



Oxford County

PERMANENT HOUSEHOLD HAZARDOUS WASTE DEPOT 2023 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 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 2023 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 302 days in 2023, serviced 5,143 residents, and received approximately 172 tonnes of hazardous waste.

The County is pleased to report that in the fifteen 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 2023 Operations and Monitoring Report, March 2024 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 2023 Operations and Monitoring Report, March 2024 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.

**PERMANENT HOUSEHOLD HAZARDOUS WASTE DEPOT ANNUAL REPORT
WASTE MANAGEMENT
2023**

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 2023 calendar year. Appendix A contains a summary of the Weekly Rounds Inspection logs along with the standard operating procedure, while Appendix B contains a summary of the monthly Preventative Maintenance Checks. It was discovered that the Preventative Maintenance Checklist were not completed from October-December due to staff turnover. 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 2023 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.

**PERMANENT HOUSEHOLD HAZARDOUS WASTE DEPOT ANNUAL REPORT
WASTE MANAGEMENT
2023**

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 2023.

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 2023 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



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.

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																												
Vectors																												
Rodents																												
Odour																												
Dust																												
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																												
Leaks																												
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																												
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	DW	DW	DW	DW		DW	DW	DW	DW	DW	DW		DW	DW	DW	DW	DW	DW			DW	DW	DW	DW	DW		DW	DW

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																															
Vectors																															
Rodents																															
Odour																															
Dust																															
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																															
Leaks																															
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																															
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	DW	DW	DW	DW			DW	DW	DW	DW	DW			DW	DW	DW	DW	DW			DW	DW	DW	DW	DW			DW	DW	DW	DW

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	31
Off Site/Depot Perimeter Impacts Noticed:																															
Vermin																															
Vectors																															
Rodents																															
Odour																															
Dust																															
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																															
Leaks																															
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						
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	DW		MF	DW	DW	DW		DW		MF	DW	DW	DW	DW	DW		KB	DW	DW	DW	DW	DW		MF	DW	DW	DW	DW	DW	DW	

Weekly Environmental Rounds

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																																	
Vectors																																	
Rodents																																	
Odour																																	
Dust																																	
Litter	Y	Y	Y	Y	Y			Y	Y	Y	Y	Y	Y					Y	Y	Y				Y	Y	Y	Y	Y		Y	Y	Y	
Spills																																	
Leaks																																	
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				Y	Y	Y	Y	Y		Y	Y	Y
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																																	
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		Y	Y	Y
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	DW	AD	DW	AD	AD			MF	DW	DW	DW	DW	DW			AD	AD	AD	DW	DW	DW				MF	DW	DW	DW	DW		DW	DW	DW

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																														
Vectors																														
Rodents																														
Odour																														
Dust																														
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																														
Leaks																														
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																														
Spill clean up equipment inventory Good/Poor	G	G	G		G	G	G	G	G	G		G	G	G	G	G	G		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	
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	DW	DW	DW		MF	DW	DW	DW	DW	DW		AD	DW	DW	DW	DW	DW		MF	DW	DW	DW	DW	DW		DW	DW	DW	DW	

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																																
Vectors																																
Rodents																																
Odour																																
Dust																																
Litter				Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y			Y	Y	Y	Y	Y			Y	Y	Y	Y	Y		Y	
Spills																																
Leaks																																
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																																
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				KB	KB	KB	KB	KB		MF	MF	DW	DW	DW	DW			KB	DW	DW	DW	DW	DW			MF	MF	MF	MF	KB		MF

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																																
Vectors																																
Rodents																																
Odour																																
Dust																																
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	Y
Spills																																
Leaks																																
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	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	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	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	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	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	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	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	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	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	Y
Equipment requiring maintenance																																
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	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	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	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	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	Y
Inspector Initials	MF	MF	JM	JM	BS			MF	JM	JM	JM	BS		MF	JM	MF	JM	MF	MF		MF	MF	MF	MF	JM	JM		MF	JM	JM	MF	

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																														
Vectors																														
Rodents																														
Odour																														
Dust																														
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																														
Leaks																														
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						
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		Y	Y	Y	Y	Y	Y
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	JM			JM	JM	JM	JM	JM		MF	JM	MF	JM	JM	MF		MF	MF	MF	MF	JM	JM		MF	MF	MF	MF	MF	MF

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																														
Vectors																														
Rodents																														
Odour																														
Dust																														
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																														
Leaks																														
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																														
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	MF	MF	MF	MF	MF		JM	JM	JM	MF	JM	JM		MF	MF	MF	MF	JM	JM		MF	MF	MF	MF

