



Hazardous Waste Disposal Form

F 7-11 B

Hazardous waste shall be disposed of at least every three years. Notify the Director of Facilities.

School/Site:
School/Site Contact:
School/Site Contact Phone Number:
Principal/Supervisor Contact:
Date Submitted:
Pick up Location (e.g. custodial utility room, science prep room, etc.):

Pure Chemical, Chemical Mixture or Product Name (name should match label on container)	Physical State: Solid (S) Liquid (L) Gas (G)	# of Containers or Packages	Approx. Mass or Volume (Kg or L)
Approximate total Gross Mass (KG):			

Staff Member Signature: _____

Principal Signature: _____

Protocol for Hazardous Waste Disposal

- Contact the Director of Facilities at least two months in advance to arrange for pick up of hazardous waste.
- Schools/sites shall collect and document hazardous waste for disposal. All containers should be labelled before pick-up is arranged.
- A copy of the completed Hazardous Waste Disposal Form must be submitted to the Director of Facilities.
- All hazardous wastes that require disposal must be documented on the Hazardous Waste Disposal Inventory Form. Typical types of hazardous waste include science and CTS program chemical, paints, batteries, and LCD projector bulbs.
- All hazardous waste will be picked up at the school location by a Hazardous Waste pickup company that will segregate and remove all identified waste. A Bill of Lading and Waste Movement document will be completed and must be sent to the Director of Facilities for file retention.

Packing Instructions

- Where possible, wastes should be kept in original containers.
- Name of chemical substance must be clearly and legibly identified with all the chemical constituents listed (no generic names, formulae, structures, or abbreviations).¹ For general waste collection containers (i.e. mixed solvents) place a label on the container and list each substance added to the container. Include quantity (weight or volume of each component in metric units) on the form.
- Group individual containers together by compatibility (e.g. corrosive liquids, flammable liquids, organic; inorganic waste; toxic solids etc.). Transfer containers to a secure storage location to await disposal, if it is safe to do so.
- All waste must be packaged in leak proof containers that will not react with its contents and securely sealed with a screw top or sealed lids to prevent accidental release. Each individual packages/containers or means of containment must not exceed 30 kg in weight.
- Containers must be free of external contamination and should be suitably sized for the material stored.
- Leaking containers must be placed in secondary containers that are chemically compatible.
- Do not overfill containers and leave approximately 10% air space.
- Preparation of a shipping document or bill of lading is NOT required as long as the shipment is kept under 150 kg gross mass.²

Resources:

[Safety in the Science Classroom Refer to Chapter 9 for TDG Hazard Classes](https://education.alberta.ca/media/371212/safety-science-classroom.pdf)
(<https://education.alberta.ca/media/371212/safety-science-classroom.pdf>)

[Dangerous Goods Handling Information—Alberta Transportation](http://www.transportation.alberta.ca/519.htm) (<http://www.transportation.alberta.ca/519.htm>)

[TDG Act and Regulations](http://www.tc.gc.ca/eng/tdg/clear-menu-497.htm) (<http://www.tc.gc.ca/eng/tdg/clear-menu-497.htm>)

¹ Note: The following classes of dangerous goods cannot be transported under the 150 kg gross mass exemption. 1 Explosives; 2.1 Flammable gases (> 46 Litre Capacity); 2.3 Toxic gases; 4 Flammable Solids; 5.2 Organic Peroxides; 6.1 Toxic Substances; 6.2 Infectious substances; 7 Radioactive Materials. Please notify the Director of Facilities if you have any of these materials.

² With some exceptions, Parts 3 (Documentation), Part 4 (safety marks), Part 5 Means of Containment) Part 6 (Training) and Part 8 (Accidental Release Reporting) do not apply if the shipment transported is less than 150 kg gross mass.