



SAWDUST REMOVAL PROCEDURES 2011-12

The Toronto District School Board currently has a contract in place with Waste Reduction Group (WRG) for hopper cleanout and sawdust pick up and recycling from our school's wood shops. **Please follow the appropriate course of action shown below** to receive this service:

1. CL/ACL or shop teacher goes to school Head Caretaker to request a hopper cleanout or a pick up of tote/bags of sawdust;
2. Head Caretaker either generates P.O. # on the spot to cover the service, or contacts the Facility Services Family Team Leader to generate the P.O. #:
 - a. Note: the P.O. generated by Caretakers MUST be a C.R.O. (Contract Release Order). Caretaking staff have been trained on how to generate P.O. #s, and will understand the reminder that it be a CRO;
3. This service is paid for by Facility Services, and should NOT be charged back to school departments;
4. Caretaker then contacts WRG via phone or email to arrange the hopper clean-out or saw dust pick up paid for by the P.O. # that they themselves generated,
 - a. As Waste Reduction Group has serviced all of the hoppers at one time or another in the TDSB, most callers know what service they need - i.e. just one labourer or two, and what type of truck, etc.
5. The P.O. is created and communicated to Waste Reduction. When the service is complete, WRG will advise the school on any extra hours of labour; the P.O. is updated & released to WRG.
 - a. Occasionally schools will contact Renata with questions about their hopper and if they have the type of hopper that requires one or two workers.

WRG Contact Information:

Renata Donegani - Office Manager

Waste Reduction Group Inc.

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Unit PH#20

Toronto, ON

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T: (416)823-4554

F: (647)350-1354

E: renata@wastereductiongroup.ca

W: www.wastereductiongroup.ca

If you have any questions about this process, please contact your Experiential Learning Department Instructional Leader:

SW: Jim Corbett at james.corbett@tdsb.on.ca / 416-394-2080

SE: Nancy Britton at nancy.britton@tdsb.on.ca / 416-396-5249

NW: Emer O'Flynn-Wheeler at emer.o'flynn-wheeler@tdsb.on.ca / 416-396-5251

NE: Leeanne Bouteiller at Leeanne.bouteiller@tdsb.on.ca / 416-396-6289