

AVON MAITLAND DISTRICT SCHOOL BOARD

ADMINISTRATIVE PROCEDURE

NO. 540

SUBJECT: HAZARDOUS MATERIALS DISPOSAL

Legal References: *Education Act: Section 265 Duties of Principal: Care of Pupils and Property; Section 286 Duties of Supervisory Officers: Supervise Buildings and Property; Ontario Regulation 298 Operation of Schools Section 11 (3) (l) Duties of Principals: Inspect School Premises; Ontario Environmental Protection Act; General-Waste Management Regulation, 347*

Related References: *Administrative Procedure 542 Indoor Environmental Quality*

1. Sound Management of Hazardous Wastes

- 1.1 Avon Maitland District School Board is committed to the safe and environmentally sound management of all hazardous wastes generated through its teaching and maintenance processes.
- 1.2 The director and system and school administrators recognize that proper waste disposal is not only the responsible and ethical thing to do, but a legal requirement as well. The district is committed to comply with and enforce legislative requirements of the *Ontario Environmental Protection Act* and other federal and provincial statutes, local by-laws and procedures issued by the director.

2. Responsibilities

- 2.1 The principal/supervisor is responsible for ensuring that staff members and students are familiar with current waste disposal procedures for substances handled in their respective areas. He/she may designate a competent person ("waste co-ordinator") to coordinate the waste disposal process at the school. Under no circumstances should a student be responsible for the appropriate identification of waste or storage of materials.
- 2.2 The waste co-ordinator is responsible for consulting and assisting each department that may have hazardous waste to ensure the waste is properly identified, handled, stored and collected.
- 2.3 The environmental health and safety officer is responsible for coordinating the collection and disposal of all hazardous wastes produced by the district. He/she shall ensure that the waste reaches its proper destination and shall maintain records as required.
- 2.4 The environmental health and safety officer is responsible for implementing this procedure and investigating concerns regarding hazardous materials.

3. Administrative Procedures

- 3.1 Hazardous waste will be disposed of in June of each year.
- 3.2 Each school/department must complete Form 540 Hazardous Waste Inventory Form. Using the current inventory of waste material, the school or department must be sure to project disposal requirements to the end of June. Refer to Appendix A—Examples of Hazardous Waste in Schools.

All Hazardous Waste Inventory Forms (Form 540) must be sent to the environmental health and safety officer at the administration office by the specified date.

- 3.3 All containers must be suitable for storage of chemical waste. They must:
 - a) Be damage free;
 - b) Provide a tight seal;
 - c) Be made of a material compatible with the product being stored (see Material Safety Data Sheet (MSDS) of the product for incompatible materials); and
 - d) Not be overfilled to allow for expansion and to avoid spillage.
- 3.4 All containers must be properly labelled, including:
 - a) Product name (generic or chemical name, not trade name);
 - b) Precautionary advice; and
 - c) Identified as "Waste".
- 3.5 Hazardous waste that is to be disposed of must be stored away from materials that are unopened or unused. Incompatible wastes (see MSDS for incompatible materials) must be segregated. Waste should remain in each department or designated area until disposal in June.
- 3.6 Waste from elementary schools will be transported by maintenance staff to the nearest secondary school prior to the day of pick-up. Secondary schools are registered sites (See Appendix B: Generator Registration).
- 3.7 On the day of waste pick-up, the waste co-ordinator must ensure that all wastes are collected and taken to a receiving area for the waste carrier company.

Only wastes that are recorded on Form 540 Hazardous Waste Inventory Form will be accepted.

- 3.8 The environmental health and safety officer, principal or designate will act as signing authority and will sign the "Hazardous Waste Manifest" on the day of the waste pick-up.
- 3.9 All documents must be sent to the environmental health and safety officer within 48 hours of receiving them from the waste carrier company.
- 3.10 The "Hazardous Waste Manifest" must be kept on file for two years in the office of the environmental health and safety officer.

Form 540	Hazardous Waste Inventory Form
Appendix A	Examples of Hazardous Waste in Schools
Appendix B	Generator Registration

Examples of Hazardous Wastes In Schools

Science Department

1. Miscellaneous waste inorganic chemicals
2. Miscellaneous organic waste chemicals
3. Preserved specimens for disposal
4. Preserving fluid without specimens
5. Mercury spill material with absorbed mercury

Technical Department

Auto Shop

1. Waste crankcase oils and lubricants
2. Anti-freeze
3. Sludge from cleaning tank
4. Aerosol containers
5. Automotive batteries

Woodworking Shop

1. Paints, stains and varnishes
2. Varsol, thinners
3. Aerosol containers

Art Department

1. Paints
2. Photographic chemicals
3. Aerosol containers
4. Varsol, thinners

Plant Operation and Maintenance

1. Paints, stains and varnishes
2. Varsol, thinners
3. Aerosol containers
4. Waste oils and lubricants
5. Waste cleaning chemicals
6. Waste boiler chemicals

Generator Registration

The following schools have been registered with the Ministry of Environment and Energy to legally dispose of hazardous waste.

Facilities	Waste Stream	Class	Generator Registration Number
1. Central Huron Secondary School			
a)	Inorganic laboratory chemicals	148A	ON0098903
b)	Petroleum distillates	213I	
c)	Heavy fuels	222L	
d)	Waste oil & lubricants	252T	
e)	Organic laboratory chemicals	263A	
2. F.E. Madill Secondary School			
a)	Inorganic laboratory chemicals	148A	ON0098904
b)	Petroleum distillates	213I	
c)	Waste oil & lubricants	252T	
d)	Organic laboratory chemicals	263A	
3. Goderich District Collegiate Institute			
a)	Inorganic laboratory chemicals	148A	ON0098905
b)	Petroleum distillates	213I	
c)	Heavy fuels	222L	
d)	Waste oil & lubricants	252T	
e)	Organic laboratory chemicals	263A	
4. South Huron District High School			
a)	Inorganic laboratory chemicals	148A	ON0098901
b)	Petroleum distillates	213I	
c)	Heavy fuels	222L	
d)	Waste oil & lubricants	252T	
e)	Organic laboratory chemicals	263A	
f)	Halogenated solvents	241H	
5. Listowel District Secondary School			
a)	Waste oils and lubricants	252L	ON0098908
b)	Petroleum distillates	213I	
c)	Inorganic laboratory chemicals	148A	
d)	Organic laboratory chemicals	263A	
6. Mitchell District High School			
a)	Waste oils and lubricants	252L	ON0098907
b)	Petroleum distillates	213I	
c)	Inorganic laboratory chemicals	148A	
d)	Organic laboratory chemicals	263A	

7. **St. Mary's Collegiate and Vocational Institute**
- a) Waste oils and lubricants 252L ON0098906
 - b) Petroleum distillates 213I
 - c) Inorganic laboratory chemicals 148A
 - d) Organic laboratory chemicals 263A
8. **Stratford Northwestern Secondary School**
- a) Inorganic laboratory chemicals 148A ON0098910
 - b) Petroleum distillates 213I
 - c) PCBs 243D
 - d) Organic laboratory chemicals 263A
 - e) Waste oils and lubricants 252L
9. **Stratford Central Secondary School**
- a) Inorganic laboratory chemicals 148A ON0098909
 - b) Organic laboratory chemicals 263A