as to enable the department to effectively carry out its waste management responsibilities.
2. The Director, Administration Directorate, Corporate Services in consultation with the region should revise the DIAND's Environmental Stewardship Plan in light of the government's new initiative - Greening of Government Operations.

OVERALL MANAGEMENT RESPONSE

Management recognizes the need to review the Environmental Stewardship Plan in light of the federal government's new initiative and plans are underway to revise the Stewardship Plan, to issue an environmental stewardship policy and to put into place mechanisms to develop work plans, training and an environmental information and reporting system.

Introduction

BACKGROUND

This audit is part of a continuous examination of the key segments within the Environmental Management Function (EMF) as outlined in the Departmental Audit and Evaluation Branch's (DAEB) strategy for auditing environmental management issues.

In the fiscal year 1992-1993, the DAEB's audit of the EMF reviewed the department's environmental policies, strategic planning and management **frameworks** covering issues related to both the administration and compliance with the various pieces of enabling environmental legislation. Also, the audit covered the review of the department's Environmental Stewardship Plan developed in response to the government's Code of Environmental Practices, as an integral part of the Green Plan.

In October 1989, the Canadian Council of Ministers of the Environment (CCME) had adopted as its goal, the reduction of wastes in Canada by 50 percent by the year 2000. In June 1992, Environment Canada announced the Code of Environmental Stewardship, as an integral part of the Green Plan. The Government of Canada through its Green Plan has committed to meeting the 50 percent waste reduction target by the year 2000. DIAND's Stewardship Plan pledge for the reduction of solid waste states that "DIAND will make use of economically viable recycling and solid waste reduction opportunities. Cost effective measures will be implemented to reduce office waste and help the government reach its objective".

AUTHORITY FOR THE AUDIT

In the 1994-1995 Audit Plan, the Departmental Audit and Evaluation Committee approved the audit of the Solid Waste Reduction Management Function under DIAND's Environmental Stewardship Plan in the Corporate Services.

OBJECTIVE

The objective of the audit was to assess the department's progress in meeting its pledge for solid waste reduction under the DIAND's Environmental Stewardship Plan developed in response to the government's Code of Environmental Practices.

SCOPE

The audit scope covered the environmental management activities within the Administration Directorate of Corporate Services at headquarters and Corporate Services Directorates at regions. These activities included the policies and procedures, the strategic plan in support of DIAND's waste reduction pledge, the environmental training and awareness program, the coordination of focused waste reduction activities and the environmental information reporting system.

GUIDELINES

The Federal Code of Good Practice for Handling Solid Waste at Federal Establishments provides direction on reducing waste generation within federal facilities. Contained in these guidelines are objectives which include the recovery of recyclable materials from solid waste and the minimization of the effects of solid waste on the environment.

REVIEW METHODOLOGY

Our review of DIAND's non-hazardous solid waste management and reduction practices included:

- conducting a survey of the waste management activities carried out by the headquarters' Administration Directorate and all regional Corporate Services Directorates;
- conducting personal and telephone interviews to review headquarters' and regional management efforts to reduce and recycle solid wastes as pledged in the DIAND's Environmental Stewardship Plan; and
- examining and verifying relevant documents.

Corporate Services - Detailed Findings and Recommendations

MANAGEMENT FRAMEWORK

Issue: Whether there is a waste management framework in place which ensures the effective implementation of a solid waste reduction strategy for the department.

EXECUTIVE DIRECTION

A letter dated November 12, 1993 was issued by the Assistant Deputy Minister of Corporate Services to all Regional Directors General on the subject, Code of Environmental Stewardship. The letter stated that the Administration Directorate, in consultation with the regions, had developed the department's Environmental Stewardship Plan, which focused on in-house operations such as "green office" practices, waste reduction, transportation energy, facilities management, etc.

The letter included the implementation strategy for the Stewardship Plan to be followed by the Administration Directorate of Corporate Services and all the regions. As part of the implementation strategy, over the next 18 months, it was planned to focus activities in the following three main areas and required the development of a work plan by each region:

1. development of policy guidelines;
2. training and awareness; and
3. identification and remediation of environmental hazards.

