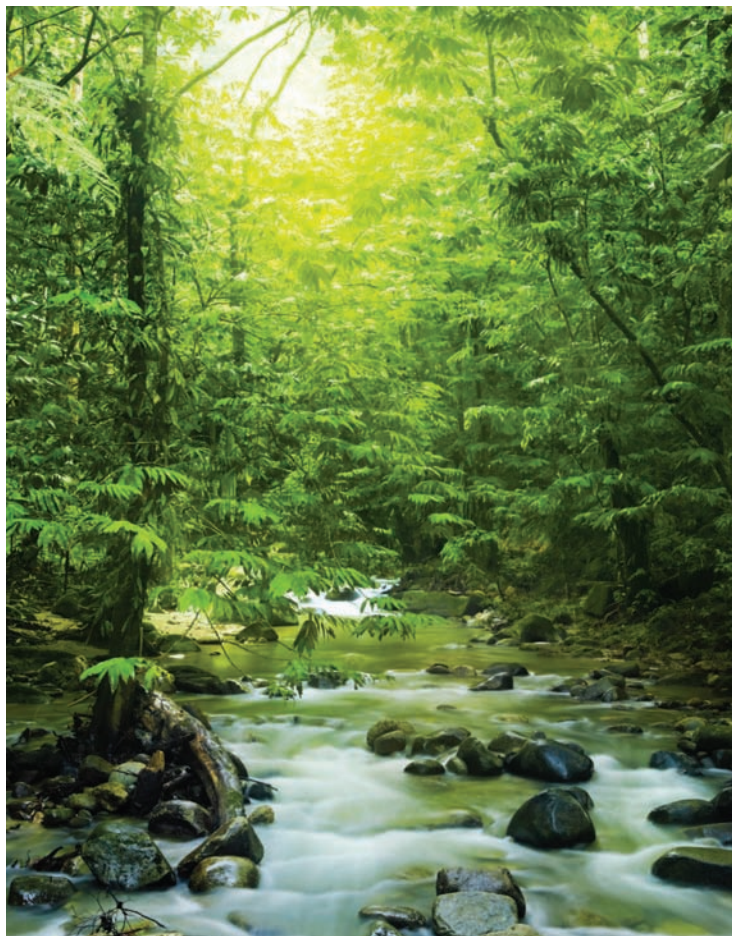


Acts for the futur

REDUCE
REUSE
RECYCLE
RECOVER



Union
environmental guide



The CSN's 62nd Congress highlighted the urgent need to take forceful action on environmental issues. Several measures were taken in order to ensure this grand rendez-vous was in sync with our policies on this vital question. This certainly represented an important step, but it was only the first of many in a much more ambitious plan.

You know, union action can only be consistent and bear fruit if it is carried out by the entire movement. That's why delegates to this congress launched a special invitation to unions to implement at least one initiative to improve the environment. Your representatives also wanted to appeal to the sense of responsibility of every CSN-affiliated union. We will be able to measure our progress at the next congress.

As agents of social change, we have an obligation to use all means necessary to minimize and eliminate, where possible, the environmental impact of our activities in the workplace.

It is in this sense that we take part in the spirit of the Quebec Residual Materials Management Policy that focuses on the application of the 4Rs (Reduce at source, Reuse, Recycle and Recover). This policy aims to maximize the potential of the 13 million-odd tons of residual materials produced annually in Quebec for use in the manufacturing of goods and energy production.

This guide responds to the CSN's concerns and to its commitment to better equip unions and support them in their efforts to handle residual materials.

I invite you to study it and make every effort to promote respectful management of the environment in your workplace.

Roger Valois

CSN vice-president from 1984 to 2011

Pierre Patry

CSN treasurer



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The environment, a collective responsibility

Many workers learned how to recycle at home before doing it in their workplace. Unfortunately, the current economic system operates without environmental and social guidelines, though real efforts have been achieved. Economic growth or decline, job creation, environmentally sound management of natural resources and climate change are challenges facing union organizations.



In terms of environmental protection, residual waste management is one of the most common actions performed in the workplace, as compared to energy efficiency, water conservation or controlling greenhouse gas production (GHGs).

Residual materials management requires materials to be separated at the source so they may be reused as a natural resource and reintegrated into the market. It is essential that companies continue to practice the 4Rs, while keeping disposal to a minimum (landfill and incineration).

Integrating respect for the environment in the workplace often requires a reorganization of work. However, this can also allow workers to take charge of the problem and generate savings that can be used to secure jobs.

