
Heritage College Administrative Procedure # 9 Relating to Safe Disposal/Recycling of Hazardous Waste

Subject: Procedures relating to Safe Disposal/Recycling of Hazardous Waste

Administrator: Director of Building Services

**Issuing
Service:** Building Services

**Coming
into Force:** December 5, 2000

Revised: N/A

Purpose

The purpose of this document is to establish guidelines for the disposal and/or recycling of hazardous materials (ex. chemicals, oil, lead acid batteries, special light bulbs, gasoline and PCBs) to ensure the protection of staff, students and the environment.

Application

These procedures are to apply to all employees at Heritage College.

Procedures

1) Disposal of Chemicals and Products

Items that should **NOT** be placed in the regular garbage or sewer system include but are not limited to:

- chemicals (including science chemicals, photographic chemical waste and cleaning products) unless there is a mixing tank;
- paint and thinners.

Specifications for storage, handling and disposal of the following items are detailed in the attachments 1 through 5 which are designed to function as stand-alone reference sheets:

- oil;
- lead acid batteries;
- special light bulbs;
- gasoline; and
- PCB - containing lamp ballasts.

If there are any questions as to what may or may not be placed in the regular garbage, contact Building Services

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2) Storage of Chemicals and Products

Chemicals, **cleaning products and paints** are to be stored in boxes that are not too heavy to lift, in a safe place and labelled for disposal. Periodically during the year, Building Services will organize a pick-up of these items and will remove them from the College for proper disposal as per the *Environmental Protection Act*.

3) Photographic Chemical Waste

Five-gallon plastic containers are available through Building Services. These containers will be picked up at the same time as other chemicals and paints as per item 2 above.

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Roles and Responsibilities

Building Services, Chemistry Technician and the Health and Safety Committee

Revision

These procedures will be reviewed when deemed necessary.

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Related Documents¹

This document is to be used in conjunction with:

- *Attachment #1: Storage, Handling and Waste Management of Oil*
- *Attachment # 2: Storage, Handling and Waste Management of Lead Acid Batteries*
- *Attachment # 3: Storage, Handling and Waste Management of Special Light Bulbs*
- *Attachment # 4: Storage, Handling and Waste Management of Gasoline*
- *Attachment # 5: Handling and Disposal of PCB-Filled Fluorescent Lamp Ballasts*
- *Table # 1: Identification of Fluorescent Lamp Ballasts that Contain PCBs*
- *Table # 2: Diagram*

¹ Copies of these documents are available from Building Services.