Policy Guidelines

An overall environmental stewardship policy for the department has not been developed by the Administration Directorate. This policy was to include solid waste reduction as one of the areas of Environmental Stewardship.

Environmental Work Plan

An environmental work plan with planned objectives and goals to monitor waste reduction activities and performance has not been developed for the headquarters operation. Environmental action plans, developed only by five other regions, do not provide any specific goals to measure and monitor performance.

Training and Awareness

A communication strategy has not yet been developed and implemented at headquarters and at the regions to address the issue of promoting employee awareness to reduce and recycle office products, supplies and other materials.

Environmental Information Reporting

An Environmental Information Reporting System is not in place to capture environmental stewardship, waste reduction and recycling related information and data to provide periodic reports to senior management.

SOLID WASTE REDUCTION INITIATIVE

The department has established a Solid Waste Reduction and Recycling Program at headquarters and its regional offices. However, across the department, it is operating at various levels. For example, multi-material recycling program is in place at headquarters and in the Atlantic, Ontario, Saskatchewan, Northwest Territories, and Yukon regional offices. Partial recycling program has been implemented, to the extent possible, in Quebec, Manitoba, Alberta and British Columbia regional offices. Whereas, the Northwest Territories Region has a good waste reduction plan in place, but due to limited market opportunities and not having a local government recycling program in place, the region cannot take full advantage of recycling of all the wastes generated by the region.

Ninety five percent of DIAND's office and other facilities are leased from and managed by the Public Works and Government Services Canada (PWGSC), however, only at headquarters and in the Ontario Region, the PWGSC jointly operates waste reduction and recycling programs with DIAND and other government departments to collect fine papers, news papers, cans and glass.

While, DIAND does not yet have a formal environmental policy guidelines on waste reduction initiatives, information available from the PWGSC for the DIAND's headquarters operation shows that the department has many **reduce, reuse and recycle** initiatives in place. For example, in terms of **reduce**, the double sided photocopying is promoted to reduce the paper consumption. In terms of **reuse**, packaging material and boxes are reused for shipping materials to the regional offices and outside the department. Also, laser printer cartridges are refilled and reused. In terms of **recycle**, the fine paper, old corrugated cardboard (OCC), newspapers, magazines, clear glass, aluminium and steel cans, polystyrene and computer cartridges are diverted from landfill sites.

In the year 1994, at headquarters, the following items were saved and recycled from the waste stream:

- 22,138 kgs. of low-grade mix including newspapers, 1,604 kgs. of corrugated cardboard, 87,928 kgs. of office ledger including fine paper and computer printout;
- 500 kgs. of cans and 4,500 kgs. of clear glass.

The paper which includes fine paper, computer printout, newspaper, low-grade mix and old corrugated card board, is the largest component of the waste stream. According to the DIAND's Waste Review Report of March 1995, covering 1994 fiscal year, the capture rate for these items is low and the contamination rate is high. The review commented that:

- the product collection poster, if posted at all is not the updated list of items allowed in the bins;
- the low-grade mix includes envelopes with windows, kraft paper and many other types of paper that is not considered fine paper;
- there are no collection bins for old corrugated cardboards and therefore, employees may not be aware of the OCC reuse and recycling program in place at headquarters; and
- employees may not be aware of the items which are acceptable and which are not acceptable in the Paper Save baskets.

DIAND's opportunities to reduce or recycle further types of wastes may be restricted due to the economies of scale and its dependency on PWGSC's participation, which is limited to headquarters and the Ontario Region only. Any new initiative has to be assessed based on best practices to maximize environmental and financial returns as a consumer of products and services and further opportunities in reducing wastes might have to be considered by the department on its own.