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																															
Vectors																															
Rodents																															
Odour																															
Dust																															
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																															
Leaks																															
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																															
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	MF	MF		JM	MF	JM	JM	MF	MF		MF	ECW	JM	JM	JM	JM		MF	EEW	EEW	EEW	EEW	MF					EEW	EEW	EEW	EEW

Appendix B – Monthly Preventative Maintenance Checks Summary

Preventative Maintenance Checklist

2023	Monthly Checklist											
	January	February	March	April	May	June	July	August	September	October	November	December
Inspect material handling equipment	Y	Y	Y	Y	Y	Y	Y	Y	Y			
Inspect locks, doors, cages	Y	Y	Y	Y	Y	Y	Y	Y	Y			
Lubricate moving parts on handling equipment	Y	Y	Y	Y	Y	Y	Y	Y	Y			
Inspect integrity of secondary containment	Y	Y	Y	Y	Y	Y	Y	Y	Y			
Inspect integrity of building	Y	Y	Y	Y	Y	Y	Y	Y	Y			
Inspect integrity of security fencing	Y	Y	Y	Y	Y	Y	Y	Y	Y			
Inspect first aid kit and restock if necessary	Y	Y	Y	Y	Y	Y	Y	Y	Y			
Inspect fire blanket for condition	Y	Y	Y	Y	Y	Y	Y	Y	Y			
Comments/Actions Taken												

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



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

Oxford County - 2023 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	1.00	0.38	1.00	1.65	2.48	2.10	2.40	1.65	1.75	1.65	2.20	1.48	19.73
263I	Misc. organics pails	Pail	20	0.66	0.78	0.58	1.16	2.66	1.54	1.16	3.85	3.00	2.68	6.20	2.64	26.91
145I	Paint	Lab Pack	100	2.78	2.35	3.43	6.88	5.33	4.80	5.03	6.28	4.50	4.45	8.72	2.88	57.40
331I	Aerosols	Lab Pack	100	0.28	0.10	0.38	0.60	0.58	0.55	0.68	0.73	0.70	0.55	0.83	0.48	6.43
213I	Solvents	Lab Pack	100	0.00	1.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.35
221I	Light fuels	Lab Pack	100	0.00	0.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.18
148C	Inorganic acids	Lab Pack	100	0.08	0.03	0.03	0.05	0.10	0.08	0.05	0.05	0.03	0.00	0.03	0.03	0.53
148C	Inorganic bases	Lab Pack	100	0.28	0.08	0.40	0.30	0.53	0.43	0.35	0.40	0.35	0.25	0.33	0.31	3.98
148C	Dry cell batteries	Lab Pack	350	0.18	0.18	0.44	0.35	0.44	0.35	0.53	0.53	0.26	0.35	0.35	0.35	4.29
242A	Pesticides	Lab Pack	100	0.15	0.13	0.23	0.30	0.25	0.28	0.20	0.20	0.28	0.23	0.28	0.10	2.60
261A	Pharmaceuticals	Lab Pack	100	0.00	0.03	0.00	0.05	0.05	0.00	0.10	0.13	0.08	0.08	0.05	0.03	0.58
312P	Syringes	Boxes - Syringes	9	0.00	0.00	0.00	0.00	0.00	0.00	0.01	0.00	0.00	0.00	0.00	0.00	0.03
148I	Oxidizers	Lab Pack	100	0.08	0.03	0.13	0.15	0.20	0.10	0.48	0.43	0.20	0.25	0.15	0.08	2.25
212L	Ethylene glycol	Lab Pack	100	0.13	0.20	0.03	0.25	0.28	0.25	0.23	0.25	0.30	0.23	0.28	0.10	2.50
252L	Oil	Lab Pack	100	1.00	0.80	1.15	3.03	3.20	2.18	3.18	2.18	2.80	2.60	2.50	1.78	26.38
N/A	Oil filters	Lab Pack	100	0.10	0.08	0.05	0.08	0.13	0.13	0.10	0.08	0.10	0.03	0.08	0.03	0.95
331I	<5lb.propane	Lab Pack	100	0.08	0.05	0.03	0.18	0.23	0.10	0.15	0.15	0.20	0.10	0.10	0.05	1.40
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	0.17	0.05	0.15	0.05	0.25	0.20	0.28	0.37	0.41	0.25	0.27	0.09	2.54
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	0.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.04
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	0.00	0.00	0.00	0.00
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	0.10	0.02	0.05	0.14	0.13	0.08	0.06	0.09	0.15	0.13	0.09	0.13	1.17
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	0.00	0.00	0.00	0.00
146T	4' fluorescent tubes	Units - Fluor. Tubes	0.25	0.10	0.17	0.59	0.09	0.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.06
146T	8' fluorescent tubes	Units - Fluor. Tubes	0.25	0.00	0.02	0.01	0.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.19
146T	Misc. fluorescent tubes	Units - Fluor. Tubes	0.25	0.03	0.05	0.08	0.05	0.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.28
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	0.39	0.12	0.38	1.02	0.98	0.66	0.92	1.07	0.59	0.50	0.87	0.51	7.98
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	0.07	0.01	0.04	0.11	0.09	0.15	0.09	0.15	0.09	0.11	0.11	0.11	1.10
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				7.63	7.17	9.14	16.61	18.04	13.97	15.97	18.55	15.77	14.42	23.42	11.14	171.84
RESIDENTS				297	233	338	510	485	496	386	551	496	476	549	349	5166

