

## Q & A – 3RCertified Webinar – May 16, 2013

#	Question	Answer
1	<i>How many companies or firms are registered in Ontario, Canada? / Meirav mentioned 4 buildings certified, are there others currently registered in program? Thanks!</i>	<p>Ten sites are currently registered to become 3RCertified, with more on the way.</p> <p>In addition, there are four properties that are already certified:</p> <ol style="list-style-type: none"><li>1. 135 St Clair Ave. W.</li><li>2. Cloverdale Mall</li><li>3. Meadowvale Corporate Centre</li><li>4. Canada Square.</li></ol>
3	<i>How does the 3RCertified program link with Ontario regulations for waste audits and waste reduction plan requirements?</i>	<p>3RCertified is aligned with Ontario regulations 102/94 (Waste Audits and Waste Reduction Work Plans), and 103/94 (Industrial, Commercial and Institutional Source Separation Programs) in two ways:</p> <ol style="list-style-type: none"><li>1. <b>Mandatory criteria:</b> all applicants must submit a waste audit (criterion 7) and waste reduction work plan (criterion 12), as well as have an active source separation program (criterion 14).<ol style="list-style-type: none"><li>a. <b>Annual review:</b> as part of the annual assessment requirements, certified properties must submit a waste audit and waste reduction work plan.</li></ol></li><li>2. <b>Waste audit:</b> all applicants must submit an annual waste audit that is done in accordance with RCO's Standard Waste Audit Methodology (SWAM). SWAM is designed to meet and exceed the requirements of O. Reg. 102/94.</li></ol>

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4	<i>What are the costs involved with 3RCertified program?</i>	<p>Fees for a single office building range from \$1,820 (RCO Member) to \$1,950 (Non-Member). There are also fees for office complex/park. As modules are added, the fee schedule will reflect pricing for Retail, Manufacturing, Schools, and so on. Fees will remain within the same price range as the current schedule for office building.</p> <p>Fee schedule is available online: <a href="http://3rcertified.ca/fees">3rcertified.ca/fees</a>.</p> <p>Fees* include:</p> <ol style="list-style-type: none"> <li>1. Three-year access to online database, which includes reference documents, reporting and surveys.</li> <li>2. On-site evaluations (initial evaluation with certification and with each annual review).</li> </ol> <p>*Some conditions apply. Please visit <a href="http://3rcertified.ca/fees">3rcertified.ca/fees</a> or contact 3RCertified for more.</p>
5	<i>Are you working on a module for colleges/universities?</i>	Yes. 3RCertified anticipates college / university modules to be released in Q4 2013 / Q1 2014.
6	<i>For annual information (profile etc.) will the program repopulate if there are no changes from year to year?</i>	<ul style="list-style-type: none"> <li>• Currently, applicants must update the <i>Site Profile</i> and <i>Waste Stream Profile</i> annually. For same year-over-year information, applicants may copy and paste to save time.</li> <li>• Future iterations of the surveys will include automatically populated fields to save time.</li> </ul>
7	<i>Is the data you submit public? How will it be used and/or shared?</i>	<ul style="list-style-type: none"> <li>• Once there are sufficient numbers of certified properties, RCO will report aggregated performance data to inform the IC&amp;I sector at large.</li> <li>• Confidentiality is important. No reports will reveal any information that can be linked to a single property or organization. Rather, it will note the number of sites, type (office, shopping centre, manufacturing, etc.) and average performance. Names of sites will be excluded from reports.</li> </ul>