1. 4Rs: Reduce at source, Reuse, Recycle, Recover

DECISIONS FROM THE CSN'S 62ND CONGRESS

It is a collective responsibility to apply the 4Rs and this presents challenges that can lead to innovation, union-employer collaboration and solidarity. The CSN has been concerned about this reality for more than twenty years already. In 2008, at the 62nd Congress, the confederation voted in favour of concrete actions to protect the environment and to promote union support for integrating responsible environmental management in workplaces. Here are three of the six propositions adopted at this congress with a focus on local union action:

That unions implement at least one action during the next mandate in line with more responsible environmental management, and gradually phase in a continuous process of action on environmental issues.

That all affiliated organizations conduct an assessment during the next mandate of environmental issues specific to their region or sector, identify priority issues and develop an advocacy and action plan to address them.

That the CSN deploy its resources to support union action on environmental issues in unions and affiliated organizations, and that it monitor followup and publicize its progress.

These resolutions affect eight federations affiliated with the confederation and each sector can develop its own appropriate environmental perspective. Several unions are already working on environmental actions and some have even obtained certification.

Actions and union support will continue well beyond the 63rd Congress.

Federations

Fédération du commerce (FC)
Fédération de l'industrie manufacturière (FIM)
Fédération de la santé et des services sociaux (FSSS)
Fédération des professionnelles (FP)
Fédération des enseignantes et des enseignants du Québec (FNEEQ)
Fédération des employées et employés de services publics (FEESP)
Fédération nationale des communications (FNC)
CSN–Construction

Central Councils

Abitibi-Témiscamingue–Nord-du-Québec
Bas-Saint-Laurent
Cœur-du-Québec
Côte-Nord
Estrie
Gaspésie–Îles-de-la-Madeleine
Laurentides
Lanaudière
Montérégie
Montréal métropolitain
Outaouais
Québec–Chaudière-Appalaches
Saguenay–Lac-Saint-Jean

QUEBEC RESIDUAL MATERIALS MANAGEMENT POLICY 2010-2015

This manual presents some broad guidelines from the Quebec Residual Materials Management Policy that can frame our efforts. One of the objectives is to eliminate end waste that, following separation at source, treatment, enhancement, can no longer be recovered and is sent off to a landfill site or incinerator. According to the ministère du Développement durable, de l'Environnement et des Parcs, five additional objectives must be achieved by 2015:

- Reduce the amount of residual material to eliminate from 810 kg to 700 kg/person/year;
- Recycle 70% of paper, cardboard, plastic, glass and residual metals;;
- Treat 60% of putrescible residual organic matter using biological processes, that is to say through spreading, composting or biomethanisation;
- Recycle or convert 80% of concrete, brick and asphalt waste;
- Direct 70% of construction, renovation and demolition waste from the building sector to sorting centres.

http://www.mddep.gouv.qc.ca/matieres/pgmr/index_en.htm

Environmental issues are taking on more importance in the workplace. In the past, protecting the environment and pollution prevention was thought to hurt employment. Now, we know that this is not true. Environmental issues are often essential to maintaining jobs and the economic health of a company.

There is a real willingness to integrate environmental and social factors into the economic system, but their parameters are still considered to be data that is too often left out of economic and financial analyses.



Why a union guide?

This guide provides tools to green your workplace by raising awareness among workers about separating at source, material development and the amount of residual materials and waste produced in the workplace. It is intended for union executive committees, environment committees, health, safety and environment committees (HSE) or environmental resource people, as well as all workers who support the implementation of the 4Rs in the 8 federations and the 13 CSN central councils.



This guide also proposes other environmental issues. It can be used by workers interested in reducing greenhouse gas emissions, energy efficiency, energy savings and water conservation.

This handy booklet aims to increase the autonomy of environmental committees or resource people who want to implement the 4Rs in the workplace. On the other hand, it is a tool to raise awareness about environmental protection so that unions become stakeholders in the decision-making process and in negotiations on environmental matters. It also provides an example of work organization to guide and inspire unions.

In addition, you will find a list of recyclable materials, a brief description of existing certifications and Internet addresses. You can also find the guide and form entitled “La gestion des matières résiduelles au travail” on the CSN website (in French only).

THE UNION'S ROLE

How to organize a union plan?

Union environmental action is not a new concept. In the wake of training on residual materials management in 1998, several unions became aware of these issues and began pursuing environmental initiatives. These actions must be integrated into the union organization's internal functions and their success depends on a series of initiatives, and sometimes innovations.

SHARING RESPONSIBILITY

We suggest that you also share the work within your union:

The union executive committee

- Designates an environmental resource person;
- Forms a union committee or a union-employer committee;
- Coordinates environmental work with that of other committees (grievance, negotiation, health and safety, information, newspaper, etc.);
- Determines action priorities;
- Supports environmental alliances;
- Intervenes in the public arena.