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

2023 MHSW Inventory

Manifest Information														SO BOL or Copy 6 Verified Weight (Kg)	Copy 6 Received Date (mm/dd/yyyy)
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)	
01-11-2023	Depot	MX000643-1	331I	AEROSOLS	2.1	1950	N/A	700	L	7	1	G	700		
01-11-2023	Depot	MX000643-1	148I	OXIDIZING LIQUID TOXIC NOS (Nitrates)	5.1(6.1)	3099	II	100	L	1	1	L	100		
01-11-2023	Depot	MX000643-1	263I	FLAMMABLE LIQUID TOXIC NOS (Methyl Hydrate)	3(6.1)	1992	II	1300	L	13	1	L	1300		
01-11-2023	Depot	MX000643-1	242A	PESTICIDE LIQUID TOXIC FLAMMABLE NOS (Chlordane)	6.1(3)	2903	II	200	L	2	1	L	200		
01-11-2023	Depot	MX000644-9	263I	FLAMMABLE LIQUID TOXIC NOS (Methyl Hydrate)	3(6.1)	1992	II	960	L	48	7	L	960		
01-11-2023	Depot	MX000644-9	148C	CORROSIVE LIQUID NOS (Muriatic Acid)	2.1	1978	N/A	100	L	1	1	L	100		
01-11-2023	Depot	MX000644-9	148C	CORROSIVE LIQUID TOXIC NOS (Sodium Hydroxide)	N/A	N/A	N/A	300	L	3	1	L	300		
01-11-2023	Depot	MX000644-9	148C	CORROSIVE SOLID TOXIC NOS (Cement)	N/A	N/A	N/A	100	KG	1	1	S	100		
01-11-2023	Depot	MX000645-6	252L	MOTOR OIL	N/A	N/A	N/A	1700	L	17	1	L	1700		
01-11-2023	Depot	MX000642-3	331I	PROPANE	2.1	1978	N/A	100	L	1	7	G	100		
01-11-2023	Depot	MX000642-3	331I	PROPANE	2.1	1978	N/A	210	L	21	7	G	210		
01-11-2023	Depot	MX003439-1	331I	FIRE EXTINGUISHERS	2.2	1044	N/A	107	L	1	1	G	54		
01-11-2023	Depot	MX003437-5	331I	COMPRESSED GAS NOS (Expanding Foam)	2.2	1956	N/A	40	L	1	1	G	40		
01-11-2023	Depot	MX000642-3	331I	HELIUM COMPRESSED	2.2	1046	N/A	80	L	1	1	G	80		
01-11-2023	Depot	MX000642-3	331I	REFRIDGERANT GAS NOS (CFC's)	2.2	1078	II	10	L	1	7	G	10		
01-11-2023	Depot	MX000642-3	331I	Carbon Dioxide	2.2	1013	N/A	10	L	1	1	G	10		
01-11-2023	Depot	MX000641-5	145I	PAINT	3	1263	II	5100	L	51	1	L	5100		
01-11-2023	Depot	MX000641-5	232L	ANTIFREEZE	N/A	N/A	N/A	200	L	2	1	L	200		
02-22-2023	Depot	MX003436-7	145I	PAINT	3	1263	II	100	L	1	7	L	100		
02-22-2023	Depot	MX003436-7	232L	ANTIFREEZE	N/A	N/A	N/A	100	L	1	1	L	100		
02-22-2023	Depot	MX003440-9	252L	MOTOR OIL	N/A	N/A	N/A	1100	L	11	1	L	1100		
02-22-2023	Depot	MX003439-1	148C	CORROSIVE SOLID TOXIC NOS (Cement)	N/A	N/A	N/A	100	KG	1	1	S	100		
02-22-2023	Depot	MX003439-1	261A	TOXIC SOLID ORGANIC NOS (Pharmaceuticals)	6.1	2811	II	80	KG	1	1	S	100		
02-22-2023	Depot	MX003438-3	263I	FLAMMABLE LIQUID TOXIC NOS (Methyl Hydrate)	3(6.1)	1992	II	480	L	24	1	L	480		
02-22-2023	Depot	MX003438-3	263I	FLAMMABLE LIQUID TOXIC NOS (Methyl Hydrate)	3(6.1)	1992	II	700	L	7	1	L	700		
02-22-2023	Depot	MX003438-3	242A	PESTICIDE LIQUID TOXIC FLAMMABLE NOS (Chlordane)	6.1(3)	2903	II	200	L	2	1	L	200		
02-22-2023	Depot	MX003438-3	148C	CORROSIVE LIQUID NOS (Muriatic Acid)	2.1	1978	N/A	100	L	1	1	L	100		
02-22-2023	Depot	MX003438-3	148C	CORROSIVE LIQUID TOXIC NOS (Sodium Hydroxide)	N/A	N/A	N/A	200	L	2	1	L	200		
