



PERMANENT HOUSEHOLD HAZARDOUS WASTE DEPOT 2024 Annual Report

Overview

Oxford County opened the permanent Household Hazardous Waste (HHW) depot in January 2009. The depot is located at the Oxford County Waste Management Facility located at 384060 Salford Road in the Township of South-West Oxford. The Certificate of Approval (C of A) number is 6180-7AXSFH.

The permanent depot is owned and operated by Oxford County with transportation and disposal services contracted to GFL Environmental.

Operating hours for the depot during the 2024 calendar year were Monday to Friday 8:30 am to 4:30 pm and Saturday 8:00 am to 4:00 pm.

In total, the depot was open 300 days in 2024, serviced 5,522 residents, and received approximately 218 tonnes of hazardous waste, an increase of 28% from 2023.

The County is pleased to report that in the sixteen years of operation no complaints, operational concerns or adverse impact on the environment have been identified (Appendix C). The following provides updates on C of A requirements:

C of A Requirement:

“The results and an interpretive analysis of the results of all surface water, leachate and landfill gas monitoring, including an assessment of the need to amend the monitoring program.”

Report:

Refer to the Oxford County Waste Management Facility, Salford 2024 Operations and Monitoring Report, March 2025 prepared by WSP Canada Inc.

C of A Requirement:

“An assessment of the operation and performance of all engineered facilities, the need to amend the design or operation of the Site, and the adequacy of and need to implement the contingency plans.”

Report:

Refer to the Oxford County Waste Management Facility, Salford 2024 Operations and Monitoring Report, March 2025 prepared by WSP Canada Inc. for the assessment of the operation and performance of facilities and the land immediately surrounding the permanent Household Hazardous Waste (HHW) depot.

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WASTE MANAGEMENT
2024**

For the assessment of the operation and performance of the Household Hazardous Waste Depot, Waste Management staff complete Weekly Rounds, Preventative Maintenance Checks and, when needed, a Spill, Fire, Upsets, or Other Operational Problems Log. These three tracking systems allow the County to evaluate operations and performance on a regular basis.

No adverse operational and/or performance impacts were noted during the 2024 calendar year. Appendix A contains a summary of the Weekly Rounds Inspection logs along with the standard operating procedure. It was discovered that the Weekly Rounds Inspection logs were missing for three weeks in October. Appendix B contains a summary of the monthly Preventative Maintenance Checks. It was discovered that the Preventative Maintenance Checklist were only completed in February, April and May. Staff have been retrained on completing this checklist going forward. The original hard copies of these completed forms are available for viewing upon request. Appendix C contains a copy of the Spill, Fire, Upsets, or Other Operational Problems Log; none were reported during the 2024 calendar year.

C of A Requirement:

“A detailed monthly summary of the type and quantity of all incoming and outgoing wastes and the destination of all outgoing wastes.”

Report:

A detailed account of the type and quantity of all incoming waste on a monthly basis is included in Appendix D of this report. Also included in this Appendix is a copy of Oxford County’s standard operating procedure for completing the Daily Inventory Sheet, which is used to compile the monthly inventory.

A detailed account of the type and quantity of all outgoing waste on a monthly basis can be found in Appendix E of this report. The summary includes date of shipment, carrier and receiver numbers, waste class, shipping name, and volume of material.

C of A Requirement:

“A discussion of any operational problems encountered during the operation of the Site or during inspections, which could negatively affect the environment, and the corrective action taken.”

Report:

As indicated in the inspection reports found in Appendix A, no operational problems were encountered which negatively affected the environment or which would have required corrective action to be undertaken.

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C of A Requirement:

“A description of any operational changes made during the previous calendar year, which did not require an amendment to this Certificate.”

Report:

No operational changes were made to the depot in 2024.

C of A Requirement:

“A summary of any complaints received and the responses made.”

Report:

No complaints were received by Oxford County on the operation of the permanent Household Hazardous Waste depot during the 2024 calendar year.

In the event that a complaint is received regarding the operation of the permanent Household Hazardous Waste depot, a Complaint Log (see Appendix G) is to be completed.

C of A Requirement:

“Any changes to the Design and Operations Report and/or the Closure Plan that have been approved by the Director since the last Annual Report.”

Report:

No changes to report.

Appendix A – Weekly Rounds Inspections Summary

Weekly Environmental Rounds

Month	January																														
Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Off Site/Depot Perimeter Impacts Noticed:																															
Vermin		N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N
Vectors		N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N
Rodents		N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N
Odour		N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N
Dust		N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N
Litter		Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y
Spills		N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N
Leaks		N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N
Outdoor Storage:																															
Compressed cylinders stored in locked cage outside		Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y
Auto battery storage in good condition		Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y
Storage Facility:																															
Facility locked		Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y
Integrity of storage facility in good condition		Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y
General housekeeping Good/Fair/Poor		G	G	G	G	G		G	G	G	G	G	G		G	G	G	G	G	G		G	G	G	G	G	G		G	G	G
Waste placed in appropriate designated areas		Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y
Integrity of storage containers in good condition		Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y
Secondary Containment:																															
Condition of containment pad Good/Fair/Poor		G	G	G	G	G		G	G	G	G	G	G		G	G	G	G	G	G		G	G	G	G	G	G		G	G	G
Containment pad free of material		Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y
Facility Equipment:																															
Equipment in good working order		Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y
Equipment requiring maintenance		Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N
Spill clean up equipment inventory Good/Poor		Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		G	G	G	G	G	G		G	G	G	G	G	G		G	G	G
Shower/eye wash station operating properly (check weekly)		Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y
First aid kit fully stocked (check monthly)		Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y
Fire extinguishers in working order (checked monthly by another staff member)		Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y
Health and safety inspections, emergency lighting, etc. (Checked monthly by another staff member)		Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y
Inspector Initials		MF	JM	JM	JM	MF		MF	MF	ECW	ECW	ECW	ECW		JM	JM	JM	JM	MF	MF		JM	JM	JM	JM	JM	JM		MF	ECW	MF

Weekly Environmental Rounds

Month	February																											
Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
Off Site/Depot Perimeter Impacts Noticed:																												
Vermin	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N			N	N	N	N	N		N	N	N
Vectors	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N			N	N	N	N	N		N	N	N
Rodents	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N			N	N	N	N	N		N	N	N
Odour	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N			N	N	N	N	N		N	N	N
Dust	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N			N	N	N	N	N		N	N	N
Litter	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y			Y	Y	Y	Y	Y		Y	Y	Y
Spills	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N			N	N	N	N	N		N	N	N
Leaks	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N			N	N	N	N	N		N	N	N
Outdoor Storage:																												
Compressed cylinders stored in locked cage outside	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y			Y	Y	Y	Y	Y		Y	Y	Y
Auto battery storage in good condition	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y			Y	Y	Y	Y	Y		Y	Y	Y
Storage Facility:																												
Facility locked	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y			Y	Y	Y	Y	Y		Y	Y	Y
Integrity of storage facility in good condition	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y			Y	Y	Y	Y	Y		Y	Y	Y
General housekeeping Good/Fair/Poor	G	G	G		G	G	G	G	G	G		G	G	G	G	G	G			G	G	G	G	G		G	G	G
Waste placed in appropriate designated areas	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y			Y	Y	Y	Y	Y		Y	Y	Y
Integrity of storage containers in good condition	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y			Y	Y	Y	Y	Y		Y	Y	Y
Secondary Containment:																												
Condition of containment pad Good/Fair/Poor	G	G	G		G	G	G	G	G	G		G	G	G	G	G	G			G	G	G	G	G		G	G	G
Containment pad free of material	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y			Y	Y	Y	Y	Y		Y	Y	Y
Facility Equipment:																												
Equipment in good working order	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y			Y	Y	Y	Y	Y		Y	Y	Y
Equipment requiring maintenance	X	X	X		X	X	X	X	X	X		X	X	X	X	X	X			X	X	X	X	X		X	X	X
Spill clean up equipment inventory Good/Poor	G	G	G		G	G	G	G	G	G		G	G	G	G	G	G			G	G	G	G	G		G	G	G
Shower/eye wash station operating properly (check weekly)	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y			Y	Y	Y	Y	Y		Y	Y	Y
First aid kit fully stocked (check monthly)	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y			Y	Y	Y	Y	Y		Y	Y	Y
Fire extinguishers in working order (checked monthly by another staff member)	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y			Y	Y	Y	Y	Y		Y	Y	Y
Health and safety inspections, emergency lighting, etc. (Checked monthly by another staff member)	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y			Y	Y	Y	Y	Y		Y	Y	Y
Inspector Initials	ECW	ECW	MF		JM	JM	JM	JM	JM	ECW		JM	ECW	ECW	ECW	ECW	JM			JM	JM	JM	JM	JM		MF	ECW	MF

Month	March																														
Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Off Site/Depot Perimeter Impacts Noticed:																															
Vermin	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N		
Vectors	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N		
Rodents	N	N		N	N	N	N	N	N		Y	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N		
Odour	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N		
Dust	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N		
Litter	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y		
Spills	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N		
Leaks	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N		
Outdoor Storage:																															
Compressed cylinders stored in locked cage outside	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y		
Auto battery storage in good condition	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y		
Storage Facility:																															
Facility locked	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y		
Integrity of storage facility in good condition	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y		
General housekeeping Good/Fair/Poor	G	G		G	G	G	G	G	G		G	G	G	G	G	G		G	G	G	G	G	G		G	G	G	G	G		
Waste placed in appropriate designated areas	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y		
Integrity of storage containers in good condition	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y		
Secondary Containment:																															
Condition of containment pad Good/Fair/Poor	G	G		G	G	G	G	G	G		G	G	G	G	G	G		G	G	G	G	G	G		G	G	G	G	G		
Containment pad free of material	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y		
Facility Equipment:																															
Equipment in good working order	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y		
Equipment requiring maintenance	X	X		X	X	X	X	X	X		Y	Y	Y	X	X	X		X	X	X	X	X	X		X	X	X	X	X		
Spill clean up equipment inventory Good/Poor	G	G		G	G	G	G	G	G		G	G	G	G	G	G		G	G	G	G	G	G		G	G	G	G	G		
Shower/eye wash station operating properly (check weekly)	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y		
First aid kit fully stocked (check monthly)	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y		
Fire extinguishers in working order (checked monthly by another staff member)	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y		
Health and safety inspections, emergency lighting, etc. (Checked monthly by another staff member)	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y		
Inspector Initials	MF	MF		JM	JM	JM	JM	JM	ECW		ECW	ECW	ECW	MF	MF	MF		JM	JM	JM	JM	JM	JM		MF	ECW	ECW	ECW	MF		

Month	April																													
Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Off Site/Depot Perimeter Impacts Noticed:																														
Vermin	N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N
Vectors	N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N
Rodents	N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N
Odour	N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N
Dust	N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N
Litter	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y
Spills	N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N
Leaks	N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N
Outdoor Storage:																														
Compressed cylinders stored in locked cage outside	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y
Auto battery storage in good condition	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y
Storage Facility:																														
Facility locked	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y
Integrity of storage facility in good condition	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y
General housekeeping Good/Fair/Poor	G	G	G	G	G	G		G	G	G	G	G	G		G	G	G	G	G	G		G	G	G	G	G	G		G	G
Waste placed in appropriate designated areas	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y
Integrity of storage containers in good condition	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y
Secondary Containment:																														
Condition of containment pad Good/Fair/Poor	G	G	G	G	G	G		G	G	G	G	G	G		G	G	G	G	G	G		G	G	G	G	G	G		G	G
Containment pad free of material	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y
Facility Equipment:																														
Equipment in good working order	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y
Equipment requiring maintenance	N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N
Spill clean up equipment inventory Good/Poor	G	G	G	G	G	G		G	G	G	G	G	G		G	G	G	G	G	G		G	G	G	G	G	G		G	G
Shower/eye wash station operating properly (check weekly)	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y
First aid kit fully stocked (check monthly)	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y
Fire extinguishers in working order (checked monthly by another staff member)	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y
Health and safety inspections, emergency lighting, etc. (Checked monthly by another staff member)	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y
Inspector Initials	MF	ECW	ECW	ECE W	ECW	ECW		JM	JM	JM	JM	MF	MF		JM	JM	JM	JM	JM	JM		MF	ECW	ECW	ECW	ECW	MF		JM	JM

