

## What is the Mandatory Office Paper Recycling Program?

The Mandatory Office Paper Recycling Program is part of the Waste Diversion Regulations put in place by the government of Newfoundland and Labrador under the Environmental Protection Act. Under these regulations, it is mandatory for organizations in certain jurisdictions to recycle their office paper. The purpose of the program is to reduce the amount of material in landfills and help achieve the goals of the province's Waste Management Strategy.

### Who is affected?

All businesses, public and not-for-profit institutions in St. John's, Mount Pearl, Paradise and Conception Bay South with more than 25 employees are required to recycle their waste paper by September 1, 2005. Organizations with fewer than 25 employees are required to comply by March 1, 2006. Forward-thinking businesses elsewhere in Newfoundland and Labrador should assess their office paper disposal protocol as well.

### What does the Mandatory Office Paper Recycling Program have to do with information management?

The Program deals with the disposal of office paper, which can include personnel records, financial and other sensitive information. It is of paramount importance that organizations protect documents like this as the information they contain could be used to commit identity theft. Shredding documents before recycling them will ensure your business is in compliance with the Program while protecting your most vital asset: information.

### What do companies have to do to comply with the program?

Businesses must ensure their office paper is kept separate from other waste. They must also arrange to have this paper taken to a recycler, either directly or by contracting a professional company to do so.

The following types of office paper must be recycled:

- White paper
- Newspaper
- Flyers
- Glossy magazines
- Telephone books

- Shredded paper
- File folders
- Catalogues
- Books (hard and soft-cover)
- Envelopes (with and without windows)
- Post-it notes (white or coloured)
- Business cards

Failing to comply with the legislation is an offence. The penalties for corporations and municipalities are set out in section 115(1)(a) of the legislation, and are as follows:

(i) for a first conviction, a fine of not less than \$1,000 and not more than \$1,000,000, and (ii) for a subsequent conviction, a fine of not less than \$4,000 and not more than \$1,000,000.

Officers and directors of corporations can also be punished under the legislation, as described in section 115(4):

Where a corporation commits an offence under section 114, a person who is an officer, director or agent of the corporation and who directed, authorized, assented to, acquiesced in or participated in that offence is liable, on summary conviction, to the punishments provided in paragraphs (2)(b) [a fine of not less than \$5,000 and not more than \$1,000,000] and (3)(b) [a fine of not less than \$15,000 and not more than \$1,000,000] and, in default of payment of the fines imposed under those paragraphs, the court may impose upon that person a term of imprisonment not exceeding 6 months.

Section 115(5) allows the courts to award additional fines against offenders:

Where a person is convicted of an offence under this Act and the court is satisfied that, as a result of the commission of that offence, monetary benefit accrued to the offender, the court may order the offender to pay, in addition to a fine under this section, a fine in an amount equal to the estimation of the court of the amount of those monetary benefits.

*The Province, the City of St. John's and the affected municipalities will work together to enforce and administer the Program.*

### **How can we help?**

*We can manage your document destruction and recycling needs. In 2004, our recycling program saved over 9 million trees worldwide. By providing locked consoles for your office, we make it easy and efficient to keep your office paper out of the waste stream, as required by the legislation. We will collect your office paper and destroy it on site in our mobile shredding trucks. Your documents will be shredded into confetti-sized pieces and then recycled. For peace of mind, contact Securit today at 1 800 697-4733.*

For more information:

The Mandatory Office Paper Recycling Program – <http://www.mmsb.nf.ca>

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