The joint environmental committee or resource person

- Forms a working group;
- Prepares a company profile using an observation grid;
- Prepares an environmental action plan, including a management plan;
- Maintains environmental records;
- Informs members about environmental training, awareness and information.

The general assembly

- Communicates and adopts an environmental action plan;
- Receives activity reports from the committee;
- Communicates environmental demands and adopt them.



Name an environmental resource person

Is there an environmental resource person in your workplace?

Is there an environmental committee?

Is it an employer, union or joint committee?

The executive committee should appoint an environmental resource person¹, preferably from within its ranks. However, if this is not the case, any individual or committee interested in this sort of union work should contact the executive committee to establish a relationship and to ensure support and monitoring. The environmental resource person or committee must work closely with other committees (negotiating committee, grievance committee, etc.) so they can integrate environmental demands into their own. The committee should avoid working in isolation, which can weaken demands, and discourage committee members faced with the magnitude of the task

A large majority of unions are already familiar with the 4Rs, reduce, reuse, recycle and recover, in the workplace. However, it is essential for the CSN that we collectively share these residual materials management and environmental experiences.

1. CSN, Formation, Cahier des maîtres, *Initiation à la santé et la sécurité au travail et à la protection de l'environnement*, 2002. (in French only)

Residual materials

“Residual material” (RM) is a generic term covering several major families of waste, including hazardous and non-hazardous materials.

Disposable materials that become resources: good for saving money.

Hazardous waste is present in many forms in our daily life. Various substances used every day, such as solvents or chemical reagents, commonly used products such as gasoline or oven cleaners, and certain other waste materials (used oil, industrial waste) are also defined as hazardous. This is because their properties must be handled carefully in order to avoid accidents or environmental incidents that could cause soil, water or air degradation, or have an adverse impact on flora, fauna or human health.

http://www.mddep.gouv.qc.ca/matieres/inter_en.htm

Non-hazardous waste of various kinds are generated by consumption activities. (glass, plastic, cardboard, paper, metal, clothing, etc.). In many cases, this may be recovered and returned to the raw materials market. The recovery cycle delays the material's final resting place in a landfill site and may even indefinitely return it to the market.

Recyclable materials

**Residual materials may or may not be recycled.
When they are, they consist
of the following materials:**

Glass

This melted, remelted and crushed material is used in the manufacture of bottles and jars. Glass is also used to make fibreglass insulation and replaces fine sand in blast cleaning. It is infinitely recyclable.

Plastic

Plastic is made from oil. It is found in many products when recycled, such as plastic bags, garden fences, park benches, video cassettes, carpets, pipes, etc. This material can even be used to make polar fleece clothing.

The numbers 1, 2, 3, 4, 5, 7 written inside the triangle found on containers indicate the category and make sorting easier.

Metal

Recast metals have been endlessly recycled for centuries. They are found in cans, various mechanical parts, steel structures, etc. Recycling metal requires 95% less energy than raw-material production.

Paper

Paper fibres are deinked and then broken down into pulp to be made into new paper.

Cardboard

Cardboard fibres are broken down into pulp to be made into new cardboard.

Plastic bags (flexible film)

Plastic bags become bags again or are used in the composition of recycling bins. The film's flexibility ensures the elasticity of the plastic.

Juice boxess

These are multi-layered containers. They are made from layers of paper (fibres), plastic and aluminium. Paper fibres are separated from plastic and aluminium, and transformed into toilet paper or paper towel.

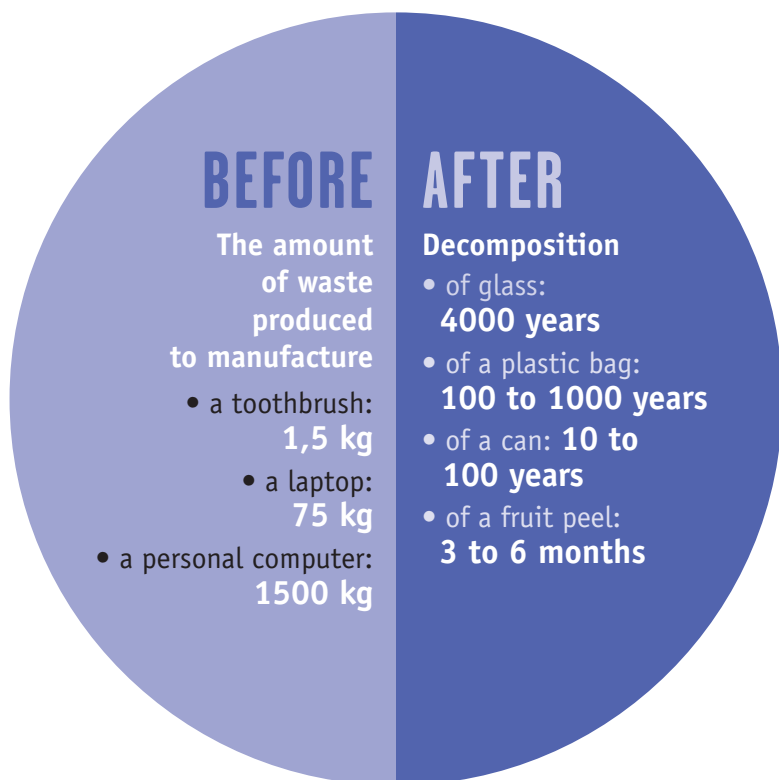
Computer hardware and information technology equipment

