

## GUIDE FOR PREPARING WASTE REDUCTION STRATEGY



Use the information provided below for support in preparing your Waste Reduction Strategy.

*As part of the requirements to bid on this procurement, bidders are required to submit a Waste Reduction Strategy which should indicate:*

- *What actions the bidder will take to divert the amount of waste going to landfill, including any packaging which must be easily recycled or composted in compliance with the Reduction of Single-use Items in City Facilities and Operations Policy.*
- *How this will be measured.*
- *For construction procurements, indicate how bidder will meet requirements of Level 3 Corporate Green Building Standards.*
- *For IT procurements: Describe the take back and recycling program for IT equipment/supplies. Identify volumes recycled to date and any innovations/awards in this process.*



**Purpose of this requirement: Tell us how your organization will reduce waste during this project. This includes things like packaging, leftover materials, and anything that might go to the landfill.**



**What could be included in a Waste Reduction Strategy:**

- ✓ The kind of packaging or shipping materials that will be used.
- ✓ If the materials can be reused, recycled, or composted.
- ✓ How will waste be reduced or items reused.
- ✓ Identification of opportunities for take-back, leasing the product, rentals or repairs.
- ✓ How you will monitor and measure the amount of waste reduced.
- ✓ Other efforts aimed at reducing waste.

## **EXAMPLE STRATEGIES**

The strategies outlined below are examples that may satisfy the requirements. Please use these as guidelines and adapt them to meet the specific needs of the procurement and your organization's commitments. The submitted strategy will form part of the procurement contract.

### **Example A - Waste Reduction Strategy**

#### **1. Introduction**

This plan outlines our strategies to minimize waste, and promote sustainable material management practices such as recycling, reuse, refurbishing, and composting.

#### **2. Waste Reduction and Diversion from Landfills**

##### **2.1 Project Material Waste Management**

- Include waste diversion goals in project specifications (e.g., minimum 75% diversion rate).
- Promote the use of salvaged, recycled, or repurposed materials in designs.
- Work with contractors to establish on-site sorting and recycling of construction and demolition waste.
- Where possible, deconstruct rather than demolish existing site elements to maximize material recovery.
- Monitor and measure efforts

##### **2.2 Reuse and Refurbishment Initiatives**

- Design with modular, durable components that can be disassembled and reused.
- Refurbish existing site elements such as benches, pavements, and signage when feasible, rather than replacing.
- Partner with local organizations to donate excess materials or repurpose them into community projects.

#### **3. Conclusion**

By embedding sustainability into our day-to-day operations and project delivery, we are committed to designs that are not only aesthetically compelling but also environmentally responsible.

## **Example B**

We work with established and trusted manufacturers throughout daily operation. These manufacturers work to balance the needs of sustainability with the safety/security of proper packaging. Where applicable, the materials are packaged in a manner that is as environmentally sustainable as possible, while still protecting the goods in transit.

## **Example C**

### **Waste Reduction Strategy**

#### **1. Assessment & Tracking**

- Monitor key sources of waste.
- Track waste volume monthly to measure progress.

#### **2. Reduce at the Source**

- Use digital records, invoices, and communication.
- Replace disposables with reusable items.

#### **3. Reuse & Repurpose**

- Reuse packaging for shipping and storage.
- Donate surplus products/materials to local organizations.

#### **4. Recycling & Disposal**

- Provide clearly labeled recycling bins.
- Partner with certified recycling services.
- Safely dispose of hazardous materials.