ENVIRONMENTAL REVIEW

DIAND's Environmental Stewardship Plan of October 1993 recognizes the use of environmental review as a management tool to evaluate organizational compliance with environmental legislations, standards and policies and to measure performance against goals and objectives. Also, the government's Code of Good Practice for Handling Solid Wastes at Federal Establishments recommends an annual review of waste handling practices.

In February 1995, the department had contracted the services of the PWGSC to conduct a waste review of its headquarters' facilities. This review also updated the pilot study of the DIAND's facilities, conducted by the PWGSC in October 1993.

The above review indicates management commitment towards achieving solid waste reduction pledge identified in the DIAND's Environmental Stewardship Plan. The review also identified that there are many **reduce, reuse and recycle** initiatives in place. Also, it summarizes that for the department, the order of preference when considering the initiatives should be to reduce first, reuse second and then recycle what cannot be reused.

In conclusion, we found that the department has a solid waste reduction initiative in place in most of the regions and also has an environmental review process in place at headquarters.

However, to ensure effective implementation of the waste reduction activities throughout the department, as part of the environmental stewardship plan, there remains a need to formally develop and integrate a solid waste reduction policy, a training and awareness program, a reporting system and appropriate work plan through out the department.

RECOMMENDATION

1. The Director, Administration Directorate, Corporate Services in consultation with the regions should ensure that a policy on environmental stewardship, including waste management, a training and awareness program a reporting system and appropriate workplan are developed and implemented, so as to enable the department to effectively carry out its waste management responsibilities.

MANAGEMENT RESPONSE

This will be done as part of the overall review of the department's Environmental Stewardship Plan.

GREENING OF GOVERNMENT OPERATIONS

Issue: Whether in its present form, DIAND's Environmental Stewardship Plan will continue to support the government's new initiative of April 4, 1995 "Greening of Government Operations".

During the course of this audit, we learned that the government had approved a new initiative called Greening of Government Operations on April 4, 1995.

Greening of Government Operations is a key piece of the overall thrust to get the Federal House in order. It proposes comprehensive and more stringent environmental stewardship requirements and use of best practices. Also, it recommends ministerial accountability for the environmental performance of their departments' performance before the parliament in the following seven areas:

1. procurement
2. waste management
3. water usage
4. energy use in federal buildings
5. motor vehicle fleets
6. land use management
7. human resource management.

The new initiative requires that the departments develop policies, procedures, employee awareness, training and environmental management systems.

In conclusion, the audit has found that the above requirements and reduce, reuse, recycle, treat and release priorities in Federal environmental management will have to be reflected in the DIAND's Environmental Stewardship Plan.

RECOMMENDATION

2. The Director, Administration Directorate, Corporate Services in consultation with the regions should revise the DIAND's Environmental Stewardship Plan in light of the government's new initiative - Greening of Government Operations.

MANAGEMENT RESPONSE

The Environmental Stewardship Plan will be reviewed and adjusted as appropriate, to ensure compliance with Greening of Government operations and appropriate direction will be issued to the regions.

Also, a draft environmental stewardship policy and a waste reduction action plan for headquarters as well as waste reduction guidelines for use by regional offices to assist them in developing their action plans are being developed.

