



Industrial, Commercial and Institutional Material Identification Document

Purpose

The purpose of this document is to provide clarity and guidance to SK Recycles depot partners to identify and divert Industrial, Commercial, and Institutional (IC&I) materials from being comingled with materials collected from residential sources.

Why are ICI materials not handled through SK Recycles Program?

SK Recycles is a non-profit organization responsible for residential packaging and paper recycling throughout Saskatchewan.

The SK Recycles program is funded by businesses that include retailers, manufacturers and restaurants that supply packaging and paper to Saskatchewan residents. The SK Recycles program is purposed to responsibly manage packaging from residential sources only as per the Ministry of Environment.

As ICI materials are excluded from the Household Packaging and Paper Stewardship Program Regulations, 2023, SK Recycles is not obligated to manage materials from ICI sources, rather the ICI sector is left to private industry to manage independently.

SK Recycles ensures packaging and printed paper is collected from households and recycling depots, sorted, and recycled responsibly. SK Recycles now offers multiple accepted materials for recycling, providing opportunity for residents of SK to responsibly recycle their packaging, keeping these materials out of landfill.

What is ICI?

As defined in the SK Recycles Statement of Work (SOW):

“Industrial, Commercial and Institutional” or “ICI” means any operation or facility other than a residence as defined in the Regulation, including industrial facilities such as warehouses, distribution centres, manufacturing facilities; commercial facilities such as retail stores, offices, strip malls and vacation facilities, such as hotels, motels, and rental, co-operative, fractional ownership, time-share or condominium accommodation associated with sports and leisure facilities (e.g., lakeside resorts); and, institutional facilities such as schools, churches, community buildings, local government buildings, arenas, libraries, fire halls, police stations, and residences at which medical care is provided, such as nursing homes, long-term care facilities and hospices.

This means, only packaging brought in by individual residents, which originated from their own, personal use such as packaging from groceries or household supplies, should be accepted and managed via the SK Recycles program.

The following ICI examples have been identified as common sources of ICI materials routinely found using depots in Saskatchewan. Examples included but not limited to:

ICI Groups	Example	ICI material example
Construction and Trades	<ul style="list-style-type: none"> • Developer • Electrician, plumbing/mechanical, carpenter • Flooring company 	<ul style="list-style-type: none"> • Large volume EPS foam • Foam board insulation • Unmarked cardboard • Large film plastics (vapour barrier) • Construction waste • Large amount of boxes from flooring supply
Land use, Waste, and Demolition	<ul style="list-style-type: none"> • Junk Haulers • Waste management or removal company • Landscaping/ gardening company 	<ul style="list-style-type: none"> • Large loads of recycling • Large volume of similar materials • Large volume plant pots
Commercial and Retail	<ul style="list-style-type: none"> • Retail store • Commercial supply • Coffee shop, restaurant, convenience store • Appliance or furniture stores 	<ul style="list-style-type: none"> • Boxes with store logos/ shipping address • 'Banker boxes' of records • Large volume coffee cups • Large volume milk containers • Foam packaging from lighting store • Large amount of shredded paper • Plastic overwrap (shrink wrap, mattress covers etc).
Promotion and Marketing	<ul style="list-style-type: none"> • Newspaper distributors • Advertisers • Farmers markets • Community events 	<ul style="list-style-type: none"> • Bundles of newspapers or flyers • Large volume of similar recycling (such as to go cups, take out containers) • Large amount of shredded paper
Industry and Agriculture	<ul style="list-style-type: none"> • Tree planters • Fish farms • Commercial greenhouse • Vineyards • Crop production 	<ul style="list-style-type: none"> • Foam coolers • Foam trays for tree starts • Large amount of plastic plant pots • Seed/fertilizer bags • Pesticide/herbicide containers • Pallets, and/or structural shipping platforms

How to identify ICI at depots?

ICI materials can hold similar properties to those being dropped off by residents, such as: cardboard boxes, paper, rigid plastics, Flexible Plastics and EPS foam packaging.

However, there are ways to identify ICI material, and the expectation is depot operators ensure diligence in identifying and rejecting materials from ICI sources. Depot staff should look for the following which are likely sources of ICI material that is not accepted:

- 1) Vehicles with company logos dropping off material
- 2) Bundles of newspapers
- 3) Large amounts of similar items (such as dozens of milk jugs, or large stacks of brochures)
- 4) Several packing boxes addressed with a company name, or having distributors logo
- 5) Large amounts of bulky foam packaging (such as from a furniture or lighting stores or construction company)
- 6) Residential material that has been collected by a company for a fee (i.e, any junk hauler)
- 7) Large amounts of planting pots and trays (such as from a garden store or landscape company)
- 8) Agricultural packaging (fertilizer and seed bags, insecticide and herbicide containers, foam coolers, pallets)

How to manage ICI material?

When attempting to identify ICI materials, depot customers do not always want to inform depot staff of the origin.

It is recommended that depot staff use leading questions when attempting to determine if materials are ICI or not, rather than directly asking if the materials is ICI. For example, the questions could be “this is a lot of foam, where is it from”? or, I have never seen this type of packaging before, where is it from?”. Leading questions allow the depot customer to inform the staff where the material came from, rather than asking is the material ICI, which may catch the customer off guard, and not want to inform staff honestly.

Once materials are identified, depot staff are expected to monitor and divert ICI materials from the residential material managed through SK Recycles. Depots can reject the material, and direct customers to alternative locations to manage ICI materials, or collect the material and manage the transport and processing of the ICI materials independent of SK Recycles.