The average lifespan of a computer is three to four years. That of a cellular phone is around 18 months. In 2005, 67,324 tons of computer hardware was treated out of a total of 170,491, which represents a 40% recycling rate. The principal heavy metals present in computer hardware are lead, cadmium and mercury. These are metals that affect the central nervous system. What happens to non-reusable computer hardware? The various components are separated in order to obtain the raw material (chips, semiconductors, metals, plastic, etc.)

BEFORE AND AFTER

In the manufacture of an object

The production of goods requires large amounts of water, energy and resources from around the world.



SORTING AT SOURCE IS PRIMARILY BASED ON THE 4Rs:

- reduction at source;
- re-use;;
- recycling;
- recovery: for example, using wood waste as fuel to produce energy;
- disposal: towards landfill sites, incinerator, gasification.

We must be mindful of the amount and characteristics of materials heading for disposal, which create significant costs. Lack of sorting means expensive treatment, losses and environmental problems.

This diversion from landfill sites allows funds to be recovered that were used for landfilling, where the average cost is \$85/ton.

EXAMPLES OF RECYCLABLE MATERIALS

- Paper • Cardboard • Glass • Plastic • Metal (ferrous and non-ferrous), computer hardware, etc. (see section 5)

In annex 2, you will find a table containing examples of recovered, reused and recycled materials.

Action plan

Become a leader instead of remaining a spectator in your workplace:

- Define objectives that union members are able to achieve;
- Include a residual-materials management plan;
- Set realistic timeframes;
- Allocate responsibilities among environmental committee members;
- Evaluate costs associated with various objectives;
- Prepare a balance sheet and ensure actions are monitored;
- Plan a report for the continuity of actions.

Prepare an action plan **to negotiate changes in work organization**

The committee or resource person prepares an action plan when the profile or environmental review is completed, which must be approved by the executive committee. You will find a link toward the questionnaire required to complete this profile in Annex 1 and the steps in an action plan on page 24.

After debating the plan, the committee or union can make demands and negotiate changes in work organization.

An action plan can be prepared for residual-materials management or to implement a program of energy efficiency, water conservation or to reduce greenhouse gas emissions. The selected issue must be included in the action plan. For example, a residual-materials management plan is included in the action plan. The plan must be approved by the executive committee and may also be submitted to the general assembly. Subsequently, demands will be presented to the employer that may become the subject of negotiations.

The plan helps us:

- To be aware of how resources are used and how much waste is produced;
- To reduce and control the use of raw materials within the company;
- To prevent pollution by defining objectives based on our union's ability and to establish a step-by-step course of action;
- To reduce waste.

Residual Materials Management Plan

TRANSFORMING WASTE INTO RESOURCES

A residual-materials management plan is a tool that establishes objectives, broad guidelines, as well as the means and level of service needed to meet the plan. It must also contain the description of techniques and programs to be implemented to manage residual materials. The concept is based on the sorting and reduction at source of residual materials, which allows them to be developed and reused as resources or raw materials.

Sorting at source is primarily based on the 4Rs:

- reduction at source;
- re-use;
- recycling;
- recovery: for example, using wood waste as fuel to produce energy;
- disposal: towards landfill sites, incinerator, gasification.



Why a management plan?

Steps in a management plan

These steps must be carried out in cooperation with the employer. In many cases, it is the latter who initiates this process.

- 1** Prepare a residual-materials profile of your company. The employer may already possess this information. The environmental resource person should check whether the employer already possesses this information.
- 2** Conduct a technical visit of your workplace in order to compile an inventory of the types of residual waste, verify the collection mode, determine possible locations to place bags and other material required to raise awareness. A measuring tape and a company plan may be useful.

Maintenance staff has invaluable information to help you put together a complete profile of the types of waste produced and the most abundant. They can also provide information regarding hazardous and non-hazardous waste and propose the ideal locations to place bags and other types of equipment.