Month	May																														
Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Off Site/Depot Perimeter Impacts Noticed:																															
Vermin	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N			N	N	N	N	N		N	N	N	N	N
Vectors	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N			N	N	N	N	N		N	N	N	N	N
Rodents	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N			N	N	N	N	N		N	N	N	N	N
Odour	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N			N	N	N	N	N		N	N	N	N	N
Dust	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N			N	N	N	N	N		N	N	N	N	N
Litter	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y			Y	N	Y	Y	Y		Y	Y	Y	Y	Y
Spills	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N			N	N	N	N	N		N	N	N	N	N
Leaks	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N			N	N	N	N	N		N	N	N	N	N
Outdoor Storage:																															
Compressed cylinders stored in locked cage outside	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y			Y	Y	Y	Y	Y		Y	Y	Y	Y	Y
Auto battery storage in good condition	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y			Y	Y	Y	Y	Y		Y	Y	Y	Y	Y
Storage Facility:																															
Facility locked	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y			Y	Y	Y	Y	Y		Y	Y	Y	Y	Y
Integrity of storage facility in good condition	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y			Y	Y	Y	Y	Y		Y	Y	Y	Y	Y
General housekeeping Good/Fair/Poor	G	G	G	G		G	G	G	G	G	G		G	G	G	G	G	G			G	G	G	G	G		G	G	G	G	G
Waste placed in appropriate designated areas	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y			Y	Y	Y	Y	Y		Y	Y	Y	Y	Y
Integrity of storage containers in good condition	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y			Y	Y	Y	Y	Y		Y	Y	Y	Y	Y
Secondary Containment:																															
Condition of containment pad Good/Fair/Poor	G	G	G	G		G	G	G	G	G	G		G	G	G	G	G	G			G	G	G	G	G		G	G	G	G	G
Containment pad free of material	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y			Y	Y	Y	Y	Y		Y	Y	Y	Y	Y
Facility Equipment:																															
Equipment in good working order	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y			Y	Y	Y	Y	Y		Y	Y	Y	Y	Y
Equipment requiring maintenance	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N			N	N	N	N	N		N	N	N	N	N
Spill clean up equipment inventory Good/Poor	G	G	G	G		G	G	G	G	G	G		G	G	G	G	G	G			G	G	G	G	G		G	G	G	G	G
Shower/eye wash station operating properly (check weekly)	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y			Y	Y	Y	Y	Y		Y	Y	Y	Y	Y
First aid kit fully stocked (check monthly)	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y			Y	Y	Y	Y	Y		Y	Y	Y	Y	Y
Fire extinguishers in working order (checked monthly by another staff member)	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y			Y	Y	Y	Y	Y		Y	Y	Y	Y	Y
Health and safety inspections, emergency lighting, etc. (Checked monthly by another staff member)	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y			Y	Y	Y	Y	Y		Y	Y	Y	Y	Y
Inspector Initials	JM	JM	JM	ECW		JM	JM	JM	JM	ECW	MF		MF	ECW	ECW	MF	ECW	MF			MF	DM	DM	DM	MF		MF	DM	DM	DM	DM



Weekly Environmental Rounds

Month	June																													
Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Off Site/Depot Perimeter Impacts Noticed:																														
Vermin	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N	
Vectors	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N	
Rodents	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N	
Odour	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N	
Dust	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N	
Litter	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	
Spills	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N	
Leaks	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N	
Outdoor Storage:																														
Compressed cylinders stored in locked cage outside	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	
Auto battery storage in good condition	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	
Storage Facility:																														
Facility locked	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	
Integrity of storage facility in good condition	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	
General housekeeping Good/Fair/Poor	G		G	G	G	G	G	G		G	G	G	G	G	G		G	G	G	G	G	G		G	G	G	G	G	G	
Waste placed in appropriate designated areas	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	
Integrity of storage containers in good condition	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	
Secondary Containment:																														
Condition of containment pad Good/Fair/Poor	G		G	G	G	G	G	G		G	G	G	G	G	G		G	G	G	G	G	G		G	G	G	G	G	G	
Containment pad free of material	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	
Facility Equipment:																														
Equipment in good working order	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	
Equipment requiring maintenance	N		N	N	N	N	N	N		N	N	N	Y	N	N		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	
Spill clean up equipment inventory Good/Poor	G		G	G	G	G	G	G		G	G	G	G	G	G		G	G	G	G	G	G		G	G	G	G	G	G	
Shower/eye wash station operating properly (check weekly)	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	
First aid kit fully stocked (check monthly)	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	
Fire extinguishers in working order (checked monthly by another staff member)	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	
Health and safety inspections, emergency lighting, etc. (Checked monthly by another staff member)	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	
Inspector Initials	ECW		ECW	ECW	ECW	ECW	ECW	MF		DM	DM	DM	DM	MF	JM		ECW	ECW	ECW	ECW	ECW	ECW		DM	DM	DM	DM	DM	JM	



Weekly Environmental Rounds

Month	July																														
Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Off Site/Depot Perimeter Impacts Noticed:																															
Vermin		N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N
Vectors		N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N
Rodents		N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N
Odour		N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N
Dust		N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N
Litter		Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y
Spills		N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N
Leaks		N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N
Outdoor Storage:																															
Compressed cylinders stored in locked cage outside		Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y
Auto battery storage in good condition		Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y
Storage Facility:																															
Facility locked		Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y
Integrity of storage facility in good condition		Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y
General housekeeping Good/Fair/Poor		G	G	G	G	G		G	G	G	G	G	G		G	G	G	G	G	G		G	G	G	G	G	G		G	G	G
Waste placed in appropriate designated areas		Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y
Integrity of storage containers in good condition		Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y
Secondary Containment:																															
Condition of containment pad Good/Fair/Poor		G	G	G	G	G		G	G	G	G	G	G		G	G	G	G	G	G		G	G	G	G	G	G		G	G	G
Containment pad free of material		Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y
Facility Equipment:																															
Equipment in good working order		Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y
Equipment requiring maintenance		Y	Y	Y	Y	N		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y
Spill clean up equipment inventory Good/Poor		G	G	G	G	G		G	G	G	G	G	G		G	G	G	G	G	G		G	G	G	G	G	G		G	G	G
Shower/eye wash station operating properly (check weekly)		Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y
First aid kit fully stocked (check monthly)		Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y
Fire extinguishers in working order (checked monthly by another staff member)		Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y
Health and safety inspections, emergency lighting, etc. (Checked monthly by another staff member)		Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y
Inspector Initials		ECW	ECW	ECW	ECW	MF		DM	DM	DM	DM	DM	DM		ECW	ECW	ECW	ECW	ECW	ECW		JM	ECW	DM	DM	DM	JM		ECW	ECW	ECW

Weekly Environmental Rounds

Month	August																														
Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Off Site/Depot Perimeter Impacts Noticed:																															
Vermin	N	N	N			N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N
Vectors	N	N	N			N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N
Rodents	N	N	N			N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N
Odour	N	N	N			N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N
Dust	N	N	N			N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N
Litter	Y	Y	Y			Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	
Spills	N	N	N			N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N
Leaks	N	N	N			N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N
Outdoor Storage:																															
Compressed cylinders stored in locked cage outside	Y	Y	Y			Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	
Auto battery storage in good condition	Y	Y	Y			Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	
Storage Facility:																															
Facility locked	Y	Y	Y			Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	
Integrity of storage facility in good condition	Y	Y	Y			Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	
General housekeeping Good/Fair/Poor	G	G	G			G	G	G	G	G		G	G	G	G	G	G		G	G	G	G	G	G		G	G	G	G	G	
Waste placed in appropriate designated areas	Y	Y	Y			Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	
Integrity of storage containers in good condition	Y	Y	Y			Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	
Secondary Containment:																															
Condition of containment pad Good/Fair/Poor	G	G	G			G	G	G	G	G		G	G	G	G	G	G		G	G	G	G	G	G		G	G	G	G	G	
Containment pad free of material	Y	Y	Y			Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	
Facility Equipment:																															
Equipment in good working order	Y	Y	Y			Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	
Equipment requiring maintenance	Y	Y	Y			Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	N		N	N	N	N	N	N		Y	Y	Y	Y	Y	
Spill clean up equipment inventory Good/Poor	G	G	G			G	G	G	G	G		G	G	G	G	G	G		G	G	G	G	G	G		Y	G	G	G	G	
Shower/eye wash station operating properly (check weekly)	Y	Y	Y			Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	
First aid kit fully stocked (check monthly)	Y	Y	Y			Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	
Fire extinguishers in working order (checked monthly by another staff member)	Y	Y	Y			Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	
Health and safety inspections, emergency lighting, etc. (Checked monthly by another staff member)	Y	Y	Y			Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	
Inspector Initials	DM	ECW	ECW			JM	JM	DM	ECW	JM		ECW	DM	DM	DM	DM	MF		ECW	ECW	ECW	ECW	ECW	JM		JM	DM	DM	DM	DM	

Weekly Environmental Rounds

Month	September																													
Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Off Site/Depot Perimeter Impacts Noticed:																														
Vermin			N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N	N	N
Vectors			N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N	N	N
Rodents			N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N	N	N
Odour			N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N	N	N
Dust			N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N	N	N
Litter			Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	
Spills			N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N	N	N
Leaks			N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N	N	N
Outdoor Storage:																														
Compressed cylinders stored in locked cage outside			Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	
Auto battery storage in good condition			Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	
Storage Facility:																														
Facility locked			Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	
Integrity of storage facility in good condition			Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	
General housekeeping Good/Fair/Poor			G	G	G	G	G		G	F	G	G	G	G		G	G	G	G	G	G		G	G	G	G	G	G	G	
Waste placed in appropriate designated areas			Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	
Integrity of storage containers in good condition			Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	
Secondary Containment:																														
Condition of containment pad Good/Fair/Poor			G	G	G	G	G		G	G	G	G	G	G		G	G	G	G	G	G		G	G	G	G	G	G	G	
Containment pad free of material			Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	
Facility Equipment:																														
Equipment in good working order			Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	
Equipment requiring maintenance			N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N	N	
Spill clean up equipment inventory Good/Poor			G	G	G	G	G		G	G	G	G	G	G		G	G	G	G	G	G		G	G	G	G	G	G	G	
Shower/eye wash station operating properly (check weekly)			Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	
First aid kit fully stocked (check monthly)			Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	
Fire extinguishers in working order (checked monthly by another staff member)			Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	
Health and safety inspections, emergency lighting, etc. (Checked monthly by another staff member)			Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	
Inspector Initials			JM	DM	DM	ECW	ECW		JM	DM	DM	DM	MF	MF		JM	JM	JM	ECW	ECW	ECW		DM	JM	JM	RB	ECW	MF	MF	



Weekly Environmental Rounds

Month	October																																
Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Off Site/Depot Perimeter Impacts Noticed:																																	
Vermin																						N	N	N	N	N	N		N	N	N	N	
Vectors																							N	N	N	N	N	N		N	N	N	N
Rodents																							N	N	N	N	N	N		N	N	N	N
Odour																							N	N	N	N	N	N		N	N	N	N
Dust																							N	N	N	N	N	N		N	N	N	N
Litter																							Y	Y	Y	Y	Y	Y		Y	Y	Y	Y
Spills																							N	N	N	N	N	N		N	N	N	N
Leaks																							N	N	N	N	N	N		N	N	N	N
Outdoor Storage:																																	
Compressed cylinders stored in locked cage outside																							Y	Y	Y	Y	Y	Y		Y	Y	Y	Y
Auto battery storage in good condition																							Y	Y	Y	Y	Y	Y		Y	Y	Y	Y
Storage Facility:																																	
Facility locked																							Y	Y	Y	Y	Y	Y		Y	Y	Y	Y
Integrity of storage facility in good condition																							Y	Y	Y	Y	Y	Y		Y	Y	Y	Y
General housekeeping Good/Fair/Poor																							G	G	G	G	G	G		G	G	G	G
Waste placed in appropriate designated areas																							Y	Y	Y	Y	Y	Y		Y	Y	Y	Y
Integrity of storage containers in good condition																							Y	Y	Y	Y	Y	Y		Y	Y	Y	Y
Secondary Containment:																																	
Condition of containment pad Good/Fair/Poor																							G	G	G	G	G	G		G	G	G	G
Containment pad free of material																							Y	Y	Y	Y	Y	Y		Y	Y	Y	Y
Facility Equipment:																																	
Equipment in good working order																							Y	Y	Y	Y	Y	Y		Y	Y	Y	Y
Equipment requiring maintenance																							N	N	N	N	N	N		N	N	N	N
Spill clean up equipment inventory Good/Poor																							G	G	G	G	G	G		G	G	G	G
Shower/eye wash station operating properly (check weekly)																							Y	Y	Y	Y	Y	Y		Y	Y	Y	Y
First aid kit fully stocked (check monthly)																							Y	Y	Y	Y	Y	Y		Y	Y	Y	Y
Fire extinguishers in working order (checked monthly by another staff member)																							Y	Y	Y	Y	Y	Y		Y	Y	Y	Y
Health and safety inspections, emergency lighting, etc. (Checked monthly by another staff member)																							Y	Y	Y	Y	Y	Y		Y	Y	Y	Y
Inspector Initials																							MF	JM	ECW	ECW	MF	MF		JM	ECW	ECW	ECW