02-22-2023	Depot	MX003437-5	331I	PROPANE	2.1	1978	N/A	60	L	6	7	G	60		
02-22-2023	Depot	MX003437-5	331I	PROPANE	2.1	1978	N/A	100	L	1	7	G	100		
02-22-2023	Depot	MX003437-5	331I	AEROSOLS	2.1	1950	N/A	200	L	2	1	G	200		
03-22-2023	Depot	MX000646-4	331I	FIRE EXTINGUISHERS	2.2	1044	N/A	100	L	1	1	G	100		
03-22-2023	Depot	MX185801-2	148C	CORROSIVE SOLID TOXIC NOS (Cement)	N/A	N/A	N/A	100	KG	1	1	S	100		
03-22-2023	Depot	MX185801-2	252L	MOTOR OIL	N/A	N/A	N/A	800	L	8	1	L	800		
03-22-2023	Depot	MX185800-4	148I	OXIDIZING LIQUID TOXIC NOS (Nitrates)	5.1(6.1)	3099	II	100	L	1	1	L	100		
03-22-2023	Depot	MX185800-4	263I	FLAMMABLE LIQUID TOXIC NOS (Methyl Hydrate)	3(6.1)	1992	II	800	L	8	1	L	800		
03-22-2023	Depot	MX185800-4	263I	FLAMMABLE LIQUID TOXIC NOS (Methyl Hydrate)	3(6.1)	1992	II	960	L	48	1	L	960		
03-22-2023	Depot	MX185800-4	242A	PESTICIDE LIQUID TOXIC FLAMMABLE NOS (Chlordane)	6.1(3)	2903	II	200	L	2	1	L	200		
03-22-2023	Depot	MX185800-4	148C	CORROSIVE LIQUID TOXIC NOS (Sodium Hydroxide)	N/A	N/A	N/A	100	L	1	1	L	100		
03-22-2023	Depot	MX328384-7	331I	COMPRESSED GAS NOS (Expanding Foam)	2.2	1956	N/A	60	L	6	7	G	80		
03-22-2023	Depot	MX327814-4	312p	(BIO) MEDICAL WASTE, NOS (Syringes)	N/A	N/A	N/A	9	kg	1			9		
03-22-2023	Depot	MX185799-8	331I	PROPANE	2.1	1978	N/A	130	L	13	7	G	130		
03-22-2023	Depot	MX185799-8	331I	HELIUM COMPRESSED	2.2	1046	N/A	40	L	4	1	G	40		
03-22-2023	Depot	MX185799-8	331I	AEROSOLS	2.1	1950	N/A	200	L	2	1	G	200		
03-22-2023	Depot	MX185798-0	145I	PAINT	3	1263	II	3000	L	30	1	L	3000		
03-22-2023	Depot	MX185798-0	232L	ANTIFREEZE	N/A	N/A	N/A	200	L	2	1	L	200		
04-19-2023	Depot	MX188862-1	145I	PAINT	3	1263	II	845	L	8	1	L	845		
04-19-2023	Depot	MX188864-7	331I	PROPANE	2.1	1978	N/A	75	KG	1	7	G	75		
04-19-2023	Depot	MX188864-7	232L	ANTIFREEZE	N/A	N/A	N/A	214	L	2	1	L	214		
04-19-2023	Depot	MX188864-7	252L	MOTOR OIL	N/A	N/A	N/A	3034	L	28	1	L	3034		
04-19-2023	Depot	MX188898-5	148I	OXIDIZING LIQUID TOXIC NOS (Fertilizer)	5.1(6.1)	3099	II	101	KG	1	1	L	101		
04-19-2023	Depot	MX188899-3	331I	PROPANE	2.1	1978	N/A	118	KG	11	1	G	118		
04-19-2023	Depot	MX188861-3	242A	PESTICIDE LIQUID TOXIC FLAMMABLE NOS (Chlordane)	6.1(3)	2903	II	166	L	2	1	L	166		
04-19-2023	Depot	MX188861-3	148C	CORROSIVE LIQUID NOS (Muriatic Acid)	2.1	1978	N/A	94	L	2	1	L	94		
04-19-2023	Depot	MX188861-3	148C	CORROSIVE LIQUID TOXIC NOS (Sodium Hydroxide)	N/A	N/A	N/A	193	L	2	1	L	193		
04-19-2023	Depot	MX188861-3	148C	CORROSIVE SOLID TOXIC NOS (Cement)	N/A	N/A	N/A	270	KG	2	1	S	270		
04-19-2023	Depot	MX188863-9	263I	FLAMMABLE LIQUID TOXIC NOS (Methyl Hydrate)	3(6.1)	1992	II	1503	L	15	1	L	1503		
04-19-2023	Depot	MX188863-9	263I	FLAMMABLE LIQUID TOXIC NOS (Methyl Hydrate)	3(6.1)	1992	II	848	L	48	1	L	848		
04-19-2023	Depot	MX188863-9	331I	HELIUM COMPRESSED	2.2	1046	N/A	48	KG	7	1	G	48		

