

The background image shows a close-up of a desk. In the center, a clear plastic container holds sliced lemons and oranges. To the right, a wooden cutting board is visible. In the foreground, a white mug contains a dark liquid, likely coffee, with a wooden spoon resting inside it. A spiral notebook is partially visible on the left side of the desk. The overall scene is brightly lit and has a clean, organized appearance.

YOUR LOW-WASTE OFFICE

**A Guide to Waste Reduction for
Organizations & Individuals**

Occupant Engagement Program: 2022 Campaign



BEFORE YOU BEGIN

More than 90% of waste that TDC generates isn't waste at all, but material that could be recycled and reused. Reducing waste is often the most effective and simple way for an organization or individual to make an impact on the environment.

Committing to reducing waste can seem intimidating, especially when there are so many areas to focus on. However, there are many tasks that can be accomplished with what you already have, or by taking advantage of the recycling amenities offered by CF.

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- **A Low-Waste Checklist for Your Office**
- **What Waste Reduction at TDC Looks Like**
- **Simple Steps You and Your Organization Can Take to Reduce Waste**





LOW-WASTE CHECKLIST

Strategic organizational initiatives that target waste reduction can streamline organizational sustainability efforts while enhancing company culture centred around sustainability and wellness.

Whether your organization is thinking of enhancing their waste reduction plan, or looking for creative ways to boost their existing low-waste operations, keep the following simple best practices in mind.



- **Check Your Waste Signage.** What's accepted in office recycling streams often differs from what's accepted at home, meaning that waste signage is often the most critical component to reducing bin contamination. Ensure your organization's waste signage is the most up-to-date version. To take any guesswork out of the recycling process, check to see that each and every bin or waste station has signage posted for employees to reference. Your organization can also consider laminating the signage or framing it in kitchenettes.

Property Management can provide complimentary print-ready files, as well as printing quotes for all waste signage available. To obtain CF waste signage, contact cfconnect@cadillacfairview.com.

Signage from CF list the following streams:

- Recycling (Cans, Glass, Plastic)
- Recycling (Paper)
- Landfill
- Organics

*Select special items, such as e-waste, batteries, and lightbulbs, can be recycled at TDC. To see if you can dispose of special items, contact cfconnect@cadillacfairview.com.



- **Check Your Bins.** Did you know that the arrangement of your recycling bins can have a big impact on diversion rates? Ensure that you have the most up-to-date bins, which include: **Recycling (Cans, Glass, Plastic), Recycling (Paper), Landfill, Organics, Pen Recycling, and Battery Recycling.** Consider the placement and availability of your organization's common area bins. To make disposal as intuitive as possible, ensure that the common area waste stations all have the same availability of bins, in the same order, with the same signage, and in the same colours throughout your workspace. For example, replicate the order of: Recycling (Cans, Glass, Plastic), Recycling (Paper), Landfill, and Organics, in all instances where a bin station would be.
- **Think Front & Centre.** Implementing centralized recycling, the process of removing individual deskside bins in favour of having a centrally-located collection area, can be an effective way to increase diversion while encouraging employees to increase their daily step count. A [2018 experiment](#) revealed that having centralized recycling bins increased the rate of recycling while lowering the amount of recyclable materials thrown in the trash.
- **Know What Goes Where.** Some of the top missorted items identified in TDC's waste audits include food waste, coffee cups, kraft paper, and scrap metal. Missorted items can drastically lower diversion rates and can cause bin contamination. Learning what goes where by paying attention to the posted waste signage is one of the easiest ways to ensure your recyclables get recycled. For more on what goes where, check out the [TDC Waste Streams Guide](#). To learn common sorting mistakes, check out the [Waste Sorting Guide](#).

REDUCE CONTAMINATION

Approximately 1/3 of what's disposed of in recycling bins doesn't belong there. Bin contamination, such as a spoonful of yogurt left in a carton thrown into the blue bin, can result in an entire bin of recyclables going to landfill. When recycling, it's important to **empty, rinse or clean, and sort** your items to ensure they get recycled.





WASTE REDUCTION AT TDC

Aiming for a low-waste future is a priority at TDC. Waste reduction is a collective effort which involves CF, tenants, and their employees.

- **Waste Audits.** Annual waste audits are in place to measure and benchmark waste being produced at the property. Waste audits provide insight into how the waste management program could be optimized to encourage further recycling from occupants and tenants alike. For any questions concerning the waste audits, contact Property Management.
- **Contamination Reduction.** Missorted items present a big challenge at TDC. By simply taking a few seconds to learn what goes in each bin, we have the power to make a collective impact on our environment for the better. Some commonly missorted items at your office include:
 - **Styrofoam & wax-lined containers:** Landfill
 - **Receipts:** Landfill
 - **Food waste:** Organics
 - **Compostable food containers:** Organics
 - **Plastic cutlery:** Landfill
 - **Paper coffee cups, lids, and sleeves:** Glass, Cans, and Plastics
- **Waste Streams.** TDC offers comprehensive waste streams, consisting of:
 - Recycling (Cans, Glass, Plastic)
 - Recycling (Paper)
 - Landfill
 - Organics
 - E-waste, including E-Waste Recycling Bins in the Concourse*
 - Special Items (batteries, light bulbs, cooking grease), including Pen & Battery Recycling Bins for tenant spaces*

*Specialty and e-waste items are not to be mixed with other recyclable materials. For information on how to dispose of these items properly, contact cfconnect@cadillacfairview.com.