Weekly Environmental Rounds

Month	November																													
Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Off Site/Depot Perimeter Impacts Noticed:																														
Vermin	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N
Vectors	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N
Rodents	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N
Odour	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N
Dust	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N
Litter	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y
Spills	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N
Leaks	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N

Outdoor Storage:

Compressed cylinders stored in locked cage outside	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y
Auto battery storage in good condition	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y

Storage Facility:

Facility locked	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y
Integrity of storage facility in good condition	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y
General housekeeping Good/Fair/Poor	G	G		G	G	G	G	G	G		G	G	G	G	G	G		G	G	G	G	G	G		G	G	G	G	G	G
Waste placed in appropriate designated areas	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y
Integrity of storage containers in good condition	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y

Secondary Containment:

Condition of containment pad Good/Fair/Poor	G	G		G	G	G	G	G	G		G	G	G	G	G	G		G	G	G	G	G	G		G	G	G	G	G	G
Containment pad free of material	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y

Facility Equipment:

Equipment in good working order	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y
Equipment requiring maintenance	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N
Spill clean up equipment inventory Good/Poor	G	G		G	G	G	G	G	G		G	G	G	G	G	G		G	G	G	G	G	G		G	G	G	G	G	G
Shower/eye wash station operating properly (check weekly)	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y
First aid kit fully stocked (check monthly)	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y
Fire extinguishers in working order (checked monthly by another staff member)	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y
Health and safety inspections, emergency lighting, etc. (Checked monthly by another staff member)	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y
Inspector Initials	ECW	ECW		JM	JM	JM	ECW	MF	MF		MF	ECW	ECW	ECW	ECW	JM		JM	JM	JM	ECW	MF	MF		MF	MF	MF	JM	JM	JM



Weekly Environmental Rounds

Month	December																														
Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Off Site/Depot Perimeter Impacts Noticed:																															
Vermin		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N			N	N		N	N
Vectors		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N			N	N		N	N
Rodents		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N			N	N		N	N
Odour		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N			N	N		N	N
Dust		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N			N	N		N	N
Litter		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y			Y	Y		Y	Y
Spills		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N			N	N		N	N
Leaks		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N			N	N		N	N

Outdoor Storage:

Compressed cylinders stored in locked cage outside		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y			Y	Y		Y	Y
Auto battery storage in good condition		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y			Y	Y		Y	Y

Storage Facility:

Facility locked		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y			Y	Y		Y	Y
Integrity of storage facility in good condition		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y			Y	Y		Y	Y
General housekeeping Good/Fair/Poor		G	G	G	G	G	G		G	G	G	G	G	G		G	G	G	G	G	G		G	G			G	G		G	G
Waste placed in appropriate designated areas		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y			Y	Y		Y	Y
Integrity of storage containers in good condition		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y			Y	Y		Y	Y

Secondary Containment:

Condition of containment pad Good/Fair/Poor		G	G	G	G	G	G		G	G	G	G	G	G		G	G	G	G	G	G		G	G			G	G		G	G
Containment pad free of material		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y			Y	Y		Y	Y

Facility Equipment:

Equipment in good working order		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y			Y	Y		Y	Y
Equipment requiring maintenance		N	N	N	N	N	N		N	N	N	N	N	N		N	N	N	N	N	N		N	N			N	N		N	N
Spill clean up equipment inventory Good/Poor		G	G	G	G	G	G		G	G	G	G	G	G		G	G	G	G	G	G		G	G			G	G		G	G
Shower/eye wash station operating properly (check weekly)		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y			Y	Y		Y	Y
First aid kit fully stocked (check monthly)		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y			Y	Y		Y	Y
Fire extinguishers in working order (checked monthly by another staff member)		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y			Y	Y		Y	Y
Health and safety inspections, emergency lighting, etc. (Checked monthly by another staff member)		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y			Y	Y		Y	Y
Inspector Initials		JM	ECW	ECW	ECW	MF	MF		DM	DM	DM	DM	DM	JM		JM	JM	JM	JM	MF	MF		MF	JM			DM	JM		DM	DM



Procedure for Filling out Weekly Rounds Sheet At the Oxford County Municipal Hazardous or Special Waste (MHSW) Depot

DATE: FEBRUARY 10, 2021

1 SCOPE

This procedure applies to the daily site inspection and the information that must be recorded by the Operator of the County of Oxford MHSW Depot.

2 PURPOSE

This protocol outlines the proper procedure to follow when completing the daily inspection. The purpose of this protocol is to establish a standard method for completing the daily site inspection and filling out the appropriate form (Weekly Environmental Rounds Sheet).

3 RESPONSIBILITY/AUTHORITY

The Waste Management Division is the originator of this protocol and is responsible for maintaining and implementing the contents within this document.

The daily inspection and proper completion of form(s) are the responsibility of the MHSW Operator.

4 DEFINITIONS

None at this time.

5 REFERENCE DOCUMENTS

- Oxford County Provisional Certificate of Approval Waste Disposal Site

6 PROCEDURE

6.1 Management & Supervisors shall:

- Develop and enforce policies and procedures regarding inspections and record keeping.
- Ensure information regarding policies/procedures is accessible and/or posted in conspicuous locations.
- Provide initial and ongoing training and education.
- Provide instruction to employees who may be required to work in the MHSW depot.
- Provide appropriate personal protective equipment (i.e. gloves, Tyvek® suit and safety glasses) for employees who are required to handle waste materials where there is a risk of exposure to potentially harmful materials.

6.2 Employees shall:

- Participate in training related to inspections and record keeping.
- Wear appropriate personal protective equipment (i.e. nitrile gloves, Tyvek® suit and safety glasses) when required to handle waste materials where there is a risk of exposure to potentially harmful materials.
- Ask for more information from your supervisor when needed.

6.3 Inspection Procedure

- Each morning, do a visual inspection of the MHSW facility including the outside storage area, the receiving area and the inside of the facility.
- The site inspection is to ensure there are not any offsite impacts such as Vermin (small or objectionable animals such as rodents that are hard to control), Vectors (an organism such as an insect that transmits a pathogen), odours, dust, litter, spills or leaks that could cause an impact to the environment, are unsightly and may portray a poor image of the operation to the public or may travel off-site and cause a nuisance to the neighbours.
- Inspect the storage facility daily to ensure the facility and storage containers are in good condition, waste is placed in the proper containers/areas, and the facility housekeeping is kept up.
- Check the secondary containment area daily for its integrity as well as making sure that there is no material that should not be there.
- Monitor the condition of the equipment that is used on a regular basis such as carts as well as any maintenance that is required.
- Check the inventory of spill cleanup materials.
- On a weekly basis, check that the shower/eye wash station functions as it should. Let the water run for 15-20 seconds to flush the system in case there is any rust etc. in the line.

- On a monthly basis, the depot is inspected by other staff members to make sure there are no safety issues i.e. the fire extinguishers and emergency lighting are in working order, there are no slip hazards etc. Monitor that these inspections are completed and record this on the Weekly Environmental Rounds Sheet.
- Record all of the required information on the Weekly Environmental Rounds Sheet using a ✓ for yes answers and an X for No answers or good/fair/poor where applicable. Place your initials at the bottom of the sheet for that day.
- The Weekly Rounds Sheets are sent into the main office to be filed in the binder so that the most recent form is at the front and the oldest form at the back.

7 RECORDS

Weekly Rounds Sheet

This is the end of the document.

**Appendix B – Monthly Preventative Maintenance Checks
Summary**

Preventative Maintenance Checklist

2024	Monthly Checklist											
	January	February	March	April	May	June	July	August	September	October	November	December
Inspect material handling equipment		Y		Y	Y							
Inspect locks, doors, cages		Y		Y	Y							
Lubricate moving parts on handling equipment		Y		Y	Y							
Inspect integrity of secondary containment		Y		Y	Y							
Inspect integrity of building		Y		Y	Y							
Inspect integrity of security fencing		Y		Y	Y							
Inspect first aid kit and restock if necessary		Y		Y	Y							
Inspect fire blanket/fire extinguishers for condition		Y		Y	Y							
Comments/Actions Taken		N/A		N/A	N/A							

	Quarterly Checklist			
	January-March	April-June	July-September	October-December
Ensure there are sufficient spill supplies	Y	Y		
Ensure shovels, broom, gloves and safety glasses are available	Y	Y		
Comments/Actions Taken	N/A	N/A		

Annual Checklist	
Inspect the bulking/storage tanks for leaks	Y
Comments/Actions Taken	N/A

General Comments	N/A
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Appendix C – Spill, Fire, Upsets or Other Operational Problems Log

Spill, Fire, Upsets or Other Operational Problems Log

Date	Nature of Occurrence	Action taken	Correction/Prevention	Signature

All spills (as defined in the Act*) and fires need to be reported to the Waste Management Coordinator at ext. 3114
The Coordinator will then contact the Ministry of the Environment's Spills Action Centre at 1-800-268-6060

- *spill", when used with reference to a pollutant, means a discharge,
- (a) into the natural environment,
 - (b) from or out of a structure, vehicle or other container, and
 - (c) that is abnormal in quality or quantity in light of all the circumstances of the discharge,
- and when used as a verb has a corresponding meaning;

* Definition of spill taken from the Environmental Protection Act, R.S.O. 1990, Chapter E.19, Part 10

**Appendix D – Monthly Summary of the Daily Inventory
Sheets Including Type and Quantity of All Incoming Waste**

Oxford County - 2024 Monthly Summary of Type and Weight (tonnes) of All Waste

Waste Class	Waste Name	U/M	Wt.(kgs) /Unit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
263I	Misc. organics	Lab Pack	100	0.70	1.08	1.13	1.43	1.60	1.85	1.28	1.60	1.58	1.98	2.40	0.80	17.40
263I	Misc. organics pails	Pail	20	1.26	2.46	1.44	2.04	2.44	2.42	2.00	2.88	2.32	3.22	3.56	1.28	27.32
145I	Paint	Lab Pack	100	1.95	3.95	5.90	12.63	8.93	9.80	9.00	10.98	11.73	8.33	13.93	6.32	103.42
331I	Aerosols	Lab Pack	100	0.28	0.45	0.45	0.60	0.65	0.90	0.68	0.60	0.78	0.78	0.68	0.40	7.23
213I	Solvents	Lab Pack	100	0.00	0.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.05
221I	Light fuels	Lab Pack	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
148C	Inorganic acids	Lab Pack	100	0.03	0.03	0.05	0.05	0.03	0.00	0.13	0.01	0.05	0.03	0.03	0.08	0.48
148C	Inorganic bases	Lab Pack	100	0.18	0.30	0.35	0.35	0.23	0.25	0.23	0.43	0.40	0.48	0.35	0.10	3.63
148C	Dry cell batteries	Lab Pack	350	0.26	0.09	0.19	0.35	0.18	0.26	0.26	0.70	0.53	0.26	0.61	0.18	3.86
242A	Pesticides	Lab Pack	100	0.00	0.15	0.15	0.18	0.15	0.25	0.18	0.30	0.18	0.35	0.28	0.18	2.33
261A	Pharmaceuticals	Lab Pack	100	0.00	0.05	0.03	0.05	0.00	0.05	0.03	0.13	0.03	0.08	0.08	0.00	0.50
312P	Syringes	Boxes - Syringes	9	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.01
148I	Oxidizers	Lab Pack	100	0.05	0.13	0.20	0.13	0.23	0.18	0.18	0.20	0.33	0.33	0.18	0.15	2.25
212L	Ethylene glycol	Lab Pack	100	0.10	0.18	0.13	0.40	0.43	0.33	0.25	0.45	0.33	0.35	0.35	0.10	3.38
252L	Oil	Lab Pack	100	0.90	1.43	1.55	2.13	2.35	3.00	3.23	3.33	3.28	2.98	3.50	1.20	28.85
N/A	Oil filters	Lab Pack	100	0.05	0.03	0.05	0.15	0.08	0.03	0.13	0.08	0.18	0.08	0.10	0.00	0.93
331I	<5lb.propane	Lab Pack	100	0.10	0.03	0.13	0.10	0.15	0.23	0.15	0.19	0.10	0.18	0.18	0.03	1.54
331I	5lb. propane	Units - Propane	10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
331I	10 lb. propane	Units - Propane	10	0.00	0.15	0.14	0.13	0.26	0.22	0.21	0.29	0.19	0.35	0.45	0.14	2.53
331I	20 lb. propane	Units - Propane	10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
331I	30 lb. propane	Units - Propane	10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
331I	Misc. <5lb. cylinder	Lab Pack	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.10	0.00	0.00	0.10
331I	Misc. 5 lb. cylinder	Units - Cylinders 10 kgs	10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
331I	Misc. 10 lb cylinder	Units - Cylinders 10 kgs	10	0.07	0.09	0.12	0.24	0.18	0.21	0.12	0.17	0.18	0.19	0.27	0.08	1.92
331I	Misc. 20/30/50 lb. cylinder	Units - Cylinders 20 kg	20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.58	0.00	0.00	0.58
146T	4' fluorescent tubes	Units - Fluor. Tubes	0.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.01
146T	8' fluorescent tubes	Units - Fluor. Tubes	0.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.01
146T	Misc. fluorescent tubes	Units - Fluor. Tubes	0.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
146T	CFL bulbs	Units - Fluor. Tubes	0.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
N/A	Wet cell batteries	Units - Batteries	15	0.48	0.36	0.36	0.80	0.75	0.66	0.98	0.90	0.80	1.01	0.89	0.53	8.49
331I	5 lb. fire extinguishers	Units - Extinguishers 5lb	2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
331I	10 lb. fire extinguishers	Units - Extinguishers 10lb	5	0.06	0.04	0.06	0.07	0.09	0.14	0.11	0.16	0.07	0.13	0.19	0.08	1.18
331I	20 lb. fire extinguishers	Units - Extinguishers 20lb	10	0.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.01
TONNAGE				6.47	11.01	12.41	21.80	18.70	20.76	19.10	23.37	23.01	21.74	27.99	11.63	217.99
RESIDENTS				313	408	396	521	536	516	481	551	469	512	578	294	5575



