



# Waste Management Policy

Doc No.: SU-POL-10  
Rev Date: 2024-03-19  
Rev No.: 04  
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Reviewed by: Sustainability Team Chair

Approved by: Managing Director

The Waste Management Policy outlines AET's commitment to the protection of the environment through the implementation of an effective waste management program. An important aspect of this program is the proper handling, storage and disposal of all non-hazardous and hazardous waste generated.

## 1.0 Recycling

AET is committed to the responsible disposal of its solid non-hazardous waste materials through the implementation of reuse and recycling programs. AET recognizes that landfill avoidance is an essential element of operating a sustainable office. The success of AET's waste reduction and diversion initiatives relies on the cooperation and participation of all staff.

All buildings are equipped with clearly labeled waste, recycling (fibers/containers) and organics receptacles to assist you with sorting divertible items. Additionally, recycling containers are provided at individual workstations.

Not sure what is recyclable? Check out the signs posted at the centralized recycling station, or visit the [Region of Waterloo's Waste Whiz App](#).

## 2.0 Organics

AET's organics program focuses on capturing food waste generated by staff who bring their lunches to work and during staff events that are catered. In order to adequately control the content and quality of the organic collection, an organics collection container is provided for each kitchenette as well as information sheet that outlines what is accepted in the organics program. Typical compostable items include meat, dairy products, produce, coffee grounds, paper towels, napkins, uncoated paper take-out containers, cups and plates. This container will be emptied into an exterior tote that is picked up weekly.

## 3.0 Battery Recycling

AET has a battery recycling program utilizing a certified e-waste recycling service provider. Battery recycling containers are found in the printing area of the office. As part of AET's battery recycling program, staff can bring battery waste into the office to be disposed of properly. Please ensure any exposed terminals or wires are taped prior to recycling.

## 4.0 Electronic Waste

AET's electronic waste recycling program includes end-of-life or discarded appliances using electricity such as desktop computers, portable computers, keyboards, mice, hard drives, monitors, televisions, copiers, scanners, telephones, cellular phones, cameras, tablets, speakers, projectors, video recorders, small appliances (coffee makers, kettles, toaster), etc. Bins for e-waste are located in the basement of the office. Scheduled pick-up of e-waste is through a certified e-waste service provider. As part of AET's e-waste recycling program, staff can bring end-of-life or discarded appliances to the office to be disposed of properly. Please ensure any hard drives are wiped prior to recycling.



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## 5.0 Waste Collection in Cambridge

All waste is weighed and recorded from the Cambridge office. Landfilled waste is disposed in the locked garbage bin behind the office. All divertible waste (recycling, organics, e-waste) is collected by janitorial staff and transported to the Kitchener office for weighing, entry, and proper disposal.

Please note, divertible waste from Cambridge will be recorded twice on the waste tracking logs for Cambridge and Kitchener. Divertible waste from Cambridge must be deducted from the Kitchener waste tracking log to obtain accurate waste generation numbers for the Kitchener office.

## 6.0 Hazardous Waste

### Chemicals

AET shall periodically complete a chemical inventory in an effort to dispose of properly and/or eliminate from use. All staff involved in purchasing are encouraged to find less hazardous alternatives. Restricted use of pesticides (insecticides, herbicides) at offices.

### Lead, Asbestos, PCBs, Mercury

No lead, asbestos or PCBs have been identified in the office buildings. The use of mercury is controlled by using low mercury content fluorescent lighting.

### Hazardous Wastes found During Projects

AET is not a licensed hauler of hazardous materials and cannot transport these substances in our vehicles. These substances must be disposed through arrangements made with the client and must never be transported to the AET offices for disposal.

## 7.0 Review

This policy shall be reviewed annually by the Sustainability Team, revised accordingly, and approved by the Owner Representative.

## 8.0 Revision History

Rev. #	Description of Change	Revision Date
00	Initial Release	
01		2020-07-27
02	Updated to new format.	2021-07-16
03	Yearly Review, added Region of Waterloo's Waste Whiz App	2023-03-29
04	Yearly Review, updated policy number, updated section 5.0.	2024-03-19