- 3** Prepare a statement containing guidelines and realistic objectives that can be achieved within a specific timeframe. For example, you now know that the company throws out five tons of waste per month. Your target is to reduce the amount of waste and your objective is to reduce this to four tons per month by next year and so on. You then enter the targets and objectives in your action plan.
- 4** Identify reclamation services for various materials in your region. Also ask your employer if they already do business with some of them. Municipalities offer valuable information about reclamation services as well. You can compile an inventory of reclamation, recovery or disposal facilities serving the municipality.

Because we send too much waste to be disposed. In 2008, 6,219,000 tons of waste was transported to landfill sites in Quebec. The average recycling rate in municipalities is 57%. (Source: Recyc-Québec, 2008)

Implementation

- Schedule meetings with the environmental committee or resource persons, involve management;
- Organize a meeting with the head of housekeeping;
- Educate workers by organizing an information session or by raising this issue during a general assembly. It is essential to raise the awareness of workers. It has been shown that better understanding of environmental issues and their social and ecological impacts encourages people to participate;
- Place collection containers in strategic locations;
- Affix signage to indicate the location of collection bins and containers;
- Follow up to ensure the reclamation process runs smoothly;
- Regularly remind workers about respect for the environment;
- Form alliances with environmental groups.

Some questions to ask

- **Is there a cafeteria, concession stand or snack bar in the company?**
- **How will waste be collected? Will the container be emptied once or twice a week?**
- **How regular are the waste collectors?**
- **Where will materials go and what will happen to them?**

Reduce and reuse

Best practices are models and inspirations for other unions, federations and central councils. This is why we are highlighting environmental practices from various workplaces affiliated with the Confédération des syndicats nationaux.



What's happening IN OUR FEDERATIONS AND OUR CENTRAL COUNCILS?

In March 2010, the CSN sent a survey to all its unions to learn more about environmental successes in the workplace. Some 130 unions responded, and this allowed us to obtain a profile of union support for this issue.

In this section, we will analyze survey results and share best practices. Although this is an environmental issue, we cite *An Act respecting occupational health and safety* as a starting point, because the environmental file is often managed by the health and safety committee.

CONCRETE ACTIONS IN THE WORKPLACE

- Choose reusable cups and have a surplus available;
- Use reusable coffee filters;
- Favour bulk and large sizes;
- Photocopy or print on both sides;
- Provide information via E-mail;
- Reuse paper printed on one side;
- Circulate one document as opposed to individual copies;
- Use rechargeable batteries;
- Buy sustainable products;
- Ask caterers about sustainable dishware and specify the environmentally responsible content of the event;
- Reuse office supplies instead of always buying new supplies;
- Rent or borrow equipment that is occasionally required;
- Reduce the packaging of certain products.

FÉDÉRATION DE L'INDUSTRIE MANUFACTURIÈRE (FIM)

Syndicat des travailleurs et travailleuses de la mine Seleine

Conseil central de la Gaspésie et des Îles-de-la-Madeleine

According to *An Act respecting occupational health and safety*, the mining sector is part of group 1. This is a priority group and the law requires a prevention and health program, a health and safety committee, and a prevention officer. Health and safety actions at the Seleine Mine are run by a joint committee that also deals with environmental prevention. A worker member on the committee answered the survey.

He mentioned that the company has a plan to manage its residual materials and hazardous waste (batteries, used oil and solvents) and that it possesses a primary and secondary water treatment system.

The joint committee has existed for more than two years and meets once a month.

Hazardous waste managements	Used oils, batteries, solvents
Wastewater treatment	Primary and secondary
Energy savings program	Programmable logic controller (PLC) to control lighting and heating
Success	Sorting at source of CRD ¹ , wood, ferrous metal, electric cables and wastewater treatment

Raising awareness among the company's employees could be improved.

1. Construction, renovation and demolition waste

FÉDÉRATION DU COMMERCE (FC)

Syndicat des travailleurs et des travailleuses de l'abattoir de volailles Saint-Jean-Baptiste

Conseil central de la Montérégie

According to *An Act respecting occupational health and safety*, slaughterhouses are part of group 3. Therefore, the company is under no obligation to form a committee or appoint a prevention officer, but it must implement a prevention and health program.

According to responses to the environmental survey, workers have named a resource person to handle this file for at least two years.

Residual materials management

Plastic bags, paper, cans, glass and metal

Hazardous waste management

Used oil, batteries, solvents

Wastewater treatment

Primary treatment and water conservation measures

CSN-CONSTRUCTION

A long way to go

Despite the construction industry's impact on the environment at all stages of work, little effort has been made by contractors to diminish it. Environmental measures are quite rare in this sector even though it occupies a prominent place in Quebec's economic activity.