Procedure for Filling out Daily Inventory Sheet At the Oxford County Municipal Hazardous or Special Waste (MHSW) Depot

DATE: JANUARY 10, 2017

1 SCOPE

This procedure applies to the daily inventory and the information that must be recorded by the Operator of the County of Oxford MHSW Depot.

2 PURPOSE

This protocol outlines the proper procedure to follow when completing the daily inventory. The purpose of this protocol is to establish a standard method for completing the daily inventory and filling out the appropriate form(s) (Daily Inventory Sheet).

3 RESPONSIBILITY/AUTHORITY

The Waste Management Division is the originator of this protocol and is responsible for maintaining and implementing the contents within this document.

The daily inspection and proper completion of form(s) are the responsibility of the MHSW Operator.

4 DEFINITIONS

None at this time.

5 REFERENCE DOCUMENTS

6 PROCEDURE

6.1 Management & Supervisors shall:

- Develop and enforce policies and procedures regarding inventories and record keeping.
- Ensure information regarding policies/procedures is accessible and/or posted in conspicuous locations.
- Provide initial and ongoing training and education.
- Provide instruction to employees who may be required to work in the MHSW depot.
- Provide appropriate personal protective equipment (i.e. gloves, Tyvek® suit and safety glasses) for employees who are required to handle waste materials where there is a risk of exposure to potentially harmful materials.

6.2 Employees shall:

- Participate in training related to inspections and record keeping.
- Wear appropriate personal protective equipment (i.e. nitrile gloves, Tyvek® suit and safety glasses) when required to handle waste materials where there is a risk of exposure to potentially harmful materials.
- Ask for more information from your supervisor when needed.

6.3 Inventory Procedure:

- The household hazardous waste inventory is to be calculated at the end of each day using the Daily Ending Inventory On Hand Sheet. Each hazardous waste drum is to be inventoried by estimating the amount of waste material in each container (increments of ¼ drums) and record these numbers under the current date for each waste class.
- The completed Daily Ending Inventory On Hand Sheets are to be handed into the office for recorded keeping.

This is the end of the document

Appendix E – Monthly Summary of the Type and Quantity of All Outgoing Wastes and the Destination of All Outgoing Wastes

2024 MHSW Inventory

Wiamrest Information														
Date (mm/dd/yyyy)	Depot/Event	Manifest # (Capitals)	Prov. Code - Waste Classification (Capitals)	Shipping Name (Capitals)	Class - TDG	UN #	Packing Group	Quantity	Units	# Containers	Container Type	State	SO BOL or Copy 6 Verified Weight (Kg)	Copy 6 Received Date (mm/dd/yyyy)
01-10-2024	Depot	MN-000325846	331I	AEROSOLS	2.1	1950	N/A	400	KG	4	1	G	400	
01-10-2024	Depot	MN-000325846	212L	ANTIFREEZE	N/R 0	3099	II	100	L	1	1	L	100	
01-10-2024	Depot	MN-000325846	263I	FLAMMABLE LIQUID, TOXIC, N.O.S. (acetone)	3(6.1)	1992	II	800	L	8	1	L	800	
01-10-2024	Depot	MN-000325846	242A	PESTICIDE, LIQUID, TOXIC, FLAMMABLE, N.O.S. (diazinon)	6.1(3)	2903	II	100	L	1	1	L	100	
01-10-2024	Depot	MN-000325846	263I	FLAMMABLE LIQUID, TOXIC, N.O.S. (acetone)	3(6.1)	1992	II	2280	L	114	7	L	2280	
01-10-2024	Depot	MN-000325846	252L	MOTOR OIL	N/R 0	N/A	N/A	1400	L	14	7	L	1400	
01-10-2024	Depot	MN-000325846	148C	CORROSIVE LIQUID, TOXIC, N OS, (sodium hydroxide)	N/A	N/A	N/A	100	L	1	1	L	100	
01-10-2024	Depot	MN-000325846	331I	PROPANE	2.1	1978	N/A	70	KG	7	2	G	70	
01-10-2024	Depot	MN-000325846	331I	HELIUM, COMPRESSED	2.2	1046	N/A	40	KG	1	1	G	40	
01-10-2024	Depot	MN-000325846	145I	PAINT	3	1263	II	2800	L	28	1	L	2800	
01-10-2024	Depot			CAR BATTERIES				630	KG	35	7	L	630	
01-10-2024	Depot			MIXED BATTERIES				350	KG	1	1	S	350	
01-10-2024	Depot			MERCURY				10	KG	1	7	S	10	
01-10-2024	Depot			FLOURESCENT TUBE/BULBS				856	KG		7	S	856	
02-14-2024	Depot	MN-000357149	242A	PESTICIDE, LIQUID, TOXIC, FLAMMABLE, N.O.S. (diazinon)	6.1(3)	2903	II	100	L	1	1	L	100	
02-14-2024	Depot	MN-000357149	148C	CORROSIVE LIQUID, TOXIC, N OS, (sodium hydroxide)	N/A	N/A	N/A	100	L	1	1	L	100	
02-14-2024	Depot	MN-000357149	148C	CORROSIVE SOLID TOXIC NOS (Cement)	N/A	1759	N/A	100	KG	1	1	S	100	
02-14-2024	Depot	MN-000357149	148I	OXIDIZING SOLID, TOXIC, NOS (Fertilizer)	5.1	1479	II	100	L	1	1	L	100	
02-14-2024	Depot	MN-000357149	148I	OXIDIZING LIQUID TOXIC NOS (Nitrates)	5.1(6.1)	3099	II	100	L	1	1	L	100	
02-14-2024	Depot	MN-000357149	263I	FLAMMABLE LIQUID, TOXIC, N.O.S. (acetone)	3(6.1)	1992	II	2760	L	138	7	L	2760	
02-14-2024	Depot	MN-000357149	145I	PAINT RELATED MATERIAL	3	1263	II	800	L	8	1	L	800	
02-14-2024	Depot	MN-000357149	263I	FLAMMABLE LIQUID, TOXIC, N.O.S. (acetone)	3(6.1)	1992	II	1100	L	11	1	L	1100	
02-14-2024	Depot	MN-000357149	331I	HELIUM, COMPRESSED	2.2	1046	N/A	60	KG	1	1	G	60	
02-14-2024	Depot	MN-000357149	331I	PROPANE	2.1	1978	N/A	100	KG	1	1	G	100	
02-14-2024	Depot	MN-000357149	331I	PROPANE	2.1	1978	N/A	70	KG	7	2	G	70	
02-14-2024	Depot	MN-000357149	331I	AEROSOLS	2.1	1950	N/A	300	KG	3	1	G	300	
02-14-2024	Depot	MN-000357149	148I	ANTIFREEZE	N/R 0	3099	II	100	L	1	1	L	100	
02-14-2024	Depot	MN-000357149	252	MOTOR OIL	N/R 0	N/R	N/A	1300	L	13	1	L	1300	
02-14-2024	Depot	MN-000357149	145I	LATEX PAINT	3	1263	II	2200	L	22	1	L	2200	
02-14-2024	Depot			CAR BATTERIES				612	KG	34	7	L	612	
02-14-2024	Depot			MIXED BATTERIES				286	KG	1	1	S	286	
02-14-2024	Depot			FLOURESCENT TUBE/BULBS				400	KG	1	7	S	400	
02-14-2024	Depot			DRAINED OIL FILTERS				100	KG	1	7	S	100	
03-13-2024	Depot	MN-000380929	242A	PESTICIDE, LIQUID, TOXIC, FLAMMABLE, N.O.S. (diazinon)	6.1(3)	2903	II	100	L	1	1	L	100	
03-13-2024	Depot	MN-000380929	261A	TOXIC SOLID ORGANIC NOS (Pharmaceuticals)	6.1	2811	II	80	KG	1	1	S	100	
03-13-2024	Depot	MN-000380929	148C	CORROSIVE LIQUID NOS (Muriatic Acid)	8	1760	II	100	L	1	1	L	100	
03-13-2024	Depot	MN-000380929	148C	CORROSIVE LIQUID, TOXIC, N OS, (sodium hydroxide)	N/A	2922	N/A	200	L	2	1	L	200	
03-13-2024	Depot	MN-000380929	148C	CORROSIVE SOLID TOXIC NOS (Cement)	N/A	1759	N/A	100	KG	1	1	S	100	
03-13-2024	Depot	MN-000380929	148I	OXIDIZING LIQUID TOXIC NOS (Nitrates)	5.1(6.1)	3099	II	100	L	1	1	L	100	
03-13-2024	Depot	MN-000380929	145I	PAINT RELATED MATERIAL	3	1263	II	1300	L	13	1	L	1300	
03-13-2024	Depot	MN-000380929	263I	FLAMMABLE LIQUID, TOXIC, N.O.S. (acetone)	3(6.1)	1992	II	1960	L	98	7	L	1960	
03-13-2024	Depot	MN-000380929	263I	FLAMMABLE LIQUID, TOXIC, N.O.S. (acetone)	3(6.1)	1992	II	1100	L	11	1	L	1100	
03-13-2024	Depot	MN-000380929	331I	HELIUM, COMPRESSED	2.2	1046	N/A	90	KG	9	7	G	90	
03-13-2024	Depot	MN-000380929	331I	FIRE EXTINGUISHERS	2.2	1044	N/A	97	L	1	1	G	54	
03-13-2024	Depot	MN-000380929	331I	PROPANE	2.1	1978	N/A	100	KG	1	1	G	100	
03-13-2024	Depot	MN-000380929	331I	PROPANE	2.1	1978	N/A	120	KG	12	2	G	120	
03-13-2024	Depot	MN-000380929	331I	AEROSOLS	2.1	1950	N/A	500	KG	5	1	G	500	
03-13-2024	Depot	MN-000380929	145I	LATEX PAINT	N/R 0	N/A	II	2100	21	21	1	L	2100	
03-13-2024	Depot	MN-000380929	148I	ANTIFREEZE	N/R 0	3099	II	200	L	2	1	L	200	
03-13-2024	Depot	MN-000380929	252	MOTOR OIL	N/R 0	N/R	N/A	1400	L	14	1	L	1400	
	Depot			CAR BATTERIES				468	KG	26	7	L	468	
	Depot			MIXED BATTERIES				286	KG	1	1	S	286	
04-17-24	Depot	MN-000411859	242A	PESTICIDE, LIQUID, TOXIC, FLAMMABLE, N.O.S. (diazinon)	6.1(3)	2903	II	200	L	1	1	L	200	
04-17-24	Depot	MN-000411859	148C	CORROSIVE LIQUID, TOXIC, N OS, (sodium hydroxide)	N/A	2922	N/A	200	L	2	1	L	200	
04-17-24	Depot	MN-000411859	148C	CORROSIVE SOLID TOXIC NOS (Cement)	N/A	1759	N/A	100	KG	1	1	S	100	
04-17-24	Depot	MN-000411859	148I	OXIDIZING SOLID, TOXIC, NOS (Fertilizer)	5.1	1479	II	100	L	1	1	L	100	
04-17-24	Depot	MN-000411859	145I	PAINT RELATED MATERIAL	3	1263	II	1400	L	14	1	L	1400	
04-17-24	Depot	MN-000411859	145I	PAINT RELATED MATERIAL	3	1263	II	960	L	48	7	L	960	
04-17-24	Depot	MN-000411859	263I	FLAMMABLE LIQUID, TOXIC, N.O.S. (acetone)	3(6.1)	1992	II	1440	L	72	7	L	1440	

