
 <b>RED RIVER COLLEGE</b> OF APPLIED ARTS, SCIENCE AND TECHNOLOGY  <b>POLICIES &amp; PROCEDURES</b>	# Pages 3	Number 
	Originator: Environmental Health, Safety & Insurance Services Administrative Affairs  Approved by: President's Council	
TITLE:  <b>HAZARDOUS WASTE MANAGEMENT</b>	Effective Date  March 19, 2002	Replaces  April 1, 1993

## INTRODUCTION

Hazardous waste that is generated at Red River College has the potential to impact the health and safety of staff and students, College and adjacent property, and to degrade overall environmental quality if not properly managed and disposed. As such, hazardous waste management is an integral component of an overall environmental, health and safety management system and the College has adopted the “cradle to grave” responsibility concept.

### Definition

**Hazardous Waste** - refers to any waste, or combination of wastes, that because of their quantity, concentration, physical, chemical or infectious characteristics may cause or significantly contribute to an increase in serious irreversible, or incapacitating reversible illness or pose a substantial present or potential hazard to human health, safety, welfare or to the environment when improperly treated, stored, transported, used, disposed of, or otherwise managed. This also refers to all potentially hazardous materials, chemicals, or items considered to be of no practical use, or not used frequently enough to warrant storage and the risks and liabilities associated with such storage. This definition includes all controlled product that are intended SOLELY for disposal or recycling.

### POLICY

Red River College is committed to reducing the amounts and controlling the hazards of those wastes that are generated through College activities. Where hazardous waste generation is unavoidable, the College will ensure valid hazardous waste generator registration and harmonise disposal procedures with all legislative requirements.

### PROCEDURES

A flow chart reference guide has been included for all waste disposal routing including hazardous materials. Forms referenced in the following procedures are available from Environmental Health, Safety and Insurance Services.

1. Care will be taken to isolate and clearly identify hazardous and biohazardous wastes.
2. Hazardous wastes will be disposed of according to specific procedures and never left for custodial staff to dispose.
3. The Environmental Health, Safety and Insurance Services office will ensure that each hazardous waste type generated by the College is identified in the College's Hazardous Waste Generator Permit. The Manitoba Department of Conservation, as a method of identifying hazardous waste generators, requires this permit.

4. When processes require disposal of newly created hazardous waste types, the generating department will consult with the Environmental Health, Safety and Insurance Services office so that revisions to the Hazardous Waste Generator Permit may be made. Questions regarding the classification of any waste materials should also be referred to the Environmental Health, Safety and Insurance Services office.
5. Proper labelling and storage of hazardous waste per Workplace Hazardous Materials Information System (WHMIS-Manitoba Regulation 52/88) is the responsibility of the generating department. A proper collection container for each waste type is required. The container must be sealed with a removable top and clearly labelled.

**The label must:**

- identify the contents (the product identifier for each waste included)
- indicate "hazardous waste"
- indicate the physical state of the waste (e.g., liquid)
- provide information for the safe handling of the hazardous waste
- include a statement indicating where a Material Safety Data Sheet (MSDS) for each controlled product contained in the hazardous waste is available

There are several options available when labelling containers involving special circumstances - check with the Environmental Health, Safety and Insurance Services office.

