

Title: Hazardous Waste Disposal

Adopted: April 20, 1993

Effective: April 20, 1993

Amended/Reviewed: June 2, 2026

This procedure must be interpreted, applied, and implemented in ways that uphold Indigenous and human rights and responsibilities, promote accessibility, and prevent and address (and do not reinforce) discrimination/discriminatory barriers.

1.0 RATIONALE

This Procedure provides a transparent process for the safe disposal of hazardous waste in compliance with applicable legislation.

This procedure outlines the responsibilities of Durham District School Board (DDSB) generators of hazardous waste registered with the Ministry of the Environment, Conservation and Parks (MECP).

This Procedure complies with applicable Legislation including:
Ontario Regulation 347: General - Waste Management

2.0 DEFINITIONS

2.1 Hazardous Waste: Waste that, when present in quantities and concentrations that are high enough, pose a threat to human health or the environment if they are improperly stored, transported, treated or disposed. In a school Board setting, this may include waste generated through school educational programs such as science chemicals, art, and tech shop waste as well as Facilities Services waste. For additional information, refer to Appendix A: Designated Disposal List – Common School Generated Waste Examples.

2.2 Waste Generator: In Ontario, a generator is defined as the operator of a waste generation facility. This includes the original generator of the waste, as well as all subsequent generators that are involved in the chain of custody of the waste. When applicable, individual schools are registered as generators of hazardous waste.

3.0 RESPONSIBILITY**3.1 Health and Safety**

The Health and Safety Department will maintain registration with the Ministry of the Environment, Conservation and Parks (MECP) a list of all DDSB waste generators through the Resource Productivity & Recovery Authority-Hazardous Waste Program

Registry (RPRA-HWP). Each generator number is specific and cannot be used by any other location.

The Health and Safety Department will coordinate and fund twice annually (January and June) a scheduled hazardous waste disposal for all registered generators throughout the DDSB.

The Health and Safety Department will maintain all manifest documentation related to the pick-up of hazardous waste throughout the DDSB.

In the event of an emergency spill involving hazardous waste, the Health and Safety Department will provide aid to resolve the issue.

3.2 School Administrator / Supervisor

Upon receipt of the Hazardous Waste Disposal Request Form from the Health and Safety Department, the Administrator/Facilities Supervisor will review the form with the applicable Curriculum Leads/staff and return the completed form to the Health and Safety Department within the specified time.

3.3 Curriculum Lead

The Curriculum Lead is responsible for completing the hazardous waste disposal request form for their applicable subject area.

3.4 Lead Custodian

The Lead Custodian is responsible for completing the hazardous waste disposal request form for the hazardous waste generated under their custodial responsibilities.

3.5 Purchasing

Upon receipt of the consolidated requests from the Health and Safety Department, the Purchasing Department will procure a Board-wide pick up of hazardous waste via a Ministry of the Environment, Conservation and Parks (MECP) approved waste carrier/provider.

4.0 APPLICATION AND SCOPE

This procedure applies to all DDSB generators of hazardous waste registered with the Ministry of the Environment, Conservation and Parks (MECP). This procedure does not apply to materials that can be recycled or disposed of through general waste. Refer to Appendix A: Designated Disposal List – Common School Generated Waste Examples for guidance.

5.0 PROCEDURES

5.1 Coordination of Hazardous Waste Pick-up

Twice a year, the Hazardous Waste Disposal Request form will be forwarded to Administrators with the required submission deadline for the completed form.

5.2 Completion of Hazardous Waste Disposal Request Form

Administrator/Supervisor will forward the form to the applicable Curriculum Leads/staff to itemize and list all waste products. The Administrator will review the completed form and submit the Request Form(s) to the Health and Safety Department within the specified timeframe.

5.3 Completed Hazardous Waste Summary

Upon receipt of the completed forms, Health and Safety will consolidate all submissions and forward them to the approved waste carrier/provider.

5.4 Confirmation of pick-up date

Health and Safety will notify Administrators/Supervisors, Lead Custodians and Curriculum Leads of the scheduled pick-up date. Waste must remain in a secure location until that date. Principal/Supervisor or Lead Custodian will ensure that the waste is available at the central designated pick-up location (e.g. loading dock) on the scheduled date.

5.5 Records Management

All records related to hazardous waste activities shall be managed by Health and Safety in accordance with the Board's Records and Information Management (RIM) Procedure and the Records Retention and Classification Schedule (RRCS).

6.0 REFERENCE DOCUMENTS

Ontario Regulation 347: General - Waste Management