04-17-24	Depot	MN-000411859	263I	FLAMMABLE LIQUID, TOXIC, N.O.S. (acetone)	3(6.1)	1992	II	1200	L	12	1	L	1200
04-17-24	Depot	MN-000411859	331I	HELIUM COMPRESSED	2.2	1046	N/A	90	L	1	1	G	90
04-17-24	Depot	MN-000411859	331I	COMPRESSED GAS NOS (Expanding Foam)	2.2	1956	N/A	120	L	2	1	G	40
04-17-24	Depot	MN-000411859	331I	PROPANE	2.1	1978	N/A	100	KG	1	1	G	100
04-17-24	Depot	MN-000411859	331I	PROPANE	2.1	1978	N/A	190	KG	19	2	G	190
04-17-24	Depot	MN-000411859	331I	AEROSOLS	2.1	1950	N/A	500	KG	5	1	G	500
04-17-24	Depot	MN-000411859	331I	LATEX PAINT	N/A	N/A	N/A	2600	KG	26	1	L	2600
04-17-24	Depot	MN-000411859	148I	ANTIFREEZE	N/R 0	3099	II	200	L	2	1	L	200
04-17-24	Depot	MN-000411859	252	MOTOR OIL	N/R 0	N/R	N/A	2000	L	20	1	L	2000
04-17-24	Depot			CAR BATTERIES				504	KG	20	7	L	504
04-17-24	Depot			FLOURESCENT TUBE/BULBS				955	KG	2	7	S	955
04-17-24	Depot			DRAINED OIL FILTERS				200	KG	2	7	G	200
05-08-2024	Depot	MN-000430153	242A	PESTICIDE, LIQUID, TOXIC, FLAMMABLE, N.O.S. (diazinon)	6.1(3)	2903	II	200	L	2	1	L	200
05-08-2024	Depot	MN-000430154	148C	CORROSIVE LIQUID, TOXIC, N OS, (sodium hydroxide)	N/A	2922	N/A	200	L	2	1	L	200
05-08-2024	Depot	MN-000430155	148C	CORROSIVE SOLID TOXIC NOS (Cement)	N/A	1759	N/A	200	KG	2	1	S	200
05-08-2024	Depot	MN-000430156	148I	OXIDIZING SOLID TOXIC NOS (Fertilizer)	5.1	1479	II	100	KG	1	1	S	100
05-08-2024	Depot	MN-000430157	145I	PAINT RELATED MATERIAL	3	1263	II	1400	L	14	1	L	1400
05-08-2024	Depot	MN-000430158	145I	PAINT RELATED MATERIAL	3	1263	II	960	L	48	7	L	960
05-08-2024	Depot	MN-000430159	263I	FLAMMABLE LIQUID, TOXIC, N.O.S. (acetone)	3(6.1)	1992	II	1440	L	72	7	L	1440
05-08-2024	Depot	MN-000430160	263I	FLAMMABLE LIQUID, TOXIC, N.O.S. (acetone)	3(6.1)	1992	II	1200	L	12	1	L	1200
05-08-2024	Depot	MN-000430161	145I	HELIUM COMPRESSED	2.2	1046	N/A	80	KG	1	2	G	80
05-08-2024	Depot	MN-000430162	331I	PROPANE	2.1	1978	N/A	100	KG	1	1	G	100
05-08-2024	Depot	MN-000430163	331I	PROPANE	2.1	1978	N/A	210	KG	21	7	G	210
05-08-2024	Depot	MN-000430164	331I	AEROSOLS	2.1	1950	N/A	500	KG	5	1	G	500
05-08-2024	Depot	MN-000430165	263I	LATEX PAINT	N/A	N/A	N/A	2400	KG	24	1	L	2400
05-08-2024	Depot	MN-000430166	212L	ANTIFREEZE	N/R 0	3099	II	300	L	3	1	L	300
05-08-2024	Depot	MN-000430167	252L	MOTOR OIL	N/R 0	N/R	N/A	1800	L	18	1	L	1800
05-08-2024	Depot			CAR BATTERIES				936	KG	52	7	L	936
05-08-2024	Depot			FLOURESCENT TUBE/BULBS				856	KG	7	1	S	856
05-08-2024	Depot			MIXED BATTERIES				350	KG	1	1	S	350
05-29-24	Depot	MN-000448276	242A	PESTICIDE, LIQUID, TOXIC, FLAMMABLE, N.O.S. (diazinon)	6.1(3)	2903	II	100	L	1	1	L	100
05-29-24	Depot	MN-000448276	148C	CORROSIVE LIQUID, TOXIC, N OS, (sodium hydroxide)	N/A	2922	N/A	100	L	1	1	L	100
05-29-24	Depot	MN-000448276	331I	FIRE EXTINGUISHERS	2.2	1044	N/A	999	KG	1	1	G	100
05-29-24	Depot	MN-000448276	331I	REFRIGERANT GAS, N.O.S.(Freon)	2.2	1078	N/A	10	KG	1	1	G	10
05-29-24	Depot	MN-000448276	145I	PAINT RELATED MATERIAL	3	1263	II	1000	L	10	1	L	1000
05-29-24	Depot	MN-000448276	145I	PAINT RELATED MATERIAL	3	1263	II	680	L	34	7	L	680
05-29-24	Depot	MN-000448276	263I	FLAMMABLE LIQUID, TOXIC, N.O.S. (acetone)	3(6.1)	1992	II	2000	L	100	7	L	2000
05-29-24	Depot	MN-000448276	263I	FLAMMABLE LIQUID, TOXIC, N.O.S. (acetone)	3(6.1)	1992	II	1200	L	12	1	L	1200
05-29-24	Depot	MN-000448276	331I	PROPANE	2.1	1978	N/A	100	KG	1	1	G	100
05-29-24	Depot	MN-000448276	331I	PROPANE	2.1	1978	N/A	190	KG	17	7	G	190
05-29-24	Depot	MN-000448276	145L	AEROSOLS	2.1	1950	N/A	400	KG	4	1	G	400
05-29-24	Depot	MN-000448276	331I	LATEX PAINT	N/A	N/A	N/A	1400	L	14	1	L	1400
05-29-24	Depot	MN-000448276	212L	ANTIFREEZE	N/R 0	3099	II	200	L	2	1	L	200
05-29-24	Depot	MN-000448276	261A	TOXIC SOLID ORGANIC NOS (Pharmaceuticals)	6.1	2811	N/A	80	L	1	1	S	80
05-29-24	Depot	MN-000448276	148C	CORROSIVE LIQUID NOS (Muriatic Acid)	8	1760	N/A	100	L	1	1	L	100
05-29-24	Depot	MN-000448276	263I	MOTOR OIL	N/R 0	N/R	N/A	1600	L	16	1	L	1600
05-29-24	Depot			CAR BATTERIES	8	2794		540	KG	30	7	L	100
05-29-24	Depot			FLOURESCENT TUBE/BULBS				102	KG	4	7	S	102
05-29-24	Depot			MIXED BATTERIES				286	KG	1	1	S	286
05-29-24	Depot			DRAINED OIL FILTERS				100	KG	1	7	S	100
06-19-24	Depot	MN-000466872	242A	PESTICIDE, LIQUID, TOXIC, FLAMMABLE, N.O.S. (diazinon)	6.1(3)	2903	II	200	L	2	1	L	200
06-19-24	Depot	MN-000466872	148C	CORROSIVE SOLID TOXIC NOS (Cement)	N/A	1759	II	100	KG	1	1	S	100
06-19-24	Depot	MN-000466872	148C	CORROSIVE LIQUID, TOXIC, N OS, (sodium hydroxide)	8(6.1)	2922	11	200	L	2	1	L	200
06-19-24	Depot	MN-000466872	148I	OXIDIZING LIQUID TOXIC NOS (Nitrates)	5.1(6.1)	3099	II	100	L	1	1	L	100
06-19-24	Depot	MN-000466872	148I	OXIDIZING SOLID TOXIC NOS (Fertilizer)	5.1	1479	II	100	KG	1	1	S	100
06-19-24	Depot	MN-000466872	145I	PAINT RELATED MATERIAL	3	1263	II	1500	L	15	1	L	1500
06-19-24	Depot	MN-000466872	145I	PAINT RELATED MATERIAL	3	1263	II	1260	63	7	1	L	1260
06-19-24	Depot	MN-000466872	263I	FLAMMABLE LIQUID, TOXIC, N.O.S. (acetone)	3(6.1)	1992	II	1400	L	14	1	L	1400
06-19-24	Depot	MN-000466872	263I	FLAMMABLE LIQUID, TOXIC, N.O.S. (acetone)	3(6.1)	1992	II	1440	L	72	7	L	1440
06-19-24	Depot	MN-000466872	331I	HELIUM, COMPRESSED	2.2	1046	N/A	160	KG	2	1	G	160
06-19-24	Depot	MN-000466872	145L	AEROSOLS	2.1	1950	N/A	500	KG	5	1	G	500
06-19-24	Depot	MN-000466872	331I	PROPANE	2.1	1978	N/A	200	KG	20	7	G	200
06-19-24	Depot	MN-000466872	331I	PROPANE	2.1	1978	N/A	100	KG	1	1	G	100
06-19-24	Depot	MN-000466872	331I	LATEX PAINT	N/A	N/A	N/A	2400	L	24	1	L	2400
06-19-24	Depot	MN-000466872	212L	ANTIFREEZE	N/R 0	3099	II	300	L	3	1	L	300