Unless a call for tenders explicitly mentions it - which would be exceptional, such as some eco-construction projects - contractors put no residual-materials management policy into practice on construction sites. Waste materials often end up being sent to landfill sites instead of being recycled. An aberration.

CSN-Construction wants to encourage the industry and its key players, including the Quebec government, to take steps to rectify this and ensure that every effort is made to finally make this sector green.

FÉDÉRATION DES EMPLOYÉES ET EMPLOYÉS DE SERVICES PUBLICS (FEESP)

Syndicat des employé-es de soutien du cégep de Jonquière Conseil central du Saguenay–Lac-Saint-Jean

Educational institutions are part of group 6, according to the CSST’s classification. In collaboration with other workers, the Syndicat des employé-es de soutien du cégep de Jonquière has carried out environmental actions in the workplace for more than two years. There is an environmental committee called CACE (comité d’action et de concertation en environnement). It consists of support staff, professors, management, students and an eco-advisor. This is a joint employer-union initiative. The institution is certified: Cégep vert du niveau 3 (level 3 green Cegep). The Cegep also has an environmental policy.

Residual materials management

Glass, paper, plastic, metal and table waste (compost), using durable dishes

Hazardous waste management

Used oil, batteries, solvents

Water conservation program

Energy savings program in effect since 2008

Replacing windows and incandescent light bulbs with fluoro compact light bulbs

Hiring an eco-advisor

Replacing windows and incandescent light bulbs with fluoro compact light bulbs Carrying out an inventory of greenhouse gases (GHG) produced, according to the ISO 14064 standard. The target is to reduce the building’s energy consumption by around 50%. Monitoring environmental actions, the development of new ideas helped the Cegep become a leader and reduce its ecological footprint.

Food policy

Promote the establishment of a green cafeteria by encouraging a healthy lifestyle according to Canada’s Food Guide. Some cafeterias at the Cegep recover table waste to turn into compost. They all use durable utensils. For take-out meals, customers must pay 45 cents for containers that are manufactured from sugarcane.

FÉDÉRATION NATIONALE DES ENSEIGNANTES ET DES ENSEIGNANTS DU QUÉBEC (FNEEQ)

Syndicat des professeurs du cégep de Saint-Hyacinthe Conseil central de la Montérégie

For more than two years, professors have invested in their workplace through the green committee, CACE (comité d'action et de concertation en environnement). It consists of support staff, professors, members of management and students, and deploys a diversified action plan that involves all levels, from management to students.

Residual materials management Glass, plastic, metal, table waste (compost)

Hazardous waste management Used oil, batteries, mercury, bio-medical waste is sterilized

Water conservation action Low-flow toilets

Energy savings program Computers are programmed to turn off at 6 pm. Lights automatically turn off at 11 pm. Since 2000, the Cegep has reduced its GHG emissions by 80% by redoing its air conditioning, heating and humidification systems.

Source of renewable energy for heating Geothermal, solar panel with heat recovery mechanism and small wind turbine

Successes Installation of filters to reduce water consumption, using reusable dishes during union meetings, giving reusable cups to union members, using biodegradable soap at the local union and sending information by email.

Transportation program Organization of a carpool with the help of a databases

Hiring an eco-advisor

The Cegep has been the recipient of several prestigious environmental awards: the Phénix de l'environnement 2003, first prize in energy efficiency in 2004, Écogeste prize in 2002.

FÉDÉRATION DE LA SANTÉ ET DES SERVICES SOCIAUX (FSSS) Syndicat des travailleuses et travailleurs Saint-Léonard et Saint-Michel Conseil central du Montréal métropolitain

The hospital sector is classified in group 6. This is a complex workplace where work organization does not easily lend itself to taking responsibility for environmental action. With a lot of determination, this union succeeded in launching an environmental committee, a green team, more than two years ago. It has taken on a leadership role in the institution. Their objective is to ask the following question: “Before throwing something out, can the material be used in another way?” and then take action.

Gestion des matières résiduelles	Cardboard, paper
Hazardous waste management	Batteries, paint, mercury, metal, used oil, bio-medical waste
Energy savings program	
Success	Raising workers’ awareness by placing labels on light switches: <i>Turn off when leaving</i> . When leaving the room, what could be simpler than hitting the switch?
Communication	Setting up a booth on Earth Day. Its mascot was made from recycled materials. Publishing environmental articles and messages in the union paper

FÉDÉRATION DES PROFESSIONNELLES (FP) Syndicat des techniciens et professionnelles de la santé et des services sociaux du Québec (STEPSQ)

The technicians and professionals carry out a range of union actions in their workplace. The Syndicat des techniciens et professionnelles de la santé et des services sociaux du Québec (STEPSQ) is a good example of a union that undertakes environmental initiatives. This is a provincial union with 2,600 members in 15 institutions.