WASTE MANAGEMENT FUNCTION
INAC - ENVIRONMENTAL STEWARDSHIP PLAN - CORPORATE SERVICES
ANALYSIS OF REGIONAL RESPONSES

| QUESTIONS | ATLANTIC | QUÉBEC | ONTARIO | MANITOBA | SASKAT. | ALBERTA | B.C. | YUKON | N.W.T. | HEADQUARTERS |
|---|--|--|--|---|---|--|--|---|---|--|
| 1. Name and type of solid wastes identified by the region under the Environmental Stewardship Plan. | - Papers - Cans & Bottles - Computer diskettes - Cartridges | - Papers - Waste from Fuel Electrical Plant | - Papers - Cans & Bottles - Cartridges | - Papers | - Papers - Cardboards - Furniture - Equipment - Cans & Bottles | - Papers - Cans & bottles - Cartridges - Cardboards | - Papers | - Papers - Cans - Waste oil - PCBs from tube lights | - Papers - Cans & Bottles | - Papers - Cans & Bottles |
| 2. Various types of solid waste addressed by the region under INAC's solid waste reduction pledge. | - Papers - Cans & Bottles - Computer diskettes - Cartridges | - Papers - Waste from Fuel Electrical Plant - Gas, filters, motor parts. | - Papers - Cans & Bottles - Cartridges | - Papers | - Papers - Cardboards - Furniture - Equipment - Cans & Bottles | - Papers - Cans & bottles - Cartridges - Cardboards | - Papers | - Papers - Cans - Waste oil - PCBs from tube lights | - Papers - Cans & Bottles | - Papers - Cans & Bottles |
| 3. Location of regional office building, storage, warehouse or garage facilities where solid waste is generated/stored. | - Regional Office | - Regional Office + Two Indian reserves | - Regional Office + Four district offices | - Regional Office | - Regional Office - 3 Dist. Offices - Teachers' & students residence - School building | - Regional Office - 2 Dist. Offices - 2 Reserves | - Regional Offices at 3 locations | - Regional Office - Control operations - Fire Depot - Claim Office | - Regional Office - Dist. Office - Warehouse - 2 Labs | - HQ's Office Bldg - 2 other facilities |
| 4. Current key waste management issues faced by the region. | - Continuous efforts are needed | - None | - Employee awareness to be continuously promoted | - Collection of waste - Employee participation - Training | - Encourage use of recycling & reduction of use of supplies | - Maintaining staff interest | - Lack of resources - Multi-material recycling not in place - Benefits received by PWGSC | - Not identified | - Lack of employee awareness - Municipal Waste Mgmt. - Distance to Market - Not economical | - Lack of resources - PWGSC/Laidlaws cleaning contractor gets the money from recyclable wastes. - Not economical |
| 5. Use of economically viable recycling and solid waste reduction opportunities. | - Recycling of paper - Double sided photocopier - E-Mail | - News Letter - Recycling - D-Sided photocopier | - Promoting 3-Rs - Improve office practices | - Not identified | - Recycling of papers - 2 sided photocopier - Use of E-Mail - Use of CADC to dispose furniture | - Recycling of papers, cans & bottles, cardboard and cartridges. | - Recycling of papers - Plan to expand | - Reduction of paper use - 2 sided photocopier - Use of E-Mail | - Recycling is not economical - 2 sided photocopier - Use of E-Mail | - Recycling of paper, cans & bottles - Plan to expand |

WASTE MANAGEMENT FUNCTION
INAC - ENVIRONMENTAL STEWARDSHIP PLAN - CORPORATE SERVICES
ANALYSIS OF REGIONAL RESPONSES

| QUESTIONS | ATLANTIC | QUÉBEC | ONTARIO | MANITOBA | SASKAT. | ALBERTA | B.C. | YUKON | N.W.T. | HEADQUARTERS |
|---|--|---|--|--------------------------------------|---|--|---|--|---|--|
| 6. A formalized regional waste reduction plan. | - No plan | - No plan | - Plan is in place - Copy is provided | - No plan | - Plan is in place - Copy is provided | - No plan | - No plan | - No plan | - No plan | - No plan |
| 7. Compliance with legislation and regulations. | - Not aware of any specific regulations | - Not aware | - Not aware | - As per ref. list or - Not aware | - As per reference list or - Not aware | - Not aware | - Not aware | - Not identified | - CEPA - Fisheries Act - Crown does not have to comply territorial legislations | - Not aware |
| 8. Conduct of Waste Management Audit. | - No | - No | - No | - No | - No | - No | - No | - No | - No | - PWC has done it. Copy to be obtained. |
| 9. Promotion of solid-waste management reduction practices in the region. | - Committee is formed - Prepared a TOR - Employee awareness training | - Articles in the news letter - Signs are posted | - Promotion of green office practices | - No active promotion | - Committee is formed - Encourage 3Rs - Employee training | - News letter - Poor employee participation | - Recycling - Promotion of E-Mail and 2 sided copies | | - Awareness campaigns | - Employee awareness - Recycling program in place |
| 10. Toxic substances Waste Management. | - N/A | - PCB in two communities | - N/A | - N/A | - N/A | - N/A | - N/A | - Waste oil - Antifreeze - PCB's | - Community garbage may include toxic substances | - N/A |