06-19-24	Depot	MN-000466872	263I	MOTOR OIL	N/R 0	N/R	N/A	2500	L	25	1	L	2500
06-19-24	Depot			CAR BATTERIES	8	2794		720	KG	40	7	L	720
06-19-24	Depot			MIXED BATTERIES				350	KG	1	1	S	350
06-19-24	Depot			FLOURESCENT TUBE/BULBS				500	KG		1	S	500
07-10-2024	Depot	MN-000482744	242A	PESTICIDE, LIQUID, TOXIC, FLAMMABLE, N.O.S. (diazinon)	6.1(3)	2903	II	100	L	1	1	L	100
07-10-2024	Depot	MN-000482744	148C	CORROSIVE LIQUID, TOXIC, N OS, (sodium hydroxide)	8(6.1)	2922	11	100	L	1	1	L	100
07-10-2024	Depot	MN-000482744	148I	OXIDIZING LIQUID TOXIC NOS (Nitrates)	5.1(6.1)	3099	II	100	KG	1	1	L	100
07-10-2024	Depot	MN-000482744	148I	OXIDIZING SOLID TOXIC NOS (Fertilizer)	5.1	1479	II	100	KG	1	1	S	100
07-10-2024	Depot	MN-000482744	145I	PAINT RELATED MATERIAL	3	1263	II	1200	L	12	1	L	1200
07-10-2024	Depot	MN-000482744	145I	PAINT RELATED MATERIAL	3	1263	II	480	L	24	7	L	480
07-10-2024	Depot	MN-000482744	263I	FLAMMABLE LIQUID, TOXIC, N.O.S. (acetone)	3(6.1)	1992	II	1200	L	12	1	L	1200
07-10-2024	Depot	MN-000482744	263I	FLAMMABLE LIQUID, TOXIC, N.O.S. (acetone)	3(6.1)	1992	II	1480	L	74	7	L	1480
07-10-2024	Depot	MN-000482744	331I	REFRIGERANT GAS, N.O.S.(Freon)	22	1078	N/A	30	L	1	1	G	30
07-10-2024	Depot	MN-000482744	331I	FIRE EXTINGUISHERS	2.2	1044	N/A	100	KG	1	1	G	100
07-10-2024	Depot	MN-000482744	145L	AEROSOLS	2.1	1950	N/A	800	KG	8	1	G	800
07-10-2024	Depot	MN-000482744	331I	PROPANE	2.1	1978	N/A	90	KG	9	7	G	90
07-10-2024	Depot	MN-000482744	331I	PROPANE	2.1	1978	N/A	100	KG	1	1	G	100
07-10-2024	Depot	MN-000482744	331I	LATEX PAINT	N/A	N/A	N/A	1700	L	17	1	1	1700
07-10-2024	Depot	MN-000482744	212L	ANTIFREEZE	N/R 0	3099	II	200	L	2	1	L	200
07-10-2024	Depot	MN-000482744	263I	MOTOR OIL	N/R 0	N/R	N/A	1800	L	18	1	L	1800
07-10-2024	Depot	MN-000482744	331I	COMPRESSED GAS NOS (Expanding Foam)	2.2	1956	N/A	100	L	4	1	G	80
07-31-2024	Depot	MN-000502307	242A	PESTICIDE, LIQUID, TOXIC, FLAMMABLE, N.O.S. (diazinon)	6.1(3)	2903	II	100	L	1	1	L	100
07-31-2024	Depot	MN-000502307	261A	TOXIC SOLID ORGANIC NOS (Pharmaceuticals)	6.1	2811	N/A	80	L	1	1	S	80
07-31-2024	Depot	MN-000502307	148C	CORROSIVE LIQUID NOS (Muriatic Acid)	8	1760	II	100	L	1	1	L	100
07-31-2024	Depot	MN-000502307	148C	CORROSIVE SOLID TOXIC NOS (Cement)	8	1759	II	100	KG	1	1	S	100
07-31-2024	Depot	MN-000502307	148C	CORROSIVE LIQUID, TOXIC, N OS, (sodium hydroxide)	8(6.1)	2922	11	100	L	1	1	L	100
07-31-2024	Depot	MN-000502307	148I	OXIDIZING LIQUID TOXIC NOS (Nitrates)	5.1(6.1)	3099	II	100	L	1	1	L	100
07-31-2024	Depot	MN-000502307	145I	PAINT RELATED MATERIAL	3	1263	II	1200	L	12	1	L	1200
07-31-2024	Depot	MN-000502307	145I	PAINT RELATED MATERIAL	3	1263	II	480	L	24	7	L	480
07-31-2024	Depot	MN-000502307	263I	FLAMMABLE LIQUID, TOXIC, N.O.S. (acetone)	3(6.1)	1992	II	900	L	9	1	L	900
07-31-2024	Depot	MN-000502307	263I	FLAMMABLE LIQUID, TOXIC, N.O.S. (acetone)	3(6.1)	1992	II	1340	L	67	7	L	1340
07-31-2024	Depot	MN-000502307	331I	HELIUM, COMPRESSED	2.2	1046	N/A	60	KG	6	1	G	60
07-31-2024	Depot	MN-000502307	145L	AEROSOLS	2.1	1950	N/A	400	KG	8	1	G	400
07-31-2024	Depot	MN-000502307	331I	PROPANE	2.1	1978	N/A	180	KG	18	7	G	180
07-31-2024	Depot	MN-000502307	331I	PROPANE	2.1	1978	N/A	100	KG	1	1	G	100
07-31-2024	Depot	MN-000502307	331I	LATEX PAINT	N/A	N/A	N/A	1700	L	17	1	1	1700
07-31-2024	Depot	MN-000502307	212L	ANTIFREEZE	N/R 0	3099	II	100	L	1	1	L	100
07-31-2024	Depot	MN-000502307	263I	MOTOR OIL	N/R 0	N/R	N/A	2500	L	25	1	L	2500
07-31-2024	Depot			CAR BATTERIES	8	2794		1296	KG	72	7	L	1296
07-31-2024	Depot			MIXED BATTERIES				350	KG	1	1	S	350
07-31-2024	Depot			FLOURESCENT TUBE/BULBS				856	KG		1	S	856
07-31-2024	Depot			DRAINED OIL FILTERS				100	KG	1	7	S	100
21-Aug-24	Depot	MN-000520801	242A	PESTICIDE, LIQUID, TOXIC, FLAMMABLE, N.O.S. (diazinon)	6.1(3)	2903	II	200	L	2	1	L	200
21-Aug-24	Depot	MN-000520801	148C	CORROSIVE SOLID TOXIC NOS (Cement)	8	1759	II	100	KG	1	1	S	100
21-Aug-24	Depot	MN-000520801	148C	CORROSIVE LIQUID, TOXIC, N OS, (sodium hydroxide)	8(6.1)	2922	11	100	L	1	1	L	100
21-Aug-24	Depot	MN-000520801	148I	OXIDIZING SOLID TOXIC NOS (Fertilizer)	5.1	1479	II	100	KG	1	1	S	100
21-Aug-24	Depot	MN-000520801	145I	PAINT RELATED MATERIAL	3	1263	II	1300	L	13	1	L	1200
21-Aug-24	Depot	MN-000520801	145I	PAINT RELATED MATERIAL	3	1263	II	1040	L	52	7	L	1200
21-Aug-24	Depot	MN-000520801	263I	FLAMMABLE LIQUID, TOXIC, N.O.S. (acetone)	3(6.1)	1992	II	1100	L	11	1	L	1100
21-Aug-24	Depot	MN-000520801	263I	FLAMMABLE LIQUID, TOXIC, N.O.S. (acetone)	3(6.1)	1992	II	1400	L	120	7	L	1400
21-Aug-24	Depot	MN-000520801	331I	FIRE EXTINGUISHERS	2.2	1044	N/A	1026	KG	1	1	G	1026
21-Aug-24	Depot	MN-000520801	331I	HELIUM, COMPRESSED	2.2	1046	N/A	80	KG	1	7	G	80
21-Aug-24	Depot	MN-000520801	145L	AEROSOLS	2.1	1950	N/A	400	KG	4	1	G	400
21-Aug-24	Depot	MN-000520801	331I	PROPANE	2.1	1978	N/A	180	KG	18	7	G	180
21-Aug-24	Depot	MN-000520801	331I	PROPANE	2.1	1978	N/A	100	KG	1	1	G	100
21-Aug-24	Depot	MN-000520801	331I	LATEX PAINT	N/A	N/A	N/A	1800	L	18	1	1	1800
21-Aug-24	Depot	MN-000520801	212L	ANTIFREEZE	N/R 0	3099	II	300	L	3	1	L	300
21-Aug-24	Depot	MN-000520801	263I	MOTOR OIL	N/R 0	N/R	N/A	2400	L	24	1	L	2400
21-Aug-24	Depot			CAR BATTERIES	8	2794		576	KG	32	7	L	1296
11-Sept-24	Depot	MN-0005377951	242A	PESTICIDE, LIQUID, TOXIC, FLAMMABLE, N.O.S. (diazinon)	6.1(3)	2903	II	100	L	1	1	L	100
11-Sept-25	Depot	MN-0005377951	261A	TOXIC SOLID ORGANIC NOS (Pharmaceuticals)	6.1	2811	N/A	80	L	1	1	S	80
11-Sept-26	Depot	MN-0005377951	148C	CORROSIVE SOLID TOXIC NOS (Cement)	8	1759	II	200	KG	2	1	S	200
11-Sept-27	Depot	MN-0005377951	148C	CORROSIVE LIQUID, TOXIC, N OS, (sodium hydroxide)	8(6.1)	2922	11	200	L	2	1	L	200
11-Sept-28	Depot	MN-0005377951	148I	OXIDIZING LIQUID TOXIC NOS (Nitrates)	5.1(6.1)	3099	II	100	L	1	1	L	100
11-Sept-29	Depot	MN-0005377951	145I	PAINT RELATED MATERIAL	3	1263	II	1000	L	10	1	L	1000

