



Procedure

Title:	HAZARDOUS WASTE DISPOSAL	Procedure No.: 2005c Effective Date: 2001 July 31
Department:	Organizational Support Services (Human Resources)	
Reference(s):	- <i>Occupational Health and Safety Act</i> and its Regulations - Environmental Protection Act - General Waste Management O. Reg 347 - Spill Prevention and Response Safety Guideline	

For the purpose of this procedure, the **waste generator** is the department that generates the waste or has surplus of supplies to be disposed of.

The Board has identified the following waste streams and responsibilities within its facilities. Appendix A sets out responsibilities under this procedure. In the event of an adverse release of hazardous material(s) refer to TVDSB's Spill Response Guideline for containment and safe clean-up. Health and Safety will provide support to waste generator in conjunction with contracted waste collector/receiver to ensure waste is categorized correctly under the regulations prior to be shipped.

1. Waste Streams

- 1.1. **Asbestos Wastes** - Will be disposed of in accordance with local by-laws and in accordance with Regulation 838 - Asbestos on Construction Projects and in Buildings and Repair Operations.
- 1.2. **Construction and Building Wastes** - Contractors and Departments performing construction, renovation, remediation work on Board sites are responsible to ensure that all wastes are removed and disposed of in accordance with local by-laws.
- 1.3. **Consumable Non-Hazardous Waste** – Although not deemed a hazardous waste, it cannot be disposed of in the regular waste or normal recycling streams. i.e., tires, empty oil containers, empty windshield wash containers, empty anti-freeze containers.
- 1.4. **Excess Unused and Curriculum Product** – These are products that are no longer used for the delivery of instructional program or have exceeded the “shelf life”.
 - 1.4.1. **Science Wastes** – Waste generated upon the completion of experiments, demonstrations, dissections, etc.
 - 1.4.2. **Technology Wastes** – Waste generated through program delivery in Technology programs such as Transportation, Manufacturing, Green

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Studies, Hospitality and Tourism. i.e., spent solvents/residues, paints, stains/dyes, used motor oil, grill treatment/cleaners etc.

1.4.3. Art Wastes - Waste generated through program delivery in Art programs such as Photography, Music, Drama, Visual Art. i.e., paint, spent photographic waste, spent pottery glaze etc.

- 1.5. **P.C.B. Wastes** - Will be collected by Facility Services personnel who will arrange for storage at the Board's Ministry of Environment approved sites. Site approval, safety and security, disposal will be initiated by Facility Services and in accordance with the Ontario Ministry of the Environment Regulation.
- 1.6. **Pathological Waste** – waste generated from the collection of biohazardous waste (ex. Sharps)
- 1.7. **Other** – waste that may be generated that is regulated by Ontario Regulation 347 General Waste Management

2. Schedule of Curriculum Related Waste Stream Pick-Up

- 2.1. Excess Unused and Curriculum Product (as per above) will be scheduled for pick-up typically twice per school calendar year.
- 2.2. Above Ground Used Oil Tanks and Interceptors – will be scheduled as required typically at the end of the school calendar year but before the start of the next September semester.

3. Pick-Up and Disposal Process

- 3.1. The Thames Valley District School Board is approved to contract for disposal of specified wastes through OSS – HR – Health and Safety.
- 3.2. Health and Safety will register the Waste Generator location in the Hazardous Waste Information Network (HWIN) including application for appropriate waste codes. A document of Waste Generators will be shared between Health and Safety and Facility Services' Project Managers. Waste Collections are contingent upon presentation of the account and waste code number(s) to the waste disposal company.
- 3.3. Under specific circumstances permission to register sites and subject wastes for specific situations may be performed by Facility Services with the expressed approval from Health and Safety. In this situation Facility Services will communicate waste pick-ups with the Health and Safety Supervisor so manifests can be tracked and HWIN monitored
- 3.4. It is the responsibility of the Waste Generator to Identify waste streams to Health and Safety through the Hazardous Waste Pick-Up Request form.
- 3.5. If requesting pick-up of "Excess and Unused and Curriculum Product", copies of the Safety Data Sheets (SDS) or Material Safety Data Sheets (MSDS) must be submitted with the Hazardous Waste Pick-Up Request form.
- 3.6. Prior to pick-up, all waste shall be consolidated to one area of the building for removal. This consolidation point must have ground level and immediate access to an outside door. It is preferable to have an overhead door if possible.
- 3.7. The waste collectors are not permitted to travel through TVDSB locations for the purpose of collecting waste. Any waste not at the consolidation point will not be taken.
- 3.8. The Waste Generator is responsible for sending Copy 1 of Manifests / Movement Documents generated by the disposal of hazardous waste to the Ministry of Environment and storing Copy 2 per the legislated requirements.

- 3.9. All Waste shipped from a TVDSB site will follow the Transportation of Dangerous Goods Act.

4. Exceptions:

- 4.1. Wastes left behind as a result of facility rental will be identified by the facility manager/Principal and costs incurred will be allocated by the Finance Department to revenues generated by the lease/rental.
- 4.2. Excess Custodial product are to be reported to the Operations Leader for arrangement for return to Supplier.
- 4.3. Asbestos waste disposal will be arranged by Facility Services in accordance with the Asbestos Management process.
- 4.4. P.C.B. Wastes will be collected by Facility Services personnel who will arrange for storage and eventual disposal.

5. Waste Generated from a Hazardous Release or Spill

- 5.1. If a hazardous product is released or spilled, follow the "Spill Prevention and Response Safety Guideline". For waste generated cleaning up a minor spill, follow the steps above for disposal.

Appendix A - Responsibilities