DIAND'S FACILITY AND WASTE REDUCTION PROFILE

YEAR: 1994

SOURCE: ADMINISTRATION DIRECTORATE, CORPORATE SERVICES

| REGION | TYPE OF ACCOMODATION | OWNED BY | SPACE (IN SQUARE METERS) | NO. OF EMPLOYEES (¹) | DIAND'S 12 MONTH TOTAL WASTE (KGS) | |
|------------------|----------------------|---------------|--------------------------------|---|---|------------------------|
| | | | | | TOTAL (²) | SAVED |
| Headquarters | Office/Warehouse | PWGSC | 33,750 m ² | 1157 | 284,635 | 116,670 |
| Atlantic | Office | PWGSC | 2,177 | 111 | 21,185 (³) | 8,553 (³) |
| Québec | Office | PWGSC | 4,669 | 166 | 31,635 | 9,943 |
| Ontario | Office/Warehouse | PWGSC | 6,498 | 274 | 52,440 | 17,098 |
| Manitoba | Office/Warehouse | PWGSC | 4,945 | 194 | 37,050 | 11,430 |
| Saskatchewan | Office | PWGSC | 6,238 | 236 | 44,840 | 14,620 |
| Alberta | Office | PWGSC | 6,087 | 177 | 33,725 | 10,659 |
| British Columbia | Office | PWGSC | 4,631 | 325 | 50,635 | 15,622 |
| N.W.T | Office/Warehouse | PWGSC & DIAND | 6,902 | 187 | 35,910 | 13,987 |
| Yukon | Office/Warehouse | PWGSC & DIAND | 12,587 | 284 | 52,820 | 16,389 |

(1) Approved full time employees (FTEs), excluding teachers

(2) Total wastes include paper, cans, glass, cardborads, low-grade mix. (See Waste Profile - Appendix C)

(3) In absence of an environmental information reporting system, all regional data of total waste and wastes saved are based on an estimation formula developed by the Administration Directorate, Corporate Services.

WASTE PROFILE MODEL PRODUCT LIST

| WASTE TYPE | WASTE CLASS | PRODUCT |
|-----------------|-------------|-----------------------|
| CHEMICAL | | |
| Chemical | Chemical | Urinal Deodorant |
| GLASS | | |
| Glass | Clear | Beverage/Juice Bottle |
| Glass | Clear | Wine Bottle |
| Glass | Clear | Food Jar |
| Glass | Clear | Pop Bottle |
| | | |
| Glass | Colour | Beverage (Liquor) |
| Glass | Colour | Beverage Bottles |
| Glass | Colour | Medicine Bottles |
| METAL | | |
| Metal | Tin - Plate | Pop Cans |
| Metal | Tin - Plate | Food Cans |
| Metal | Tin - Plate | Cleanser Cans |
| Metal | Tin - Plate | Food Lids |
| | | |
| Metal | Ferrous | Canisters |
| Metal | Ferrous | Hardware |
| Metal | Ferrous | Lids |
| Metal | Ferrous | Paper Clips |
| Metal | Ferrous | Staples |
| | | |
| Metal | Aluminium | Pop Cans |
| Metal | Aluminium | Foil |
| Metal | Aluminium | Plates |
| Metal | Aluminium | Paper Fastener |
| Metal | Aluminium | Steel Wool |

