

Hazardous Waste

Section: Administration
Topic: Disposal of Hazardous Waste
Effective: 26 November 1990

Policy Information	
Policy No:	AD-FA-3.05
Approved by:	Executive Management
Approval Date:	November 26, 1990
Amendment Date:	May 1, 2006
Executive Responsible:	VP Finance
Administrator Responsible:	Purchasing Manager
Date of Last Review:	

POLICY:

The College of New Caledonia is committed to providing a safe and healthy environment for its employees and students. College staff must reduce their consumption of hazardous substances and use non hazardous material whenever possible.

PROCEDURE:

1. Disposal Procedures

Disposal of hazardous waste is coordinated by the Purchasing Manager, usually on a yearly basis in late spring/summer.

An inventory list of hazardous waste should be submitted to the Purchasing Manager by the end user department. Information required to be listed is as follows:

- (a) Chemical Name and content
- (b) Amount/volume of waste
- (c) Type of container the waste is packaged in
- (d) If the container has a WHMIS label attached
- (e) If a MSDS sheet is available for the waste
- (f) Location of waste storage area

2. Volume of Waste

If the amount of waste is over 5 litres or 5 kilograms in quantity the College is required to submit a waste generator registration form. This requires much process work and is subject to more stringent regulations. We highly recommend that high use areas dispose of waste on a frequent basis.

3. Transportation

The Purchasing Manager will contract with a disposal company to dispose of the waste and provide manifests. Manifests will be kept in the Purchasing Dept. for all disposed waste.