



Waste Management Policy

Doc No.: SU-POL-10
Rev Date: 2025-04-15
Rev No.: 05
Page: 1 of 4

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 Onsite Source Separation

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 an 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 green bin that is picked up weekly.

3.0 Recycling

AET's recycling program focuses on capturing and diverting newspaper, shredded paper, office paper, Kraft paper, corrugated cardboard, boxboard, magazines and catalogues, books, milk cartons, juice boxes, paper cups, aluminum and steel food and beverage containers, plastic bottles and containers (# 1 – 7), and glass bottles. Additionally, AET has programs to collect and recycle batteries, electronic waste, nitrile gloves and coffee bags as outlined below.

3.1 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 disposing in the battery recycling bin.

3.2 Electronic Waste

AET's electronic waste recycling program includes end-of-life or discarded appliances using electricity such as desktop computers, portable computers, keyboards, computer mouse, 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



Waste Management Policy

Doc No.: SU-POL-10
Rev Date: 2025-04-15
Rev No.: 05
Page: 2 of 4

Reviewed by: Sustainability Team Chair

Approved by: Managing Director

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.

3.3 Nitrile Gloves

AET collects all nitrile gloves and bring them to the Kitchener office to be shipped for recycling. There is a nitrile glove collection box located in the shed at the Kitchener Office. Once the box is full, the box will be sent to Go Zero Recycling in Quebec to recycle the nitrile gloves.

3.4 Coffee Bags

AET recycles the Ethical Bean flexible plastic coffee bags (the type of coffee provided at the office) in a recycling program through Terracycle. There is a cardboard box located in the drawer under the microwave in the upstairs kitchen at the Kitchener office to collect the empty bags. Once the box is full, AET will send it to Terracycle. The materials are cleaned and separated by material type and are recycled into raw formats that manufacturers use to make new products.

4.0 Reuse Program

4.1 Washroom Hand Drying

Through a lifecycle analysis, it was determined that re-usable cloth towels would produce far less waste and use less energy than paper towels. Even if the paper towels are composted, AET calculated that using cloth towels would produce approximately 40% less GHG emissions than paper towels. The reusable cloth towel option is especially water and energy efficient because AET staff keep a towel at their desk and re-use it for at least 1 week before it is put in the laundry.

5.0 Monitoring and Tracking

All tracked waste data is transferred into a waste tracking spreadsheet required for Annual Sustainability Reporting (generally in January).

5.1 Tracking Waste Materials at the Kitchener Office

1. Weigh and record the amount of garbage, recycling and organics generated by the Kitchener Office only on the Kitchener Waste Tracking Log.
2. The Waste Tracking Log is located on a clip board above the main floor printer, where electronic devices (e.g. cameras, tablets, etc.) are stored for projects.
3. The scale for weighing waste is stored under the bench in our waiting area.
4. Waste, recycling (combined with Cambridge office), and organics (combined with Cambridge office) are brought to the curbside on the designated waste collection day

5.2 Tracking Waste Materials at the Cambridge Office

1. Waste is generated and deposited in appropriately labeled bins contained in the back room (garbage and recycling) or under the sink at the Cambridge Office (organics);
2. All streams will be weighed and recorded on the Cambridge Waste Tracking Log (posted on the Cambridge Communications Board)
3. The scale is located beside the filing cabinets outside the washroom in the Cambridge office.



Waste Management Policy

Doc No.: SU-POL-10
Rev Date: 2025-04-15
Rev No.: 05
Page: 3 of 4

Reviewed by: Sustainability Team Chair

Approved by: Managing Director

4. Once recorded, garbage is disposed in the bin behind the building at the Cambridge Office.
5. Recycling and organics are collected and brought to the Kitchener office for waste diversion.

5.3 Notes on Tracking

1. The tare weights of all bins should be double checked and updated, where required at both the Kitchener and Cambridge office.
2. Waste data from the Kitchener and Cambridge office is transferred into the waste tracking spreadsheets located on the server (add the location) required for AET's Annual Sustainability Reporting (generally in January).

5.4 Internal Waste Audits

AET conducts regular internal waste audits to examine the waste generated over a sample period and to calculate the annual amount of waste disposed (landfilled) and diverted from landfill based on the samples collected and weighed.

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.



Waste Management Policy

Doc No.: SU-POL-10
Rev Date: 2025-04-15
Rev No.: 05
Page: 4 of 4

Reviewed by: Sustainability Team Chair

Approved by: Managing Director

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
05	Yearly Review. Added nitrile gloves and coffee bags to the Recycling Program. Added Reuse Program. Updated Monitoring and Tracking section.	2025-04-15