WASTE PROFILE MODEL PRODUCT LIST

| WASTE TYPE | WASTE CLASS | PRODUCT |
|-----------------------|-------------------------|-----------------------------|
| MULTICOMPOSITE | | |
| Multicomposite | Paper/plastic | Air Filter |
| Multicomposite | Textiles | Cloth Bags |
| Multicomposite | Metal/Plastic | Ballast |
| Multicomposite | Paper/Plastic | Beverage Container |
| Multicomposite | Metal/Paper/Plastic | Binders |
| Multicomposite | Metal/Plastic | Computer Diskettes |
| Multicomposite | Glass/Metal | Light bulbs |
| Multicomposite | Ink/Plastic | Markers |
| Multicomposite | Paper/Plastic | Milk Cartons |
| Multicomposite | Metal/Plastic | Pens |
| Multicomposite | Metal/Plastic | Photocopier /Computer Parts |
| Multicomposite | Textiles | Rags |
| Multicomposite | Plastic/Rubber/Textiles | Shoes |
| Multicomposite | Metal/Paper/Plastic | Snack Wrappers |
| Multicomposite | Metal/Paper/Plastic | Tetra-Paks |
| ORGANICS | | |
| Organics | Compostibles | Food Waste |
| | | |
| Organics | Digestibles | Food Waste |
| PAPER | | |
| Paper | Boxboard | Food Boxes |
| Paper | Boxboard | Cafeteria Trays |
| Paper | Boxboard | Note - Pad Backings |
| Paper | Boxboard | Packaging/Supply Boxes |
| Paper | Boxboard | Take - Out Trays |
| Paper | Boxboard | Courier Envelopes |
| Paper | Boxboard | Tape Roll Core |

WASTE PROFILE MODEL PRODUCT LIST

| WASTE TYPE | WASTE CLASS | PRODUCT |
|------------|-------------|--------------------------------|
| Paper | Boxboard | Toilet Roll Core |
| Paper | Boxboard | Paper Towel Roll Core |
| | | |
| Paper | Coated | Magazines |
| Paper | Coated | Catalogues |
| Paper | Coated | Documents |
| Paper | Coated | Pamphlets |
| Paper | Coated | Advertising |
| Paper | Coated | Posters |
| Paper | Coated | Label Backings |
| Paper | Coated | Fax paper |
| Paper | Coated | Muffin Wrap |
| Paper | Coated | Wax Paper |
| | | |
| Paper | CPO | System Operations /Programming |
| Paper | CPO | Financial Records |
| Paper | CPO | Reports and News |
| | | |
| Paper | Envelopes | Incoming |
| Paper | Envelopes | Outgoing |
| Paper | Envelopes | Interoffice |
| Paper | Envelopes | Top Secret |
| | | |
| Paper | Fine | Advertising |
| Paper | Fine | Blank |
| Paper | Fine | Confidential |
| Paper | Fine | Directories |
| Paper | Fine | Electronic Mail |

WASTE PROFILE MODEL PRODUCT LIST

| WASTE TYPE | WASTE CLASS | PRODUCT |
|------------|-------------|-------------------------------|
| Paper | Fine | Extracurricular Announcements |
| Paper | Fine | Fax Information |
| Paper | Fine | Internal Use |
| Paper | Fine | Job Descriptions |
| Paper | Fine | Letters and Newsletters |
| Paper | Fine | Manuals |
| Paper | Fine | Memoranda |
| Paper | Fine | Minutes/Agendas |
| Paper | Fine | News Articles |
| Paper | Fine | Photocopied Articles/Errors |
| Paper | Fine | Post - It - Notes |
| Paper | Fine | Reports and Research |
| Paper | Fine | Telex |
| Paper | Fine | Writing Paper |
| Paper | Fine | Torn |
| | | |
| Paper | Kraft | Photocopy Paper Wrap |
| Paper | Kraft | Brown Paper Bags |
| Paper | Kraft | Paper Towel Wrap |
| Paper | Kraft | Wrapping |
| | | |
| Paper | Manilla | File Folders/Dividers |
| Paper | Manilla | Cover stock |
| | | |
| Paper | OCC | Supply Boxes |
| Paper | OCC | Food Boxes |
| Paper | OCC | Computer Boxes |
| | | |

