
Cégep Heritage College Procedure #38 Relating to the environment

Subject: Procedures relating to the environment

Administrator: Director of Building and Computer Services

Issuing Service: Building Services

Coming into Force: June 14, 2011

Revised: N/A

Purpose

The purpose of this document is to provide standard procedures relating to environmental management at Cégep Heritage College.

Application

These procedures are for the Cégep Heritage College Community.

Procedures

1) Comité d'action et de concertation en environnement (CACE)

1.1) Composition

The Building Manager will chair a committee that will regroup one person from Academic Services, Financial Services, Student Services, Human Resources, Maintenance Staff, the Cafeteria, Student Association and SQUAD.

1.2) Role

The role of the CACE will be to elaborate and put forward concrete actions towards better environmental management practices. It will also plan and initiate the required activities in order to comply with the "Cégep Vert du Québec" Certification each year.

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2) Recycling

2.1) Promotion

Proper recycling is essential and mandatory throughout the College. Publicity for constant reminders will be elaborated.

2.2) Recycling bins

Bins identified for recyclable materials are placed strategically throughout the College and emptied daily in a central location.

Recyclable material is as follow:

Paper and cardboard

Papers and clean cardboard (newspapers, magazines, directories, books without cover or binding, flat and corrugated cardboard, rinsed containers of milk and juice without straws)

Plastic

Containers, lids and other plastic matters comprising one of the following symbols:



Metal

Empty and dry cans; aluminum lids, caps and plates; foil; empty and dry paint containers; coat hangers; pipes; cauldrons; containers whose lids or bases are out of metal (like Nestlé Nesquik®)

Glass

Bottles and pots (clear and colored glass)

2.3) Recycling pickup

The City collects recyclable materials weekly.

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3) Composting

3.1) Promotion

The proper disposal of compostable waste is encouraged throughout the College.

3.2) Bin locations

Bins identified for compostable waste are clearly marked and situated in the Cafeteria only and emptied daily in a central location.

Compostable material is as follow:

All food wastes cooked or raw, tea bags, paper towels, facial tissues, contaminated cardboard (not waxed).

3.3) Compostable waste pickup

The City collects compostable waste weekly.

4) Residual waste

4.1) Aim

The production of residual waste should be kept to a bare minimum and is a last resort option only.

4.2) Garbage bins

Bins identified for residual waste are placed strategically throughout the College and emptied daily in a central location.

4.3) Garbage pickup

The City collects residual waste weekly.

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5) Hazardous material

5.1) Safe disposal / recycling of Hazardous Waste

The procedure is described in Cégep Heritage College Administrative Procedure #9 –Regarding the Disposal and Recycling of Hazardous Waste, and in the Health & Safety Procedure HS-002.

5.2) Disposal of sharp items and needles

The procedure is described in Cégep Heritage College Administrative Procedure #10 – Relating to the Disposal of Sharp Items and Needles

6) Computer component

6.1) Safe disposal of computer parts / components

All computer parts and components that are deemed unusable will be identified and gathered by Computer Services, then disposed of by Building Services through a specialized recycling organization.

7) Water Management

7.1) Waste / Pollution

Although renewable, water is an expensive resource. The objectives of the College are to prevent water waste, to minimize its usage while respecting the needs of the users and to prevent water pollution.

8) Maintenance of the grounds

8.1) Improvement / Pollution

Maintenance and improvement of the College grounds (i.e. soil fertilizing, weed control, winter driveway maintenance, etc.) will be done with the utmost respect for the environment by minimizing the use of chemical products when natural and economically viable alternatives are available.

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9) Eco-energy project

9.1) Energy efficiency

The success in energy efficiency is measured directly by the reduction of the different sources of combustible and energy resources.

9.2) Potential sources of reduction

- Reduce heating during the periods when the College is vacant
- Replace the traditional light bulbs with fluorescent alternative
- Turn off the lights when a room is unoccupied
- Make sure that the windows are closed when a room is unoccupied
- Keep the windows and doors closed when air conditioning is on
- Turn off the ventilation when the building is unoccupied for more than 2 days
- Turn off computers and computer screens when planning not to use them for two hours

Roles and Responsibilities

Building and Computer Services, CACE, Department Coordinators, Managers, Certified Labourer, Chief Custodian and the Health & Safety Committee are primarily responsible for the implementation of this procedure.

Revision

These procedures will be reviewed when deemed necessary.

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Related Documents

This document is to be used in conjunction with

- *Cégep Heritage College Policy #38 – Concerning Environmental Management*
- *Cégep Heritage College Procedure #9 – Relating to Disposal and Recycling of Hazardous Materials*
- *Cégep Heritage College Procedure #10 – Relating to Disposal of Sharp Items and Needles*