04-19-2023	Depot	MX188863-9	331I	AEROSOLS	2.1	1950	N/A	414	KG	6	1	G	414
05-10-2023	Depot	MX006372-1	331I	ACETYLENE, DISSOLVED	2.1	1001	N/A	200	KG	2	7	G	200
05-10-2023	Depot	MX328386-2	252L	MOTOR OIL	N/A	N/A	N/A	2000	L	20	1	L	2000
05-10-2023	Depot	MX328385-4	331I	AEROSOLS	2.1	1950	N/A	400	L	4	1	G	400
05-10-2023	Depot	MX328385-4	331I	PROPANE	2.1	1978	N/A	100	L	1	1	G	100
05-10-2023	Depot	MX328385-4	331I	PROPANE	2.1	1978	N/A	130	L	13	7	G	130
05-10-2023	Depot	MX328385-4	232L	ANTIFREEZE	N/A	N/A	N/A	200	L	2	1	L	200
05-10-2023	Depot	MX328384-7	331I	HELIUM COMPRESSED	2.2	1046	N/A	80	KG	1	7	G	80
05-10-2023	Depot	MX001178-7	331I	OXYGEN, COMPRESSED	2.2 (5.1)	1072	N/A	100	KG	1	1	G	100
05-10-2023	Depot	MX328383-9	145I	PAINT	3	1263	II	400	L	4	1	L	400
05-10-2023	Depot	MX328383-9	148I	OXIDIZING LIQUID TOXIC NOS (nitrates)	5.1(6.1)	3099	II	100	L	1	1	L	100
05-10-2023	Depot	MX328383-9	148I	OXIDIZING LIQUID TOXIC NOS (Fertilizer)	5.1(6.1)	3099	II	100	L	1	1	L	100
05-10-2023	Depot	MX328382-1	242A	PESTICIDE LIQUID TOXIC FLAMMABLE NOS (Chlordane)	6.1(3)	2903	II	200	L	2	1	L	200
05-10-2023	Depot	MX328382-1	148C	CORROSIVE LIQUID TOXIC NOS (Sodium Hydroxide)	N/A	N/A	N/A	200	L	2	1	L	200
05-10-2023	Depot	MX187660-0	263I	FLAMMABLE LIQUID TOXIC NOS (Acetone)	3(6.1)	1992	II	1440	L	72	7	L	1440
05-10-2023	Depot	MX187659-2	148C	CORROSIVE SOLID TOXIC NOS (Cement)	N/A	N/A	N/A	100	KG	1	1	S	100
05-10-2023	Depot	MX187661-8	263I	FLAMMABLE LIQUID TOXIC NOS (Acetone)	3(6.1)	1992	II	1500	L	15	1	L	1500
05-31-2023	Depot	MX187662-6	252L	MOTOR OIL	N/A	N/A	N/A	1900	L	19	1	L	1900
05-31-2023	Depot	MX007374-6	331I	AEROSOLS	2.1	1950	N/A	500	L	5	1	G	500
05-31-2023	Depot	MX007374-6	331I	PROPANE	2.1	1978	N/A	140	L	14	1	G	140
05-31-2023	Depot	MX007374-6	331I	PROPANE	2.1	1978	N/A	200	L	2	7	G	200
05-31-2023	Depot	MX007374-6	232L	ANTIFREEZE	N/A	N/A	N/A	100	L	1	1	L	100