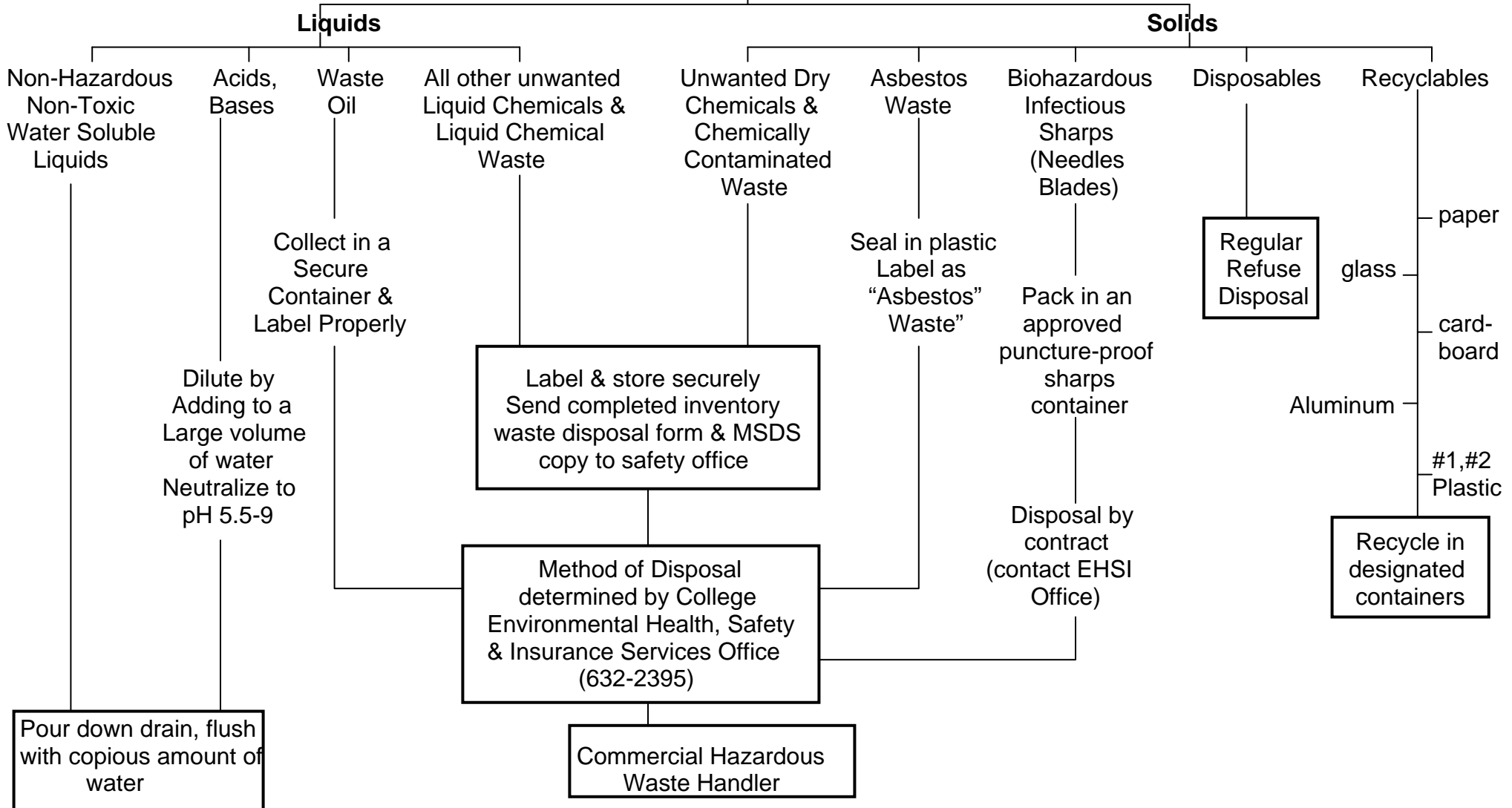
6. Before any hazardous wastes are removed, their containers are to be properly labelled and stored securely in the area where they were generated. An "Unwanted Chemical & Waste Disposal Form" should then be completed and forwarded, along with a copy of the appropriate MSDS, to the Environmental Health, Safety and Insurance Services office. This form is available on Outlook/Public Folders/Health & Safety. On this form, the generating department of the waste is required to identify all components that make up the waste including any known contaminants. This is necessary for the tendering of disposal contracts to licensed hazardous waste disposal companies. Failure to accurately identify waste increases the costs of disposal and College liability.
7. The Environmental Health, Safety and Insurance Services office will arrange for the appropriate disposal and legal compliance for all hazardous materials.
8. The disposal of biohazardous sharps is governed by City of Winnipeg By-Law #6001/92. The Environmental Health, Safety and Insurance Services office coordinates the proper treatment and disposal of this waste type in compliance with this by-law.
9. Staff members who are involved with shipping and/or receiving hazardous materials are required to have valid certification and training as regulated in Transportation of Dangerous Goods (TDG) legislation.
10. The Environmental Health, Safety and Insurance Services office is legally responsible for retaining all hazardous waste manifests for the legally required two-year period. All such manifests must be forwarded to this department.
11. All questions should be referred to the Environmental, Health, Safety and Insurance Services office.

**POLICY REVIEW**

Due to the range of jurisdictional control regarding waste disposal, policy review and procedural changes will occur as required by legislation.

## UNWANTED CHEMICAL AND WASTE DISPOSAL GUIDE

### WASTE MATERIAL



Potentially hazardous waste is **not** to be left for RRC custodial staff.

Potentially Infectious or Biohazardous materials: Disposal arranged through College EHSI Office.

Sharp objects must be packed separately and clearly marked. Animal carcasses, fresh & preserved, disposal arranged through EHSI Office.

Do Not move hazardous wastes or unwanted chemicals until instructed by the College EHSI Office.

**The above chart is a guide. For more information contact the College Environmental Health Safety & Insurance Services.  
Telephone 632-2395**