11-Sept-30	Depot	MN-0005377951	145I	PAINT RELATED MATERIAL	3	1263	II	1920	L	96	7	L	1000
11-Sept-31	Depot	MN-0005377951	263I	FLAMMABLE LIQUID, TOXIC, N.O.S. (acetone)	3(6.1)	1992	II	900	L	9	1	L	900
11-Sept-32	Depot	MN-0005377951	263I	FLAMMABLE LIQUID, TOXIC, N.O.S. (acetone)	3(6.1)	1992	II	1920	L	96	7	L	1920
11-Sept-33	Depot	MN-0005377951	331I	FIRE EXTINGUISHERS	2.2	1044	N/A	945	KG	1	1	G	945
11-Sept-34	Depot	MN-0005377951	331I	HELIUM, COMPRESSED	2.2	1046	N/A	80	KG	1	7	G	80
11-Sept-35	Depot	MN-0005377951	331I	COMPRESSED GAS NOS (Expanding Foam)	2.2	1956	N/A	40	L	1	1	G	40
11-Sept-36	Depot	MN-0005377951	145L	AEROSOLS	2.1	1950	N/A	300	KG	3	1	G	300
11-Sept-37	Depot	MN-0005377951	331I	PROPANE	2.1	1978	N/A	120	KG	12	7	G	120
11-Sept-38	Depot	MN-0005377951	331I	PROPANE	2.1	1978	N/A	100	KG	1	1	G	100
11-Sept-39	Depot	MN-0005377951	331I	LATEX PAINT	N/A	N/A	N/A	2100	L	21	1	1	2100
11-Sept-40	Depot	MN-0005377951	212L	ANTIFREEZE	N/R 0	3099	II	300	L	3	1	L	300
11-Sept-41	Depot	MN-0005377951	263I	MOTOR OIL	N/R 0	N/R	N/A	2400	L	24	1	L	2400
11-Sept-24	Depot			CAR BATTERIES	8	2794		684	KG	38	7	L	684
11-Sept-24	Depot			MIXED BATTERIES				286	KG	1	1	S	286
11-Sept-24	Depot			FLOURESCENT TUBE/BULBS				400	KG	1	7	S	400
11-Sept-24	Depot			DRAINED OIL FILTERS				100	KG	1	7	S	100
02-Oct-24	Depot	MN-000555944	242A	PESTICIDE, LIQUID, TOXIC, FLAMMABLE, N.O.S. (diazinon)	6.1(3)	2903	II	200	L	2	1	L	200
02-Oct-24	Depot	MN-000555944	148C	CORROSIVE LIQUID NOS (Muriatic Acid)	8	1760	II	100	L	1	1	L	100
02-Oct-24	Depot	MN-000555944	148C	CORROSIVE SOLID TOXIC NOS (Cement)	8	1759	II	100	KG	1	1	S	100
02-Oct-24	Depot	MN-000555944	148C	CORROSIVE LIQUID, TOXIC, N OS, (sodium hydroxide)	8(6.1)	2922	11	100	L	1	1	L	100
02-Oct-24	Depot	MN-000555944	148I	OXIDIZING LIQUID TOXIC NOS (Nitrates)	5.1(6.1)	3099	II	100	L	1	1	L	100
02-Oct-24	Depot	MN-000555944	148I	OXIDIZING SOLID TOXIC NOS (Fertilizer)	5.1	1479	II	100	KG	1	1	S	100
02-Oct-24	Depot	MN-000555944	145I	PAINT RELATED MATERIAL	3	1263	II	1200	L	12	1	L	1000
02-Oct-24	Depot	MN-000555944	145I	PAINT RELATED MATERIAL	3	1263	II	480	L	24	7	L	1000
02-Oct-24	Depot	MN-000555944	263I	FLAMMABLE LIQUID, TOXIC, N.O.S. (acetone)	3(6.1)	1992	II	1300	L	13	1	L	1300
02-Oct-24	Depot	MN-000555944	263I	FLAMMABLE LIQUID, TOXIC, N.O.S. (acetone)	3(6.1)	1992	II	1920	L	96	7	L	1920
02-Oct-24	Depot	MN-000555944	331I	REFRIGERANT GAS, N.O.S.(Freon)	2.2	1078	N/A	50	KG	1	1	G	50
02-Oct-24	Depot	MN-000555944	331I	HELIUM, COMPRESSED	2.2	1046	N/A	90	KG	1	7	G	90
02-Oct-24	Depot	MN-000555944	145L	AEROSOLS	2.1	1950	N/A	700	KG	7	1	G	700
02-Oct-24	Depot	MN-000555944	331I	PROPANE	2.1	1978	N/A	240	KG	24	7	G	240
02-Oct-24	Depot	MN-000555944	331I	PROPANE	2.1	1978	N/A	100	KG	1	1	G	100
02-Oct-24	Depot	MN-000555944	331I	LATEX PAINT	N/A	N/A	N/A	2000	L	20	1	1	2000
02-Oct-24	Depot	MN-000555944	212L	ANTIFREEZE	N/R 0	3099	II	300	L	3	1	L	300
02-Oct-24	Depot	MN-000555944	263I	MOTOR OIL	N/R 0	N/R	N/A	2000	L	20	1	L	2000
02-Oct-24	Depot			CAR BATTERIES	8	2794		720	KG	40	7	L	720
02-Oct-25	Depot			FLOURESCENT TUBE/BULBS				400	KG	1	7	S	400
02-Oct-26	Depot			DRAINED OIL FILTERS				200	L	2	7	L	200
23-Oct-24	Depot	MN-000537951	242A	PESTICIDE, LIQUID, TOXIC, FLAMMABLE, N.O.S. (diazinon)	6.1(3)	2903	II	200	L	2	1	L	200
23-Oct-24	Depot	MN-000537952	261A	TOXIC SOLID ORGANIC NOS (Pharmaceuticals)	6.1	2811	N/A	80	L	1	1	S	80
23-Oct-24	Depot	MN-000537953	148C	CORROSIVE SOLID TOXIC NOS (Cement)	8	1759	II	200	KG	2	1	S	200
23-Oct-24	Depot	MN-000537954	148C	CORROSIVE LIQUID, TOXIC, N OS, (sodium hydroxide)	8(6.1)	2922	11	200	L	2	1	L	200
23-Oct-24	Depot	MN-000537955	148I	OXIDIZING LIQUID TOXIC NOS (Nitrates)	5.1(6.1)	3099	II	200	L	2	1	L	200
23-Oct-24	Depot	MN-000537955	148I	OXIDIZING SOLID TOXIC NOS (Fertilizer)	5.1	1479	II	200	KG	2	1	S	200
23-Oct-24	Depot	MN-000537956	145I	PAINT RELATED MATERIAL	3	1263	II	1100	L	11	1	L	1100
23-Oct-24	Depot	MN-000537957	145I	PAINT RELATED MATERIAL	3	1263	II	520	L	26	7	L	520
23-Oct-24	Depot	MN-000537958	263I	FLAMMABLE LIQUID, TOXIC, N.O.S. (acetone)	3(6.1)	1992	II	1400	L	14	1	L	1400
23-Oct-24	Depot	MN-000537959	263I	FLAMMABLE LIQUID, TOXIC, N.O.S. (acetone)	3(6.1)	1992	II	2460	L	123	7	L	2460
23-Oct-24	Depot	MN-000537960	331I	FIRE EXTINGUISHERS	2.2	1044	N/A	675	KG	1	1	G	675
23-Oct-24	Depot	MN-000537961	331I	HELIUM, COMPRESSED	2.2	1046	N/A	80	KG	1	7	G	80
23-Oct-24	Depot	MN-000537962	331I	COMPRESSED GAS NOS (Expanding Foam)	2.2	1956	N/A	40	L	1	1	G	40
23-Oct-24	Depot	MN-000537963	145L	AEROSOLS	2.1	1950	N/A	400	KG	4	1	G	400
23-Oct-24	Depot	MN-000537964	331I	PROPANE	2.1	1978	N/A	320	KG	31	2007	G	320
23-Oct-24	Depot	MN-000537965	331I	PROPANE	2.1	1978	N/A	100	KG	1	1	G	100
23-Oct-24	Depot	MN-000537966	331I	LATEX PAINT	N/A	N/A	N/A	2100	L	21	1	1	2100
23-Oct-24	Depot	MN-000537967	212L	ANTIFREEZE	N/R 0	3099	II	200	L	2	1	L	200
23-Oct-24	Depot	MN-000537968	263I	MOTOR OIL	N/R 0	N/R	N/A	2500	L	25	1	L	2500
23-Oct-24	Depot	MN-000537968	331I	REFRIGERANT GAS, N.O.S.(Freon)	2.2	1078	N/A	31	KG	1	1	G	31
23-Oct-24	Depot			CAR BATTERIES	8	2794		792	KG	44	7	L	792
23-Oct-24	Depot			FLOURESCENT TUBE/BULBS				454	KG	5	7	S	454
23-Oct-24	Depot			DRAINED OIL FILTERS				100	KG	1	1	S	100
23-Oct-24	Depot			MIXED BATTERIES				572	KG	2	1	S	572
13-Nov-24	Depot	MN-000590417	242A	PESTICIDE, LIQUID, TOXIC, FLAMMABLE, N.O.S. (diazinon)	6.1(3)	2903	II	200	L	2	1	L	200
13-Nov-24	Depot	MN-000590417	148C	CORROSIVE SOLID TOXIC NOS (Cement)	8	1759	II	100	KG	1	1	S	100
13-Nov-24	Depot	MN-000590417	148C	CORROSIVE LIQUID, TOXIC, N OS, (sodium hydroxide)	8(6.1)	2922	11	200	L	2	1	L	200
13-Nov-24	Depot	MN-000590417	148I	OXIDIZING SOLID TOXIC NOS (Fertilizer)	5.1	1479	II	100	KG	1	1	S	100

13-Nov-24	Depot	MN-000590417	145I	PAINT RELATED MATERIAL	3	1263	II	2400	L	24	1	L	2400
13-Nov-24	Depot	MN-000590417	145I	PAINT RELATED MATERIAL	3	1263	II	480	L	24	7	L	480
13-Nov-24	Depot	MN-000590417	263I	FLAMMABLE LIQUID, TOXIC, N.O.S. (acetone)	3(6.1)	1992	II	1600	L	16	1	L	1600
13-Nov-24	Depot	MN-000590417	263I	FLAMMABLE LIQUID, TOXIC, N.O.S. (acetone)	3(6.1)	1992	II	3560	L	178	7	L	3560
13-Nov-24	Depot	MN-000590417	331I	COMPRESSED GAS NOS (Expanding Foam)	2.2	1956	N/A	60	L	2	1	G	60
13-Nov-24	Depot	MN-000590417	331I	HELIUM, COMPRESSED	2.2	1046	N/A	150	KG	15	7	G	150
13-Nov-24	Depot	MN-000590417	145L	AEROSOLS	2.1	1950	N/A	500	KG	5	1	G	500
13-Nov-24	Depot	MN-000590417	331I	PROPANE	2.1	1978	N/A	310	KG	31	7	G	310
13-Nov-24	Depot	MN-000590417	331I	LATEX PAINT	N/A	N/A	N/A	2300	L	23	1	1	2300
13-Nov-24	Depot	MN-000590417	212L	ANTIFREEZE	N/R 0	3099	II	200	L	2	1	L	200
13-Nov-24	Depot	MN-000590417	263I	MOTOR OIL	N/R 0	N/R	N/A	2400	L	24	1	L	2400
13-Nov-23	Depot			CAR BATTERIES	8	2794		1080	KG	60	7	L	1080
13-Nov-23	Depot			MIXED BATTERIES				350	KG	1	1	S	350
04-Dec-24	Depot	MN-000308096	242A	PESTICIDE, LIQUID, TOXIC, FLAMMABLE, N.O.S. (diazinon)	6.1(3)	2903	II	300	L	3	1	L	300
04-Dec-24	Depot	MN-000308096	148C	CORROSIVE LIQUID NOS (Muriatic Acid)	8	1760	II	100	L	1	1	L	100
04-Dec-24	Depot	MN-000308096	148C	CORROSIVE SOLID TOXIC NOS (Cement)	8	1759	II	100	KG	1	1	S	100
04-Dec-24	Depot	MN-000308096	148C	CORROSIVE LIQUID, TOXIC, N OS, (sodium hydroxide)	8(6.1)	2922	11	100	L	1	1	L	100
04-Dec-24	Depot	MN-000308096	148I	OXIDIZING SOLID TOXIC NOS (Fertilizer)	5.1	1479	II	100	KG	1	1	S	100
04-Dec-24	Depot	MN-000308096	145I	PAINT RELATED MATERIAL	3	1263	II	1600	L	16	1	L	1600
04-Dec-24	Depot	MN-000308096	145I	PAINT RELATED MATERIAL	3	1263	II	480	L	24	7	L	480
04-Dec-24	Depot	MN-000308096	263I	FLAMMABLE LIQUID, TOXIC, N.O.S. (acetone)	3(6.1)	1992	II	1500	L	15	1	L	1500
04-Dec-24	Depot	MN-000308096	263I	FLAMMABLE LIQUID, TOXIC, N.O.S. (acetone)	3(6.1)	1992	II	1440	L	72	7	L	1440
04-Dec-24	Depot	MN-000308096	331I	COMPRESSED GAS NOS (Expanding Foam)	2.2	1956	N/A	50	L	1	1	G	60
04-Dec-24	Depot	MN-000308096	331I	FIRE EXTINGUISHERS	2.2	1044	N/A	75	KG	1	1	G	75
04-Dec-24	Depot	MN-000308096	145L	AEROSOLS	2.1	1950	N/A	500	KG	5	1	G	500
04-Dec-24	Depot	MN-000308096	331I	PROPANE	2.1	1978	N/A	230	KG	23	7	G	230
04-Dec-24	Depot	MN-000308096	331I	PROPANE	2.1	1978	N/A	200	KG	2	7	G	200
04-Dec-24	Depot	MN-000308096	331I	LATEX PAINT	N/A	N/A	N/A	2200	L	22	1	1	2200
04-Dec-24	Depot	MN-000308096	212L	ANTIFREEZE	N/R 0	3099	II	300	L	3	1	L	300
04-Dec-24	Depot	MN-000308096	263I	MOTOR OIL	N/R 0	N/R	N/A	2000	L	20	1	L	2000
04-Dec-24	Depot			CAR BATTERIES	8	2794		486	KG	20	1	L	486
04-Dec-24	Depot			MIXED BATTERIES				350	KG	1	1	S	350
04-Dec-24	Depot			FLOURESCENT TUBE/BULBS				270	KG	7	5	S	270
04-Dec-24	Depot			DRAINED OIL FILTERS				100	KG	1	7	S	100

Appendix F – Oxford County Hazardous and Liquid Industrial Waste Procedures



Protocol for Accepting Hazardous and Liquid Industrial Waste from Waste Generating Facilities and Residential Sources at the Oxford County Municipal Hazardous or Special Waste (MHSW) Depot

DATE: JANUARY 10, 2017

1 SCOPE:

This procedure applies to the receipt, handling, storage, disposal and manifesting of hazardous and liquid industrial waste received at the Oxford County MHSW Depot.

2 PURPOSE:

The purpose of this protocol is to define the responsibility and methods for receiving, disposal, and manifesting of hazardous waste.

3 RESPONSIBILITY/AUTHORITY:

The Waste Management Division is the originator of this protocol and is responsible for maintaining and implementing the contents within this document.

The proper identification, handling and preparation of hazardous and liquid industrial waste for disposal as well as manifesting of the waste is the responsibility of the designated official at the Oxford County MHSW Depot.

4 DEFINITIONS

Accepted Waste Streams – The Site will be used for the collection and transfer of waste classes: 121, 145, 146, 148, 211, 212, 213, 221, 241, 242, 251, 252, 261, 262, 263, 269, 312 (restricted to sharps and syringes from residential sources only) and 331.

Hazardous and Liquid Industrial Waste – For definition of hazardous and liquid industrial waste, refer to the MOE *Guidance Manual for Generators of Liquid Industrial and Hazardous Waste and Land Disposal Restrictions Handbook*.

Lab Pack – an approved 55 gallon drum used to store and transport waste.

Nitrile Gloves - Nitrile gloves are made of synthetic latex and offer excellent resistance to punctures and tears. Nitrile gloves are three times more puncture resistant than rubber.

Spill – a spill as defined in the Environmental Protection Act “when used with reference to a pollutant, means a discharge, (a) into the natural environment, (b) from or out of a structure, vehicle or other container, and (c) that is abnormal in quality or quantity in light of all the circumstances of the discharge”.

Tyvek® suit - Tyvek® suits are made from spun-bonded olefin and offer an excellent barrier from hazardous and non-hazardous particles.

