SUBJECT: HAZARDOUS WASTE IDENTIFICATION & REPORTING

1. *Purpose*

Reporting procedures are essential to ensure that hazardous wastes are disposed of in a responsible manner. It is important that hazardous wastes do not end up in sewers or municipal landfills which are not equipped to handle them. Hazardous wastes can cause long term environmental effects such as contaminated surface and ground water. They can also result in potential hazards for students, employees, and municipal workers.

Harmonization of our internal disposal procedures with federal, provincial and municipal laws will also minimize the University's financial risk and liability. .

1.1 Hazardous Wastes Definition

Hazardous wastes are defined as those which are outlined in British Columbia's *Special Waste Regulation* under the *Waste Management Act*. Generally, these are materials which are regulated under the federal *Transport of Dangerous Goods Act* or other dilute wastes containing these materials. Examples of hazardous wastes generated on campus include, but are not limited to, surplus chemicals, waste oils, laboratory process wastes, paint wastes, spent solvents, refrigerants, printing and photographic process wastes, sharps (which have been in contact with human or animal tissue, blood, excretions or secretions), preserved animal and human tissue, (see *Management of Wastes from Gross Anatomy Laboratory and Anatomy – Teaching Related Facilities* policy) animal and plant preservative solutions, biomedical waste, and batteries.

1.2 Identifying Hazardous Wastes

The onus is on individuals and departments to determine whether or not they are producing chemical or bio hazardous wastes. This can be accomplished by analyzing waste streams, referring to Material Safety Data Sheets (MSDSs) or contacting the UNBC Dispensing Chemist and the Risk & Safety Office for recommendations or advice.

1.3 Reporting Hazardous Wastes

All hazardous waste must be properly labelled, packaged and stored for the Dispensing Chemist who will prepare a reporting document.

Laboratory waste shall be delivered to Chemstores for disposal.

1.4 Labelling of Hazardous Wastes

An identity label shall be used to identify hazardous waste in a container. The label is used to communicate "at a glance" hazard and precautionary information. When hazardous wastes are combined, a tag shall be used to identify each component of the hazardous waste mixture. Chemicals will be recorded using the proper chemical name. Abbreviations are not an option.

1.5 *Storage of Hazardous Wastes*

Proper waste containers are available through Chemstores. Other waste containers must be approved by the Dispensing Chemist prior to use.

2. *Scope*

This policy applies to all employees, contractors, and students generating waste that may be deemed as hazardous. This includes UNBC campus and field sites.

3. *Authority*

3.1 Responsibility for Hazardous Waste Identification, Reporting, and Disposal

3.1.1 The UNBC Risk & Safety Office is responsible for:

-
- coordination of education or training in hazardous waste processes and procedures;
- in conjunction with the Director, Purchasing Contract & Risk Management , approve through inspections responsible hazardous waste contractors on the basis of a review of their process and experience (when practicable);
- in conjunction with the Director, Purchasing Contract & Risk Management Department , approve hazardous waste containers;
- recommending practices to demonstrate diligence in complying with federal, provincial, or municipal laws or regulations; and
- advising on the need for licenses, permits, and certificates relating to hazardous waste operations and how they apply.

3.1.2 The Risk & Safety Manager in consultation with the Dispensing Chemist is responsible for:

- providing advice, recommendation or assistance in the identification, segregation and storage of hazardous wastes and means to minimize quantities guaranteed;
- coordinating the disposal reuse, recycling and recovery of hazardous wastes (or materials with no foreseeable use) generation on campus; and
- reporting hazardous wastes generated by the University to the Ministry of Environment and other regulator agencies, as required.

3.1.3 Departments, Colleges Programs, Researchers and Contractors are responsible for:

- delivery of properly identified and labelled hazardous wastes to Dispensing Chemist;
- ensuring hazardous wastes generated as the result of operations, processes, teaching or research are properly identified and labelled;
- ensuring that hazardous wastes or hazardous waste mixtures are properly labelled;
- ensuring hazardous wastes are properly reported;
- requisitioning, in consultation with the UNBC Risk & Safety Office, appropriate containers for bulk hazardous wastes;
- ensuring employees and students are educated and trained in the handling, storage, and labelling of hazardous wastes;
- reviewing and employing methods or practices, when practicable, to reduce or eliminate the generation of hazardous wastes;
- unidentified or unlabelled chemicals will not be accepted for disposal;
- the costs incurred in the identification of unlabelled waste, and
- biological and biohazardous waste must be properly treated before disposed.

3.1.4 Director, Purchasing Contract & Risk Management is responsible for:

- procuring hazardous waste services and bulk waste containers approved by the UNBC Dispensing Chemist and the Risk & Safety Office.

3.1.5 Employees and students are responsible for:

- ensuring hazardous wastes generated as the result of operations, processes, teaching or research are properly identified;
- insuring that hazardous wastes or hazardous waste mixtures are properly labelled;
- ensuring hazardous wastes are properly reported;
- ensuring employees and students under their supervision are educated and trained in the handling, storage, and labelling of hazardous wastes; and
- reviewing and employing methods or practices, when practicable, to reduce or eliminate the generation of hazardous wastes.
- participating in education and training regarding the handling, storage, and labelling of hazardous wastes; and
- reporting any spills or incidences to security.

3.1.6 The Dispensing Chemist (Prince George campus) is responsible for:

- the provision of containers for bulk hazardous wastes for laboratories supplied or specified by the UNBC Risk & Safety Office;
- ensuring hazardous wastes generated in the University buildings are frequently collected and safely stored (Radioactive waste storage) and disposal shall be carried out under the direction of the Radiation Safety Officer in consultation with the UNBC Risk & Safety Office;
- routinely reporting the quantity, types, and sources of hazardous wastes generated in the buildings to the UNBC Risk & Safety Office; and
- annual chemical inventory.

3.1.7 Non Hazardous Waste

- Empty containers should be properly cleaned and the labels defaced before disposed in the proper receptacle.
- Non hazardous waste including properly sterilized or disinfected biohazardous waste may be disposed of in the regular waste stream.