We present union actions carried out at **Le Virage rehabilitation centre**, where union initiatives have turned into joint union-employer measures. An environmental resource person was appointed to the executive committee. An analysis of the workplace and behaviours was conducted. Besides the actions listed in the table below, others are being prepared.

Energy savings and water conservation program

Using low-energy light bulbs; lowering the water volume in taps and toilets

Successes

Member of GAGE (groupe d'achat en gestion écologique – ecological management purchasing group); using FSC paper (Forestry Stewardship Council); reducing the amount of printed documents (printing on both sides); local and social economic measures encouraged; carpooling, public transportation and cycling; replacing Styrofoam cups with reusable ones.

Communication

STEPSQ publishes L'Hyperlien, a mostly web-based paper, and reserves space for local unions that carry out concrete and inspiring environmental actions.

FÉDÉRATION NATIONALE DES COMMUNICATIONS (FNC)

Syndicat des travailleuses et des travailleurs

du musée de la nature et des sciences à Sherbrooke

Conseil central des syndicats nationaux de l'Estrie

The museum sector is classified in group 6. It provides an educational environment open to new practices that allow for, among others, the union to integrate environmental best practices in the workplace. The union and employer at the museum established a green committee promoting the implementation of substantial actions.

Here is an overview. Other actions are in the works.

Residual materials management	Paper, cardboard, plastic, batteries, ink cartridges, recovery of materials from workshops and exhibitions
Organic wastes	Compost
Hazardous waste management policy	Hazardous materials Electronic components, glue, solvents, paint
Green transportation to get to work	Walking and secured bike rack
Brundtland green establishment certification	The museum was certified as an École verte Brundtland (EVB). Act locally while thinking globally.

A red rectangular sign with a white border and four corner fasteners is mounted on a weathered metal post. The sign features the text "NO TRASH ALLOWED" in large, white, distressed, sans-serif capital letters. The background of the sign is a solid red color, and the text is centered. The metal post is grey and shows signs of wear and rust. The background is a blurred green, suggesting an outdoor setting with foliage.

**NO TRASH
ALLOWED**

LAWS AND REGULATIONS

that govern recovery

Recyc-Québec is the best website to consult about laws and regulations governing recovery, reuse and recycling. (Available in French only)

www.recyc-quebec.ca

Then there is the website of the ministère du Développement durable, de l'Environnement et des Parcs (click on Laws and Regulations in the drop-down menu on the right-hand side of the screen), not to mention those of your respective municipalities. A series of laws and regulations governs residual materials management in Quebec, but the starting point is the Quebec Policy on Residual Materials 2010- 2015.

www.mddep.gouv.qc.ca/matieres/pgmr/index.htm

List of key programs, regulations and laws governing residual materials management in Quebec

- Environment Quality Act;
- Cities and Towns Act;
- An Act respecting the Société québécoise de récupération et de recyclage;
- Regulation respecting the recovery and reclamation of discarded paint containers and paints;
- Regulation respecting the landfilling and incineration of residual materials;
- Regulation on bottle deposit and refillable containers;
- Regulation respecting compensation for municipal services provided to recover and reclaim residual materials;
- Quebec Policy on Residual Materials 2010–2015.

ANNEX 1

Environmental Action questionnaire

7. Union support

Do you have a committee or a resource person for environmental action?

Committee: _____



Environmental Action

Name of union: _____

Number of members: _____

Union number: _____

Central council: _____

Federation: _____

Name of resource person: _____

E-mail: _____

Telephone: _____

Number of workers at the company: _____

1. Are there any environmental initiatives or procedures in your workplace?

Yes No Coming

If yes, what are they? _____

2. Waste management (WM)

Is there waste management in your business or organization?

Yes No

Non-hazardous:

Plastic, metal and glass

Kitchen waste

Hazardous:

Used oil, batteries

Solvent

Non-organic sludge (containing heavy metals)

Pesticides

Paper, cardboard

Other: _____

Fluorescent tubes

Biomedical waste

Mercury

Other: _____

3. Energy and reducing greenhouse gas emissions

Has your business or organization integrated any energy savings or energy efficiency programs?

Oui Non

If yes, what: _____

4. What are the energy sources in your business or institution:

Hydroelectricity

Natural gas

Heating oil

Forest biomass

Agricultural biomass

Other: _____

5. Public and eco-friendly transit

Does your business or organization have a program to encourage public and eco-friendly transit?