05-31-2023	Depot	MX000647-2	261A	TOXIC SOLID ORGANIC NOS (Pharmaceuticals)	6.1	2811	II	80	KG	1	1	S	100
05-31-2023	Depot	MX007371-2	242A	PESTICIDE LIQUID TOXIC FLAMMABLE NOS (Diazinon)	6.1(3)	2903	II	200	L	2	1	L	200
05-31-2023	Depot	MX007371-2	148C	CORROSIVE LIQUID NOS (Muriatic Acid)	2.1	1978	N/A	100	L	1	1	L	100
05-31-2023	Depot	MX007371-2	148C	CORROSIVE LIQUID TOXIC NOS (Sodium Hydroxide)	N/A	N/A	N/A	200	L	2	1	L	200
05-31-2023	Depot	MX007372-0	145I	PAINT	3	1263	II	1000	L	10	1	L	1000
05-31-2023	Depot	MX007372-0	148I	OXIDIZING LIQUID TOXIC NOS (Sodium Nitrate)	5.1(6.1)	3099	II	100	L	1	1	L	100
05-31-2023	Depot	MX007372-0	148I	OXIDIZING SOLID NOS (Fertilizers)	5.1	1479	II	100	KG	1	1	S	100
05-31-2023	Depot	MX007372-0	263I	FLAMMABLE LIQUID TOXIC NOS (Acetone)	3(6.1)	1992	II	1900	L	19	7	L	1900
05-31-2023	Depot	MX007373-8	263I	FLAMMABLE LIQUID TOXIC NOS (Acetone)	3(6.1)	1992	II	1800	L	90	1	L	1800
05-31-2023	Depot	MX007373-8	252L	MOTOR OIL	N/A	N/A	N/A	280	L	14	1	L	280
05-31-2023	Depot	MX007375-3	331I	HELIUM COMPRESSED	2.2	1046	N/A	60	KG	1	1	G	60
05-31-2023	Depot	MX672904-4	148C	CORROSIVE SOLID TOXIC NOS (Cement)	N/A	N/A	N/A	100	KG	1	1	S	100
06-21-2023	Depot	MX187663-4	331I	PROPANE	2.1	1978	N/A	240	L	24	7	G	240
06-21-2023	Depot	MX187663-4	232L	ANTIFREEZE	N/A	N/A	N/A	300	L	3	1	L	300
06-21-2023	Depot	MX673206-3	331I	FIRE EXTINGUISHERS	2.2	1044	N/A	122	KG	1	1	G	122
06-21-2023	Depot	MX007372-0	148I	OXIDIZING SOLID NOS (Fertilizers)	5.1	1479	II	100	KG	1	1	S	100
06-21-2023	Depot	MX001178-7	331I	AEROSOLS	2.1	1950	N/A	400	L	4	1	G	400
06-21-2023	Depot	MX001178-7	331I	PROPANE	2.1	1978	N/A	100	KG	1	1	G	100
06-21-2023	Depot	MX673761-7	145I	PAINT	3	1263	II	800	L	8	1	L	800
06-21-2023	Depot	MX673761-7	263I	FLAMMABLE LIQUID TOXIC NOS (Acetone)	3(6.1)	1992	II	1400	L	70	1	L	1400
06-21-2023	Depot	MX673761-7	263I	FLAMMABLE LIQUID TOXIC NOS (Acetone)	3(6.1)	1992	II	1500	L	15	7	L	1500