Small Industrial, Commercial and Institutional Operations – industrial, commercial or institutional sources generating less than 60 kg of hazardous waste per year per generator or less than 300 L of liquid industrial waste per year per generator.

Waste Generating Facilities – those facilities, equipment and operations that are involved in the production, collection, handling or storage of waste at a site.

5 REFERENCE DOCUMENTS

Environmental Protection Act (R.S.O. 1990, Chapter E.19)
Ontario Environmental Protection Act – General – Waste Management (R.R.O. 1990, Regulation 347)
Oxford County Provisional Certificate of Approval Waste Disposal Site
MOE Guidance Manual for Generators of Liquid Industrial and Hazardous Waste
Land Disposal Restrictions Handbook
The Ontario Fire Code
The Ontario Occupational Health and Safety Act
Transportation of Dangerous Goods Act (TGDA)
SOP – Procedure for Handling PCBs
SOP – Procedure for Handling Asbestos
SOP – Procedure for Handling Explosives and Ammunition
SOP – Procedure for Handling Radioactive, Pathological or Biomedical (other than sharps and syringes from residential sources) Waste
Rejected Waste Log
Disposal Authorization Request Form
Spills, Fire, Upsets or Other Operational Problems Log
Complaint Log
Waste Manifest Example Documents
Contractor Contact Sheet

6 TRAINING AND SAFETY PROCEDURE

- 6.1 Management & Supervisors shall:
- Develop and enforce policies and procedures regarding the receiving, storing, disposal and manifesting MHSW material.

- Ensure information regarding policies/procedures is accessible and/or posted in conspicuous locations.
- Provide initial and ongoing training and education.
- Provide instruction to employees who may be required to work in the MHSW depot.
- Provide appropriate personal protective equipment (i.e. gloves, Tyvek® suit and safety glasses) for employees who are required to handle waste materials where there is a risk of exposure to potentially harmful materials.
- Report all significant complaints (Section 57 of Oxford County Provisional Certificate of Approval Waste Disposal Site).
- Report any Spills, Fire, Upsets or Other Operational Problems.

6.2 Employees shall:

- Participate in training related to receiving and storing MHSW.
- Wear appropriate personal protective equipment (i.e. nitrile gloves, Tyvek® suit and safety glasses) when required to handle waste materials where there is a risk of exposure to potentially harmful materials.
- Notify Supervisor and record all significant complaints (Section 57 of Oxford County Provisional Certificate of Approval Waste Disposal Site) in the Complaint Log.
- Notify Supervisor and record any Spills, Fire, Upsets or Other Operational Problems in the Spills, Fire, Upsets or Other Operational Problems Log.
- Ask for more information from your Supervisor when needed.

7 PROCEDURE FOR RECEIVING HAZARDOUS OR SPECIAL WASTE FROM RESIDENTIAL SOURCES

- 7.1 Residents are to unload materials onto receiving table. If Resident is unable to unload materials, the Operator can assist the Resident. To avoid accidental spills in residential vehicles, Operators are discouraged from removing the waste from Residential vehicle.
- 7.2 Operators are to screen the materials for unacceptable items i.e. PCBs, Asbestos, Radioactive, Pathological, Biomedical, or Explosives and Ammunition (see SOPs pertaining to these materials).
- 7.3 Operator to return unacceptable items to resident and provide them with a copy of the Contractor Contact Sheet.
- 7.4 Operator to record any rejected waste in the Rejected Waste Log.

8 PROCEDURE FOR RECEIVING HAZARDOUS AND LIQUID INDUSTRIAL WASTE FROM WASTE GENERATING FACILITIES (IC&I SECTOR)

- 8.1 Hazardous and Liquid Industrial Waste from Waste Generating Facilities will only be received at the Oxford County MHSW Depot once all components of this protocol have been complied with.
- 8.2 Submission of an Application to Ship Hazardous and Liquid Industrial Waste to the Oxford County MHSW Depot by the waste generating facility is required.
- 8.3 Submission of a signed Oxford County Hazardous Waste Agreement by the waste generating facility is required.
- 8.4 Proof of Transportation of Dangerous Goods (TDG) Certification if required and such proof to be submitted to the County with the completed Application to Ship Hazardous and Liquid Industrial Waste.
- 8.5 Upon review of the Application to Ship Hazardous and Liquid Industrial Waste to the Oxford County MHSW Depot, the designated official will confirm the conditions set forth in the site's Certificated of Approval have been complied with.
- 8.6 Once approved, a drop-off date is scheduled between the waste generation facility and the County's designated office.
- 8.7 The County will send the appropriate shipping documents and TDG certification labels to the waste generation facility.
- 8.8 Prior to delivery, the waste containers must be properly sealed following TDG guidelines. Each container of hazardous waste shipped to the County shall have a certificate containing the following statements affixed to the container as per the requirements of Oxford County's Provisional Certificate of Approval Waste Disposal Site:
 - (a) "All waste in this container is hazardous industrial waste, hazardous waste chemical or characteristic waste"; and
 - (b) "No waste in this container has been mixed, blended, bulked or in any other way intermingled with any other waste or material"; and
 - (c) "This waste has been generated solely at [*insert name of Waste Generation Facility*]'s facility which generates no greater than 5kg of hazardous industrial waste, hazardous waste chemical and characteristic waste in any month and is being accumulated for transportation purposes only "; and
 - (d) "This container and seal comply with the requirements of the Generator Registration Manual¹"; and
 - (e) "The total weight of this container does not exceed 30kg".

8.9 Receipt of Hazardous Waste from Waste Generation Facilities

- (a) The Oxford County MHSW Depot may only receive up to 60 kg of hazardous waste per year per generator from a single *waste generation facility* no more than 4 times per year.
- (b) The hazardous waste shall be received in container(s) no greater than 25 litres in size.
- (c) The container(s) is sealed in such a way that the container(s) can not be opened without breaking or noticeably tampering with the seal and the seal must be intact when received.
- (d) The container(s) is in good condition, is not broken or leaking and is suitable for the type of waste it contains;

8.10 Receipt of Liquid Industrial Waste from Waste Generation Facilities

- (a) the receipt of liquid industrial waste must be generated by generator's activities which can not include waste management activities.
- (b) may only receive up to a maximum of 300 litres of liquid industrial waste per year per generator from a single generator four (4) times per year.
- (c) liquid industrial waste shall be shipped in containers no greater than 25 L in size. Where a load consists of a combination of hazardous waste and liquid industrial waste, the sum total of the wastes may not exceed 90 kg per load.
- (d) containers shall be closed, secured and maintained so that under normal conditions of transport, including handling, there will be no accidental release of waste.
- (e) designated official will sign-off the shipping documents after verification of shipment.

9 PROCEDURE FOR SAFELY STORING HAZARDOUS AND LIQUID INDUSTRIAL WASTE

- 9.1 Operator to move the waste from the receiving table to the appropriate storage containers using the shopping carts and/or the platform truck when needed.
- 9.2 Received waste may be stored in lab packs, totes, on pallets, or in cages.
- 9.3 Prior to receiving hazardous waste at the MHSW Depot, line an empty drum with a drum liner and fold the top part of the liner over the outside of the drum. Place the Waste Identification Label and appropriate TDG sticker(s) on the lowest point possible of the folded over liner. The Waste Class Identification Label will provide information on which TDG labels are to be affixed to the drum.
- 9.4 Pack materials in appropriate storage containers for that particular waste.
- 9.5 If the packaging that the waste materials are contained in, have the possibility of leaking or breaking, use vermiculite to cushion the contents of the drum and to soak up any possible spills (add more vermiculite as the drum is being filled).

- 9.6 Any container that is leaking or if the integrity of a container is in question, place it in a secondary container such as a pail and seal the secondary container. Label the secondary container as to its contents and place it in the appropriate storage container.
- 9.7 Once the containers are full, close and seal the lids securely, except aerosols and 1 lb. cylinders. Place the lids on these drums but do not seal shut to allow any possible gas leaks to vent. Only seal them prior to being loaded on the truck.
- 9.8 Record amount of wet cells, propane, fluorescent tubes, fire extinguishers and compressed cylinders received each day on the white board.
- 9.9 Any waste that cannot be identified by the Operator will be set aside on the spill pallet located next to the office. The Operator will fill out the Date, Manufacturer, Trade Name and the address of the Manufacturer on the Disposal Authorization Request Form and forward it to the Supervisor who will classify the waste so that it can be properly stored.
- 9.10 When storing hazardous waste, containers must be:
- in good condition and not leaking;
 - protected from the weather;
 - compatible with the materials stored to avoid corrosion or chemical reactions that could result in fire;
 - kept closed except when adding waste;
 - not opened, handled or stored in ways that could cause leaks or ruptures; and,
 - clearly marked and labeled to identify what is being stored
- 9.11 Hazardous waste must be stored in a place(s) that allows for safe handling and is prepared for emergencies.
- 9.12 Hazardous waste storage sites will be:
- designed and maintained to ensure that run-off cannot enter the secondary containment systems; and
 - located away from sewer drains, manholes, drainage courses and standing water.

10 PROCEDURE FOR THE DISPOSAL OF HAZARDOUS AND LIQUID INDUSTRIAL WASTE

- 10.1 The Operator at the Oxford County MHSW facility, in conjunction with the Waste Management Division ensures that hazardous wastes are disposed of in accordance with the regulations.
- 10.2 On-site storage of wastes is not to exceed 90 days. The 90-day storage period begins as soon as the subject waste is stored.
- 10.3 Where on-site storage must exceed 90 days the Operator shall contact the Waste Management Division. The Waste Management Division shall notify the Ministry of Environment in writing within 5 business days after the 90th day of storage.

- 10.4 The Waste Management Division must keep a copy of the written notification of the stored waste. This notification must be retained for two years after the waste is no longer stored.
- 10.5 The Waste Management division shall be responsible for ensuring that materials are shipped to an approved disposal facility.
- 10.6 All waste shipments shall be made in accordance with Transportation of Dangerous Goods Act (TGDA). Waste manifests shall be filled out in accordance with the TDGA information referenced in the various Waste Manifest Example Documents.
- 10.7 The day before waste is scheduled for shipment, email a list of necessary supplies to carrier (before noon) making note of any special equipment necessary e.g. Double stacker, pallets, number of empty drums.

11 PROCEDURE FOR HAZARDOUS AND LIQUID INDUSTRIAL WASTE MANIFESTING

- 11.1 All hazardous and liquid industrial waste leaving any facility for disposal must be accompanied by a waste manifest.
- 11.2 The designated official must notify the hazardous waste receiver in advance of the first time shipment of any hazardous waste subject to Land Disposal Restrictions (LDR). Notification there after is only require upon the shipment of a new hazardous waste material subject to LDR.
- 11.3 The designated official completes Section A of the manifest. **(Note that only those who have been trained and issued a Certificate of Training are permitted to sign manifests.)**
- 11.4 In the event that the manifest Section A information is pre-printed check to ensure that the information is correct. **Where there is some deviation from the information indicated in the manifest example documents, the operator shall make the corrections and notify the Supervisor.**
- 11.5 The designated official must forward copies 1 & 2 of the manifest to the Supervisor.
- 11.6 The Supervisor will forward by mail the original Copy 1 of the manifest to the Ministry of the Environment within 3 working days.
- 11.7 Copy 2 of the waste manifest will be filed at the Waste Management Division office.
- 11.8 Upon receipt of the Copy 6 acknowledgement from the receiver, the Supervisor, date stamps and files Copy 6 with Copy 2.
- 11.9 Where the Copy 6 acknowledgement has not been received from the intended receiver within 4 weeks the Supervisor shall inform the Ministry of Environment in writing.
- 11.10 Waste manifests are retained by the County of Oxford for an indefinite time period.

12 RECORDS

Daily Inventory
Waste Disposal Information Sheet
Rejected Waste Log
Spills, Fire, Upsets or Other Operational Problems Log
Complaint Log

13 POTENTIAL ENVIRONMENTAL CONSEQUENCES:

The potential environmental consequences of not following this work instruction include improper handling and disposal of hazardous waste resulting in a violation of the General Waste Management regulation, R347, and the potential contamination of air, land or water.

This is the end of the document.

Appendix G – Complaint Log

Complaint Log

Complaint #: _____

Complainant information (if complainant is willing to provide)

Name:
Address:
Telephone number:
Time:
Date:

Nature of Complaint

Refer to Condition 57 of Certificate of Approval # 6180-7AXSFH for additional steps required to respond to a complaint of an environmentally significant nature.