

SOLID WASTE MANAGEMENT

POLICY

PREAMBLE

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PREAMBLE

Halifax Regional School Board is committed to practicing responsible and sustainable management of solid waste materials thus reducing the Board's impact on the environment.

1.0 POLICY FRAMEWORK

- 1.1 HRSB solid waste management complies with the following:
 - 1.1.1 Province of Nova Scotia *Solid Waste-Resource Management Regulations* made under section 102 of the *Environment Act*;
 - 1.1.2 Halifax Regional Municipality *Solid Waste Resource Collection and Disposal By-Law S-600*.

2.0 PRINCIPLES

- 2.1 The Halifax Regional School Board will practice responsible and sustainable management of solid waste materials in all schools and offices.
- 2.2 The Halifax Regional School Board is committed to instilling the principles, practices and culture of environmental stewardship into all aspects of school life.

3.0 AUTHORIZATION

- 3.1 The Superintendent is authorized to issue procedures in support of this policy.

SOLID WASTE MANAGEMENT

PROCEDURES

1.0 RESPONSIBILITIES

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A. Definitions

1.0 RESPONSIBILITIES

1.1 Superintendent is responsible for:

- 1.1.1 Ensuring that this policy and stated procedures are fully implemented and periodically reviewed by Operations Services to ensure compliance with provincial and municipal regulations.

1.2 Director, Operations Services is responsible for:

- 1.2.1 Overseeing implementation of this policy;
- 1.2.2 Updating the policy and procedures as required;
- 1.2.3 Ensuring that employees receive professional development to assist them with implementation of this policy;
- 1.2.4 Monitoring compliance with this policy and working with Directors to address cases where a board employee violates this policy.

1.3 Operations Services staff is responsible for:

- 1.3.1 Managing tendered service agreements for the collection of solid waste from all Halifax Regional School Board schools and office buildings for transport to approved solid waste management sites;
- 1.3.2 Providing approved containers for placement within the schools and office buildings to accommodate four stream source separation of solid waste;
- 1.3.3 Providing approved signage for demarcation of four stream separation containers;
- 1.3.4 Promoting environmental stewardship to all department employees through ongoing professional development;

- 1.3.5 Managing regulated and hazardous waste products resulting from maintenance and renovation procedures including but not limited to asbestos, lead, batteries, PCBs, etc.;
 - 1.3.6 Liaising with Halifax Regional Municipality Solid Waste Resources division to review compliance inspection results;
 - 1.3.7 Reviewing summary offence tickets and payment of fines resulting from Operations Services non-compliance;
 - 1.3.8 Providing in-house solid waste retrieval and transportation to appropriate authorized depots for specific school requests. This does not include hazardous waste;
 - 1.3.9 Ensuring appropriate separation of construction and demolition waste resulting from Operations Services maintenance and repair activities.
- 1.4 Regulatory Manager is responsible for:
- 1.4.1 Ensuring provision of technical support to schools regarding compliance requirements;
 - 1.4.2 Ensuring collaboration with Halifax Regional Municipality solid waste resources personnel to provide compliance inspection services to schools.
- 1.5 Financial Services staff is responsible for:
- 1.5.1 Procuring service agreements through a tender process for the collection of source separated solid waste from all board schools and office buildings for transport to Halifax Regional Municipality approved solid waste management sites;
 - 1.5.2 Procuring service agreements through a tender process for the collection of chemical and hazardous waste from all Halifax Regional School Board schools and office buildings for transport to approved chemical and hazardous waste processing sites;
 - 1.5.3 Promoting environmental stewardship to all suppliers by securing contracts for products that support sustainable practices, where fiscally practicable;
 - 1.5.4 Distributing material lists to schools for possible reclamation of school identified surplus materials.