Yes No Coming

If yes, what: _____

6. Water and wastewater management

Is your business or organization equipped with a wastewater treatment system?

Yes No

If yes, is it a primary treatment

or secondary treatment?

Are there water conservation measures in your workplace? (i.e., motion-sensor faucets, reduced size toilet tanks, water leak management)

Yes No Coming

Visit the CSN website to answer the questionnaire.
www.csn.qc.ca/web/csn/action-environnement

ANNEX 2

List of recyclable material likely to be found in different workplaces

- Glass, paper, cardboard, plastic (containers identified with a number from 1 to 7 inside the triangle);
- Ferrous metal;
- Non-ferrous metal;
- Electrical appliances (coffee maker, toaster, kettle, etc.);
- Computer equipment (computer, printer, printer ink cartridges, cellular, optical scanner, photocopier, etc.);
- Batteries and rechargeable batteries;
- Cellular phones;
- Untreated wood;
- Wood pallets;
- Used building materials;
- Books, records and compact discs;
- Glasses;
- Furniture;
- Hazardous waste (paint, solvent, resin, glue, dye, paint thinner, lacquer, etc.);
- Empty propane gas tanks less than ten years old;
- Green waste (Christmas tree, branches, leaves);
- Rock and concrete.

Smoke detectors are no longer considered to be hazardous and can be thrown in the garbage.

ANNEX 3

Environmental certifications

Here are some certifications that inspired workers to join together to achieve a common objective: protection of the environment.

ICI on recycle

Over several years, Recyc-Québec has developed a program to recognize the efforts of institutions, businesses and industries to implement the 4Rs. These workplaces share the same goal: making the environment a priority. For them, action is the rallying cry and their actions deserve to be rewarded, acknowledged and recognized throughout Quebec.

There are three performance levels: 1, 2 and 3. For more information, we invite you to consult the Recyc-Québec website (in French only).

Did you know that the Confédération des syndicats nationaux has held the *Ici on recycle!* certification since May 2008?

Phénix de l'environnement

The *Phénix de l'environnement* prize is an opportunity to share your remarkable actions in support of environmental protection and sustainable development..

The objectives are:

- **To maintain the integrity of the environment** to ensure the health and safety of human communities and preserve the ecosystems that sustain life;
- **To ensure social equity** to allow the full development of all women and men, the growth of communities and respect for diversity;
- **To strive for economic efficiency** to create an innovative and prosperous economy that is ecologically and socially responsible

www.phenixdelenvironnement.qc.ca (in French only)

HACCP - Hasard Analysis Critical Control Point

This certification covers the agri-food sector. It is recognized worldwide as a management system in which food safety is addressed. While this certification is not strictly speaking an environmental certification, its application allows you to control emissions and improve operational procedures.

ISO 14001

Briefly, the ISO 14000 standard was developed by the International Organization for Standardization, referred to worldwide by its original acronym ISO. This standard integrates management practices that are commonly known as environmental management. Environmental management means that the management methods of a company, service, etc., aim to take the environmental impact of its activities into account, to evaluate this impact and reduce it. A company may have various motivations: comply with regulations, improve the company's image or relations with citizens, save money, or obtain a certification sought after by clients. Furthermore, this certification is a good way for unions to undertake environmental initiatives due to the transparency that results from information sharing between the union and the employer.

Green Key

On January 13, 2009, the Hotel Association of Canada (HAC) and the Corporation de l'industrie touristique du Québec (CITQ) announced the signing of a service agreement that gave the CITQ the mandate to visit and certify all Quebec establishments enrolled in HAC's *Green Key* Eco-Rating Program.

Designed to encourage sound environmental practices in the tourist accommodation sector, this program has nearly 150 criteria to evaluate the environmental performance of each of the 90 participating establishments. In addition to verifying that recovery and recycling practices are in place, the certification program also evaluates the quality of heating, cooling and energy-efficient lighting systems, as well as cleaning products, and water and energy conservation mechanisms that are used.

Boma Québec's Visez vert (Go Green) program

The *Visez vert* certification program developed by BOMA is a self-administered and voluntary program designed to recognize the efforts of the owners and managers of existing buildings to protect the environment. Launched in British Columbia, the program is now part of BOMA Canada and is managed in Quebec by BOMA Québec.

All owners and managers of commercial and institutional buildings in Quebec can participate, regardless of whether they are a member of BOMA Québec. The program's objective is not to educate owners about how to manage their buildings, but rather to recognize those who implement environmental best practices. This certification is primarily intended for rented work spaces.

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www.call2recycle.ca/

ville.montreal.qc.ca/ (and all other cities)

www.umq.qc.ca/english/



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www.csn.qc.ca