WASTE PROFILE MODEL PRODUCT LIST

| WASTE TYPE | WASTE CLASS | PRODUCT |
|----------------|-------------|-----------------------------|
| Paper | ONP | Newspapers |
| | | |
| Paper | Other | Paper Towels |
| Paper | Other | Directories |
| Paper | Other | Napkins and Tissues |
| Paper | Other | NCR Paper |
| Paper | Other | Carbon Paper |
| Paper | Other | Coffee Filters |
| Paper | Other | Books (Hard and Soft Cover) |
| Paper | Other | Construction Paper |
| Paper | Other | Bristol Board |
| Paper | Other | Thermal Paper |
| Paper | Other | Paper Plates |
| PLASTIC | | |
| Plastic | Film | Garbage Bags |
| Plastic | Film | Shrink Wrap |
| Plastic | Film | Cellophane |
| Plastic | Film | Grocery Bags |
| | | |
| Plastic | Polystyrene | Packaging - Supply |
| Plastic | Polystyrene | Coffee Cups |
| Plastic | Polystyrene | Clamshells |
| Plastic | Polystyrene | Lid |
| Plastic | Polystyrene | Cutlery |
| Plastic | Polystyrene | Food Containers |
| Plastic | Polystyrene | Plates |
| | | |
| Plastic | Rigid | Yogurt Containers |

WASTE PROFILE MODEL PRODUCT LIST

| WASTE TYPE | WASTE CLASS | PRODUCT |
|-------------------|--------------------|----------------------|
| Plastic | Rigid | Cleaning Bottles |
| Plastic | Rigid | Condiments/Milkettes |
| Plastic | Rigid | Lids/Cups |
| Plastic | Rigid | Beverage Containers |
| Plastic | Rigid | Toner Bottles |
| Plastic | Rigid | Stir Sticks/Straws |
| Plastic | Rigid | Food Dishes |
| | | |
| Plastic | Textiles | Strapping |
| | | |
| Rubber | | Eraser |

Action Plan

PROJECT TITLE / TITRE DU PROJET : SOLID WASTE / ENVIRON. STEWARD./ CORP. SERVICES
 REGION OR BRANCH / RÉGION OU DIRECTION GÉNÉRALE : CORPORATE SERVICES - ADMINISTRATION DIRECTORATE

| (1) RECOMMENDATIONS / RECOMMANDATIONS | (2) REPORT/ RAPPORT PAGE NO | (3) ACTION PLAN / PLAN D'ACTION (IF SPACE PROVIDED IS INSUFFICIENT PLEASE CONTINUE ON BLANK SHEET.) (SI VOUS MANQUEZ D'ESPACE, VEUILLEZ CONTINUER SUR UNE PAGE BLANCHE.) | (4) RESPONSIBLE MANAGER GESTIONNAIRE RESPONSABLE | (5) PLANNED COMPLETION DATE / PRÉVUE DE MISE EN OEUVRE |
|---|--------------------------------------|---|--|--|
| 1. The Director, Administration Directorate, Corporate Services in consultation with the regions should ensure that a policy on environmental stewardship, including waste management, a training and awareness program a reporting system and appropriate workplan are developed and implemented, so as to enable the department to effectively carry out its waste management responsibilities. | 6 | The department's Environmental Stewardship Plan is being revise in light of the Greening of Government Operations initiative. This will include development of framework policies for each aspect of departmental operations (including waste management), action plan appropriate training and awareness programs and an information reporting system. | Dir., Administration Directorate | 96.04.01 |
| 2. The Director, Administration Directorate, Corporate Services in consultation with the regions should revise the DIAND's Environmental Stewardship Plan in light of the government's new initiative - Greening of Government Operations. | 6 | The department's Environmental Stewardship Plan is being revise in light of the Greening of Government Operations initiative. This will include development of framework policies for each aspect of departmental operations (including waste management), action plan appropriate training and awareness programs and an information reporting system. | Dir., Administration Directorate | 96.04.01 |