- 1.6 Principals and Managers are responsible for:
 - 1.6.1 Promoting four stream source separation within the schools and office buildings;
 - 1.6.2 Distributing and ensuring demarcation of interior waste separation containers within schools so that they are accessible to all occupants in areas of waste generation in schools and office buildings;
 - 1.6.3 Reporting any other suspected presence of hazardous materials to the Operations Services emergency line at 493-5100;
 - 1.6.4 Collaborating with Halifax Regional Municipality Solid Waste Resource Compliance inspectors for performance of site inspections;
 - 1.6.5 Paying summary offence ticket fines resulting from administrative non-compliance;
 - 1.6.6 Submitting a list of inventory furniture, appliances and other items that are deemed surplus to the Purchasing Division as noted in the *HRSB Purchasing Policy & Handbook*;
 - 1.6.7 Reporting obsolete technology products to the School Technology Helpdesk for pick up and processing;
 - 1.6.8 Placing a work order through to Operations Services for disposal of white goods (appliances).
- 1.7 Operations Supervisors are responsible for:
 - 1.7.1 Performing assessment of solid waste management component of building operations as part of their regular site inspections;
 - 1.7.2 Providing instructional support and guidance to caretaker(s) and custodian(s) on responsibilities for managing solid waste;
 - 1.7.3 Providing support to principals and office managers regarding implementation of waste collection procedures;
 - 1.7.4 Liaising with contracted solid waste haulers regarding school service delivery concerns.
- 1.8 Caretakers are responsible for:
 - 1.8.1 Promoting four stream waste separation by school occupants;

- 1.8.2 Inspecting exterior waste collection bins regularly and reporting deficiencies to the supervisor and contracted solid waste hauler;
 - 1.8.3 Ensuring that exterior waste collection bins are locked when not in use;
 - 1.8.4 Ensuring clear access and inspecting interior and exterior solid waste containers regularly and ensuring that they are maintained in a clean, accessible condition;
 - 1.8.5 Removing solid waste materials from interior and exterior waste containers and ensuring they are placed into the appropriate commercial collection bin daily;
 - 1.8.6 Ensuring the appropriate inventory of waste container liner bags is maintained at the school;
 - 1.8.7 Cleaning up debris from the school grounds on a daily basis and depositing into the appropriate waste containers.
- 1.9 Technology Services staff is responsible for:
- 1.9.1 Coordinating transportation of electronic waste products from schools to authorized Atlantic Canada Electronics Stewardship (ACES) drop-off centers for recycling and/or disposal.
- 1.10 Cafeteria operators are responsible for:
- 1.10.1 Separating organics, fibre and blue bag recyclables and mixed waste generated from cafeteria kitchen food production and operation into approved containers;
 - 1.10.2 Placing kitchen organics waste into the exterior organics bin daily.
- 1.11 Contracted waste haulers are responsible for:
- 1.11.1 Providing services as described in the Halifax Regional School Board tendered contract for waste collection;
 - 1.11.2 Responding to concerns from schools and Operations Services regarding performance of waste collection services.
- 1.12 Teachers are responsible for:
- 1.12.1 Promoting four stream source separation within their classrooms;

1.12.2 Managing hazardous waste generated by delivery of programs such as chemistry, biology, auto mechanics, etc. (e.g., batteries).

2.0 WASTE STREAMS

2.1 The four stream waste separation program is dependent on source separation of generated waste. This means that all building occupants are required to separate their waste and deposit it into the appropriate waste containers designated for one of the following categories of collectible waste: blue bag recyclables, fibre recyclables, organics and mixed waste.

2.1.1 Interior containers shall be color coded and marked with approved labels to indicate the type of waste acceptable for deposit as per the table below:

Waste Stream	Container Colors	Container Location	Signage/Text for Labeling	Container Liner
Blue Bag Recyclables	Blue	All four types of containers are required in lunchrooms, kitchens and areas generating 4 streams of waste. Offices and individual work stations require waste & paper recycling.	Recyclables	Clear Bags
Paper	Blue		Paper	Clear Bags
Organics	Green		Organics	Clear Bags
Garbage	Black/Gray		Garbage	Black or Clear Bags

2.1.1 Blue bag recyclables includes:

- 2.1.1.1 Glass/aluminum containers;
- 2.1.1.2 Steel/tin cans;
- 2.1.1.3 Plastic bags;
- 2.1.1.4 Pallet and shrink wrap;
- 2.1.1.5 Plastic containers with a PET #1 and HDPE #2 symbol on the containers;
- 2.1.1.6 Beverage containers;
- 2.1.1.7 Milk containers;
- 2.1.1.8 Juice cartons, tetra packs and mini-sip containers.

2.1.2 Fibre recyclables includes:

- 2.1.2.1 Newspaper;
- 2.1.2.2 Office paper;
- 2.1.2.3 Shredded paper;

- 2.1.2.4 Flyers;
- 2.1.2.5 Telephone books;
- 2.1.2.6 Catalogues,
- 2.1.2.7 Books with hardcover removed;
- 2.1.2.8 Paper egg cartons.

- 2.1.3 Organics includes:
 - 2.1.3.1 Food waste;
 - 2.1.3.2 Boxboard;
 - 2.1.3.3 Leaf and yard materials,
 - 2.1.3.4 Branches and brush;
 - 2.1.3.5 Saw dust.

