
WASTE DISPOSAL PROCESS

Hazardous waste disposal is legislated under the Environmental Protection Act, Regulation 347. It is an offence to store, process, dispose or transport hazardous waste. Consequently, each generator of hazardous waste is registered through the Ministry of the Environment and is assigned a waste generator number. This system provides a means to monitor the hazardous waste from the point of generation to the ultimate disposal. The monitoring is completed through the use of a manifest form requires the accountability of the generator, the carrier and the receiver. Each school that generates hazardous waste must have a designated hazardous waste contact person who must:

- Know where all waste materials are stored and check to make sure they are ready for pickup.
- Be available on the day of the pick-up to meet the Waste Carrier and direct them to where the waste materials are being stored.

To ensure that no waste materials are missed the following steps should be followed:

1. **Ask the Science, Art and Technology Department Heads to review the chemicals stored in science, art and technology areas.** Waste materials and any chemicals which are no longer needed to complete the curriculum program should be included. The list of chemicals that are approved, restricted or banned from use can be found at [:http://inet.peelschools.org/departments/humres/ehs/ops/policies/documents/PDSBScienceChemicalList.pdf](http://inet.peelschools.org/departments/humres/ehs/ops/policies/documents/PDSBScienceChemicalList.pdf). All program areas should check this list to make sure that they are not using these chemicals. Should any of these materials be found, please include them on the Hazardous Waste Form for disposal. There is a spot on the form to request new 5 gallon waste containers for waste collection.
2. **Schools with a Photography program:** Photography wastes are not included in the annual pickup. However, if your school runs a photography program and you anticipate that a waste pickup will be required, you must notify Health, Wellness and Safety to ensure that your school is registered with the Ministry of the Environment. New collection containers and the disposal of photography wastes are arranged through Maratek Environmental (1-800-667-6272) on an “as needed” basis by the school.
3. **Ask Building Lead Hand or Head Custodian to review the chemicals in their areas:** Old batteries and WHMIS-controlled cleaning products which are no longer used or needed should be included for pickup. Empty paint cans or ones with dried paint in the bottom can be disposed by placing a Maintenance Work Order, asking for the Preventive Maintenance Mechanic to pick up the cans. The PM Mechanic will transport the cans to the North Field Office from where they are disposed by the Waste Carrier.
4. **To be included in the June pickup, fill in the Hazardous Waste Inventory Form by April 15.** The form can be found at: <http://inet.peelschools.org/departments/humres/forms/hazwaste.asp>. By clicking "Submit" at the bottom of the form it will automatically be sent via email.
5. **Waste pick-up will be scheduled in June and notification will be provided to each contact person.**