WHAT YOU CAN DO



Low-waste principles can be applied to your organization’s policies or your day-to-day life. Below, find some ways you can target some commonly-found sources of waste, and their reusable counterparts.

ITEM	ORGANIZATION	INDIVIDUAL
Single-use plastic	<p>Take an inventory of what disposable plastic items are offered by your organization. For single-use items such as stir sticks, creamers, and plastic water bottles, consider offering reusable alternatives, such as spoons, a carton of cream, and a branded reusable water bottle.</p> <p>Before implementing this change, communicate the intent of this change to employees, and the environmental benefits that come with eliminating these single-use plastics.</p>	<p>Curate a zero-waste kit by looking to what items you already have and if those can be taken on the go. Your kit can include:</p> <p>Reusable cutlery set. You can make your own using utensils you have at home wrapped in a cloth napkin or small towel.</p> <p>Glass jar. You can reuse a clean and empty sauce jar from the grocery store to carry your lunch, snacks, or items from the bulk store.</p> <p>Reusable shopping bag. A reusable tote is versatile, and can be used for shopping or unexpected errands throughout the day.</p>

ITEM	ORGANIZATION	INDIVIDUAL
Coffee Cups	<p>Since coffee cups are ubiquitous in the office, consider providing company-branded coffee mugs or travel mugs for employees to make a sizeable reduction in waste generation. If eliminating coffee cups isn't a feasible alternative, investigate what can be eliminated, such as coffee cup sleeves, lids, or single-use sugars and creamers. Before implementing any changes, communicate the intent to employees and how many disposable coffee items will be diverted from landfill as a result.</p>	<p>If your organization doesn't offer reusable coffee mugs, try bringing a coffee mug or a travel mug from home to keep at your desk.</p>
Paper Waste	<p>Another common source of office waste, paper waste can be easily reduced using existing office tools. Implement a double-sided printing policy in the office, and where possible, use virtual tools such as Adobe PDF or Docusign to reduce the need for printing out physical copies of materials. As a procurement policy, mandate that all paper must contain <u>100% recycled material, and the FSC certification.</u> For additional ink savings, consider shifting to using thin and clean fonts, such as Garamond and Times New Roman.</p>	<p>For your home office, a wide range of sustainable stationary can be found in office supply stores. For your printer, source 100% recycled paper that is FSC-certified. For notebooks, notepads, and other stationary, try to purchase products made with <u>few materials</u> or <u>refillable materials</u>, made with mostly paper. These stationary products can be easily recycled and won't require you to separate hardcovers or plastic covers that may end up in landfill.</p>
Writing Utensils	<p>While refillable pens and markers exist, they can be hard to source for an office environment. Make use of the nearest <u>Staple's free pen recycling program</u> at 85-89 Yonge Street, which accepts all writing utensils. For a recycling box in your workspace, you can purchase a <u>zero-waste box</u> directly from Terracycle.</p>	<p>Staple's free pen recycling program is offered at select <u>Staples stores</u> across Ontario. The program collects, cleans and separates the materials in the writing utensils to produce new products.</p>

ITEM	ORGANIZATION	INDIVIDUAL
Large Items	<p>CF encourages tenants to make use of the existing Special Item recycling services offered by property management. In instances where you must seek alternatives, consider working with organizations like:</p> <p>Goodwill. Furniture and electronics drop-offs accepted.</p> <p>Habitat for Humanity. Furniture and electronics pick-ups and drop-offs accepted.</p> <p>Green Standards. Furniture and electronics pick-ups accepted.</p> <p>ERA. Electronics pick-ups accepted.</p> <p>Envirotech. Furniture pick-ups accepted.</p>	<p>To dispose of your gently-used second-hand items responsibly, consider connecting with:</p> <p>Goodwill. Furniture and electronics drop-offs accepted</p> <p>Salvation Army. Furniture and electronics drop-offs accepted</p> <p>Habitat for Humanity. Furniture and electronics pick-ups accepted</p> <p>Online platforms for buying and selling include Facebook Marketplace, Kijiji, and Karrot.</p>
Food Waste	<p>To reduce catering waste when it comes to packaging and food waste, consider requesting reusable serveware and utensils for all catered events. To divert food waste from landfill, offer organics bins at all catered events. To motivate change at a larger scale, design and implement a green catering policy, specifying low-waste practices as well as approved caterers. Prior to events, remind employees to bring reusable containers or offer reusable boxes to take leftovers home.</p>	<p>To transport your snacks and other lightweight lunch items, keep reusable snack bags on hand. Consider keeping a reusable container at your desk or carry catering leftovers home in your lunchbox to cut down on unnecessary packaging waste.</p>

RECYCLE YOUR E-WASTE AT TDC

TDC's Concourse hosts two E-Waste Recycling Bins for personal electronic waste. One bin is located in the TD Bank Tower, by the parking elevators beside Purdy's, and the other is located in the Food Hall. Accepted items include **small electronics and cell phones, cables and cords, and used batteries.** The bins accept drop-offs at anytime and are recycled responsibly through [ERA](#).