- 2.1.4 Mixed Waste includes all collectible waste other than that which is collected as recyclable materials or organic materials including:
 - 2.1.4.1 Broken bottles, crockery and glassware;
 - 2.1.4.2 Floor sweepings
 - 2.1.4.3 Discarded clothing and furnishings
 - 2.1.4.4 Non-recyclable plastic and metal
 - 2.1.4.5 Non-recyclable packaging;
 - 2.1.4.6 Non-repairable household goods and other household waste;
 - 2.1.4.7 Glass that is tightly wrapped in cardboard or other suitable material which is clearly marked to prevent injury to collection personnel;
 - 2.1.4.8 Bulky items and white goods;
 - 2.1.4.9 Ashes and soot that is completely cold placed in plastic disposable watertight bags securely tied and marked “ashes” or “soot”;
 - 2.1.4.10 Other items not specifically designated as mixed waste except as excluded in this policy.

- 2.15 Electronic waste (e-waste) is collected and recycled through Technology Services and includes:
 - 2.15.1 Desktop computers and peripherals;
 - 2.15.2 Laptops;
 - 2.15.3 Printers;
 - 2.15.4 Monitors.Effective February 1, 2009:
 - 2.15.5 Computer scanners;
 - 2.15.6 Telephones;
 - 2.15.7 Fax machines;
 - 2.15.8 Cell phones and other wireless devices;
 - 2.15.9 Audio and video playback and recording systems. (e.g., VCRs, DVD players).

2.16 Hazardous waste includes:

- 2.16.1 PCBs;
- 2.16.2 Lead;
- 2.16.3 Asbestos;
- 2.16.4 Chemical (e.g., chem. labs) and biological waste (e.g., sharps);
- 2.16.5 Batteries (e.g., alkaline, lead and acid).

Appendix A

Definitions

Asbestos means strong, durable and non-combustible minerals which were used in construction materials used up to early 1980's including floor tiles, pipe insulation, plaster, roofing materials, and ceiling tiles.

Blue bag recyclables means glass bottles and jars, aluminum, steel and tin cans, high density polyethylene, low density polyethylene, and polyethylene terephthalate plastic bottles, containers and bags, milk and juice cartons, tetra packs and mini-sip containers.

Boxboard means cereal, shoe, tissue, detergent, cracker, cookie, baking product and frozen food boxes, toilet paper rolls and paper towel rolls or other similar items.

Collectible waste means material originating from eligible premises and placed by the owner or occupant for collection by a collection contractor and includes, without limitation, mixed waste, recyclable materials, and organic materials.

Construction and demolition waste means material generated as a result of construction, demolition, or renovation activities and includes but is not limited to polystyrene or fibreglass insulation, pieces of gyprock and scrap wood.

Electronic waste means select electronic products that must be recycled at established drop-off centers. These products currently include desktop computers and peripherals, laptops, printers, monitors and televisions.

Fibre recyclables means mixed paper, corrugated cardboard, newsprint, magazines, catalogues, flyers, telephone and other soft cover books and egg cartons.

Food waste means fruit and vegetable peelings, table scraps, meat, poultry and fish, shellfish, dairy products, cooking oil, grease and fat, bread, grain, rice and pasta, bones, egg shells, coffee grounds and filters, tea leaves and bags or other similar items.

Organic materials means food waste, leaf and yard waste, boxboard, soiled and non-recyclable paper, branches and bushes, natural Christmas trees without decorations and stands and other material of plant or animal origin.

Polychlorinated Biphenyls (PCB) Polychlorinated biphenyls, known as chlorobiphenyls or PCBs means industrial chemicals which were used up to the late 1970s.

Recyclable material means fibre recyclables, blue bag recyclables and other materials of a recyclable nature.

Solid Waste Management means established procedures as stated in this policy for the separation, collection, recycling and/or disposal of solid waste materials, which includes organic, fiber & blue bag recyclable, electronic, hazardous and mixed waste.

Source separation means the separation of organics, recyclables and mixed waste at the source of generation. (i.e. classroom, cafeteria, kitchen, lunchroom, etc).

Surplus materials means furniture or appliances deemed as redundant to a specific school's needs which are in reasonable condition and available for re-use in another location

White goods means any large appliance including but not limited to refrigerators, freezers, air conditioners, water heaters, stoves, washers, and dryers (with the CFC refrigerants removed as required by applicable law).