06-21-2023	Depot	MX673760-9	148C	CORROSIVE SOLID TOXIC NOS (Cement)	8	1759	N/A	100	KG	1	1	S	100
06-21-2023	Depot	MX000647-2	242A	PESTICIDE LIQUID TOXIC FLAMMABLE NOS (Diazinon)	6.1(3)	2903	II	300	L	3	1	L	300
06-21-2023	Depot	MX000647-2	242A	PESTICIDE LIQUID TOXIC FLAMMABLE NOS (Diazinon)	6.1(3)	2903	II	300	L	3	1	L	300
06-21-2023	Depot	MX000647-2	148C	CORROSIVE LIQUID NOS (Muriatic Acid)	2.1	1978	N/A	100	L	1	1	L	100
06-21-2023	Depot	MX000647-2	148C	CORROSIVE LIQUID TOXIC NOS (Sodium Hydroxide)	N/A	N/A	N/A	400	L	4	1	L	400
06-21-2023	Depot	MX673208-9	252L	MOTOR OIL	N/A	N/A	N/A	1800	L	18	1	L	1800
07-12-2023	Depot	MX672905-1	145I	PAINT	3	1263	II	700	L	7	1	L	700
07-12-2023	Depot	MX672905-1	263I	FLAMMABLE LIQUID TOXIC NOS (Acetone)	3(6.1)	1992	II	480	L	24	1	L	480
07-12-2023	Depot	MX672906-9	331I	AEROSOLS	2.1	1950	N/A	300	L	3	1	G	300
07-12-2023	Depot	MX672907-7	331I	PROPANE	2.1	1978	N/A	100	L	1	1	G	100
07-12-2023	Depot	MX672907-7	331I	PROPANE	2.1	1978	N/A	150	L	15	7	G	150
07-12-2023	Depot	MX672907-7	232L	ANTIFREEZE	N/A	N/A	N/A	200	L	3	1	L	200
07-12-2023	Depot	MX006370-5	263I	FLAMMABLE LIQUID TOXIC NOS (Acetone)	3(6.1)	1992	II	1300	L	13	1	L	1300
07-12-2023	Depot	MX006370-5	252L	MOTOR OIL	N/A	N/A	N/A	1600	L	16	1	L	1600
07-12-2023	Depot	MX006369-7	242A	PESTICIDE LIQUID TOXIC FLAMMABLE NOS (Diazinon)	6.1(3)	2903	II	200	L	2	1	L	200
07-12-2023	Depot	MX006369-7	148C	CORROSIVE LIQUID TOXIC NOS (Sodium Hydroxide)	N/A	N/A	N/A	200	L	1	1	L	200
07-12-2023	Depot	MX006369-7	148C	CORROSIVE SOLID TOXIC NOS (Cement)	8	1759	N/A	100	KG	1	1	S	100
07-12-2023	Depot	MX673207-1	331I	AEROSOLS	2.1	1950	N/A	600	L	6	1	G	600
08-02-2023	Depot	MX673207-1	331I	PROPANE	2.1	1978	N/A	281	L	27	7	G	281
08-02-2023	Depot	MX673207-1	232L	ANTIFREEZE	N/A	N/A	N/A	100	L	1	1	L	100
08-02-2023	Depot	MX673206-3	331I	COMPRESSED GAS NOS (Expanding Foam)	2.2	1956	N/A	69	L	8	1	G	69
08-02-2023	Depot	MX673206-3	331I	FIRE EXTINGUISHERS	2.2	1044	N/A	98	KG	1	1	G	98