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8	<i>How long will it take once you complete your application to be certified?</i>	<ul style="list-style-type: none"> <li>Once an application is submitted, the on-site evaluation is scheduled. Typically, the on-site evaluation is scheduled to take place within 30 days of survey submission. The scheduling is dependent on the availability of both applicant and evaluator.</li> <li>If there are no missing documents identified during the on-site evaluation, then a final score and certification level will be sent to the applicant within five to seven business days.</li> <li>Overall, the process can take anywhere from ten to thirty days once the online surveys have been submitted.</li> </ul>
9	<i>Criteria for the policies</i>	Criteria and questions regarding policies required as part of 3RCertified application can be found by downloading the Certification Survey: <a href="http://3rcertified.ca/resources">3rcertified.ca/resources</a> .
10	<i>Are you automatically in the RCO Awards by doing 3Rs certified?</i>	The RCO Awards is separate from 3RCertified. However, the two programs have similarities: both require a solid waste diversion and procurement policies; waste audit information; and both calculate performance according to three indicators: diversion rate, capture rate, and per unit reduction rate.
11	<i>Please explain per unit reduction one more time retail and office performance measure.</i>	<ul style="list-style-type: none"> <li>Per unit reduction rate is defined as the percentage by which the per-capita rate of waste generation has decreased from the previous year to the current year. It is calculated based on key measures of activity.</li> <li>For office buildings <i>per unit rate</i>, or waste generation index as it is more widely known, is expressed as <i>number of occupants</i>. Whereas for retail complex, that can be expressed as <i>sales per gross leasable area</i>, or <i>number of visitors</i>.</li> </ul>
12	<i>Once we register in 2013, do we have to go back previous year to get the assessment criteria or will this only be calculated for the next year?</i>	See response to question 6.



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13	<i>Is this linked to existing RCO AWARDS clients? Or is a new account needed?</i>	<ul style="list-style-type: none"><li>• 3RCertified and the RCO Awards are two separate programs. If you have a Re-TRAC Connect account through your RCO Awards application, you may use the same account, but add 3RCertified as a new program.</li><li>• To do so, log in with your existing Re-TRAC Connect account, and click on the Programs tab. Click Join Programs and find 3RCertified. From there, you will need to submit further information. See page 16 in the <i>Online Platform User Guide</i> for more information: <a href="http://3rcertified.ca/uploads/File/3RCertified_online_platform_user-guide.pdf">3rcertified.ca/uploads/File/3RCertified_online_platform_user-guide.pdf</a>.</li></ul>
14	<i>How to register portfolios?</i>	<ul style="list-style-type: none"><li>• A single user can apply for as many buildings as he/she wishes to under the same login. The <i>Portfolio Manager</i> tool enables a user to view and edit buildings already registered to other users (within the same organization and with permission).</li><li>• The Portfolio Manager viewing capability is currently available and can be arranged by request to the program manager at: 416.657.2797 ext. 8.</li><li>• Later this summer, applicants will be able to register for the Portfolio Manager user-type directly on Re-TRAC Connect.</li></ul>
15	<i>How long between locking in and the site visit?</i>	<ul style="list-style-type: none"><li>• The time period between submitting and, therefore, locking the online application, and the on-site evaluation depends on both the applicant and the evaluator's availability. Typically, it should be done within a month of locking the data, as to not lose momentum.</li><li>• Allow for a week or two from survey submission date, to schedule a date for the on-site evaluation that meets both parties availability.</li></ul>

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16	Can we get a PDF copy of the online surveys (the three survey section)?	<ul style="list-style-type: none"><li>• All surveys are available at <a href="http://3rcertified.ca/resources">3rcertified.ca/resources</a>.</li><li>• As additional modules become available, those too, will be made available on the Resources page of <a href="http://3RCertified.ca">3RCertified.ca</a>.</li></ul>
17	How long to complete the survey? Deadline?	<ul style="list-style-type: none"><li>• Applicants have up to six months to fill out the three required surveys:<ul style="list-style-type: none"><li>○ Site Profile</li><li>○ Certification Survey</li><li>○ Waste Stream Profile.</li></ul></li><li>• All certified properties must also submit an <i>Annual Assessment Survey</i> at 12 and 24 months of certification date. Applicants have two months to submit the <i>Annual Assessment Survey</i>. It is followed up by a short on-site evaluation.</li></ul>

**For more information:**

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