

**TRI-COUNTY REGIONAL CENTRE FOR EDUCATION
POLICY and PROCEDURES**

Title	Effective Date	Revision Date	No. of Pages
No. 512 SOLID WASTE MANAGEMENT	April 5, 2011		5

It is the policy of the Tri-County Regional Centre for Education to practice responsible and sustainable management of solid waste thus reducing the Tri-County Regional Centre for Education's impact on the environment.

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1.0 RESPONSIBILITIES

1.1. Regional Executive Director of Education 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 Tri-County Regional Centre for Education 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 Tri-County Regional Centre for Education 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;

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- 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 Region 6 & 7 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 Ensuring appropriate separation of construction and demolition waste resulting from Operations Services maintenance and repair activities.
 - 1.3.9 Ensuring collaboration with Region 6 & 7 Solid Waste Resources personnel to provide compliance inspection services to schools.
- 1.4 Financial Services staff is responsible for:
- 1.4.1 Procuring service agreements through a tender process for the collection of source separated solid waste from all Tri-County Regional Centre for Education schools and office buildings for transport to approved solid waste management sites;
 - 1.4.2 Procuring service agreements through a tender process for the collection of chemical and hazardous waste from all Tri-County Regional Centre for Education schools and office buildings for transport to approved chemical and hazardous waste processing sites.
 - 1.4.3 Promoting environmental stewardship to all suppliers by securing contracts for products that support sustainable practices, where fiscally practicable;
 - 1.4.4 Distributing material lists to school for possible reclamation of school identified surplus materials.
- 1.5 Principals and Managers are responsible for:
- 1.5.1 Promoting four stream source separation within all Tri-County Regional Centre for Education Properties;
 - 1.5.2 Ensuring the distribution and demarcation of interior and exterior waste separation containers so that they are accessible to all occupants in areas of waste generation;

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- 1.5.3 Reporting any other suspected presence of hazardous materials to the Tri-County Regional Centre for Education Occupational Health & Safety Officer.
 - 1.5.4 Collaborating with Region 6 & 7 Solid Waste Resource Compliance inspectors for performance of site inspections;
 - 1.5.5 Paying summary offence ticket fines resulting from administrative noncompliance;
 - 1.5.6 Reporting obsolete technology products to the School Technology Helpdesk for pick up and processing;
 - 1.5.7 Placing a work order through to Operations Services for disposal of white goods (appliances).
- 1.6 Operations Supervisors are responsible for:
- 1.6.1 Performing assessment of solid waste management component of building operations as part of their regular site inspections;
 - 1.6.2 Providing instructional support and guidance to janitor(s) and custodian(s) on responsibilities for managing solid waste;
 - 1.6.3 Providing support to principals and office managers regarding implementation of waste collection procedures;
 - 1.6.4 Liaising with contracted solid waste haulers regarding school service delivery concerns.
- 1.7 Custodians/Janitors are responsible for:
- 1.7.1 Promoting four stream waste separation by school occupants;
 - 1.7.2 Inspecting exterior waste collection bins regularly and reporting deficiencies to the supervisor;
 - 1.7.3 Ensuring that exterior waste collection bins are locked when not in use;
 - 1.7.4 Ensuring clear access and inspecting interior and exterior solid waste containers regularly and ensuring that they are maintained in a clean, accessible condition;
 - 1.7.5 Ensuring the appropriate inventory of waste container liner bags is maintained at the school;
 - 1.7.6 Cleaning up debris from the school grounds on a daily basis and depositing into the appropriate waste containers.

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- 1.8 Technology Services staff is responsible for:
- 1.8.1 Coordinating transportation of electronic waste products from schools to authorized Atlantic Canada Electronics Stewardship (ACES) drop-off centers for recycling and/or disposal.
- 1.9 Cafeteria operators are responsible for:
- 1.9.1 Separating organics, paper and blue bag recyclables and mixed waste generated from cafeteria kitchen food production and operation into approved containers;
 - 1.9.2 Placing kitchen organics waste into the exterior organics bin daily.
- 1.10 Contracted waste haulers are responsible for:
- 1.10.1 Providing services as described in the Tri-County Regional Centre for Education tendered contract for waste collection;
 - 1.10.2 Responding to concerns from schools and Operations Services regarding performance of waste collection services.
 - 1.10.3 Reporting solid waste deficiencies to the principal.
- 1.11 Teachers are responsible for:
- 1.11.1 Promoting four stream source separation within their classrooms;
 - 1.11.2 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, paper recyclables, organics and garbage.
- 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:



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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 garbage & paper recycling.	Recyclables	Blue Bags
Paper	Blue		Paper	Blue Bags
Organics	Green		Organics	Compost or Paper Bags
Garbage	Black/Gray		Garbage	Clear Bags