08-02-2023	Depot	CJ80600-4	252L	MOTOR OIL	N/A	N/A	N/A	2310	L	25	1	L	2310	
08-02-2023	Depot	MX673206-3	331I	HELIUM COMPRESSED	2.2	1046	N/A	76	L	12	7	G	76	
08-02-2023	Depot	MX673205-5	148I	OXIDIZING SOLID NOS (Fertilizers)	5.1	1479	II	411	KG	4	1	S	411	
08-02-2023	Depot	MX673205-5	145I	PAINT	3	1263	II	400	L	4	1	L	400	
08-02-2023	Depot	MX673205-5	263I	FLAMMABLE LIQUID TOXIC NOS (Acetone)	3(6.1)	1992	II	1004	L	66	1	L	1004	
08-02-2023	Depot	MX006369-7	148C	CORROSIVE SOLID TOXIC NOS (Cement)	8	1759	N/A	100	KG	1	1	S	100	
08-02-2023	Depot	MX673205-5	263I	FLAMMABLE LIQUID TOXIC NOS (Acetone)	3(6.1)	1992	II	1454	L	21	7	L	1454	
08-02-2023	Depot	MX673204-8	242A	PESTICIDE LIQUID TOXIC FLAMMABLE NOS (Diazinon)	6.1(3)	2903	II	100	L	1	1	L	100	
08-02-2023	Depot	MX673204-8	148C	CORROSIVE LIQUID TOXIC NOS (Sodium Hydroxide)	8 (6.1)	2922	II	100	L	1	1	L	100	
08-02-2023	Depot	CJ80599-8	331I	AEROSOLS	2.1	1950	N/A	600	L	6	1	G	0	
08-02-2023	Depot	MX673204-8	148I	OXIDIZING LIQUID TOXIC NOS (Sodium Nitrate)	5.1(6.1)	3099	II	100	L	1	1	L	100	
08-16-2023	Depot	CJ80600-4	331I	PROPANE	2.1	1978	N/A	100	L	1	7	G	100	
08-16-2023	Depot	CJ80600-4	232L	ANTIFREEZE	N/A	N/A	N/A	200	L	2	1	L	200	
08-16-2023	Depot	CJ78834-3	312P	BIOMEDICAL WASTE (Syringes)	N/A	N/A	N/A	9	KG	1	7	S	9	
08-16-2023	Depot	CJ80600-4	252L	MOTOR OIL	N/A	N/A	N/A	1200	L	12	1	L	1200	
08-16-2023	Depot	MX673206-3	331I	FIRE EXTINGUISHERS	2.2	1044	N/A	72	KG	1	1	G	72	
08-16-2023	Depot	CJ80599-8	331I	HELIUM COMPRESSED	2.2	1046	N/A	50	KG	1	1	G	50	
08-16-2023	Depot	CJ80923-0	148I	OXIDIZING LIQUID TOXIC NOS (Sodium Nitrate)	5.1(6.1)	3099	II	100	L	1	1	L	100	
08-16-2023	Depot	CJ80599-8	331I	AEROSOLS	2.1	1950	N/A	200	KG	2	1	G	200	
08-16-2023	Depot	CJ80598-0	145I	PAINT	3	1263	II	900	L	9	1	L	900	
08-16-2023	Depot	CJ80922-2	148C	CORROSIVE SOLID TOXIC NOS (Cement)	8	1759	N/A	100	KG	1	1	S	100	
08-16-2023	Depot	CJ80598-0	263I	FLAMMABLE LIQUID TOXIC NOS (Acetone)	3(6.1)	1992	II	700	L	7	1	L	700	
08-16-2023	Depot	CJ80598-0	263I	FLAMMABLE LIQUID TOXIC NOS (Acetone)	3(6.1)	1992	II	960	L	48	7	L	960	
08-16-2023	Depot	CJ80597-2	242A	PESTICIDE LIQUID TOXIC FLAMMABLE NOS (Diazinon)	6.1(3)	2903	II	100	L	1	1	L	100	
08-16-2023	Depot	CJ80597-2	148C	CORROSIVE LIQUID TOXIC NOS (Sodium Hydroxide)	8 (6.1)	2922	II	100	L	1	1	L	100	
09-20-2023	Depot	CJ80597-2	148C	CORROSIVE LIQUID NOS (Muriatic Acid)	2.1	1978	N/A	100	L	1	1	L	100	
09-20-2023	Depot	CJ80925-5	331I	PROPANE	2.1	1978	N/A	300	kg	3	2	G	300	
09-20-2023	Depot	CJ80925-5	232L	ANTIFREEZE	N/A	N/A	N/A	300	L	3	1	L	300	
09-20-2023	Depot	CJ80925-5	252L	MOTOR OIL	N/A	N/A	N/A	2800	L	28	1	L	2800	
09-20-2023	Depot	MX000642-3	331I	Carbon Dioxide	2.2	1013	N/A	20	KG	1	1	G	20	01/26/2022
09-20-2023	Depot	CJ80923-0	145I	PAINT	3	1263	II	900	L	9	1	L	900	
09-20-2023	Depot	CJ80923-0	263I	FLAMMABLE LIQUID TOXIC NOS (Acetone)	3(6.1)	1992	II	3420	L	171	7	L	3420	
09-20-2023	Depot	CJ80924-8	263I	FLAMMABLE LIQUID TOXIC NOS (Acetone)	3(6.1)	1992	II	1900	L	19	1	L	1900	
09-20-2023	Depot	CJ78835-0	331I	OXYGEN, COMPRESSED	2.2 (5.1)	1072	N/A	70	KG	1	1	G	70	
09-20-2023	Depot	CJ80924-8	331I	HELIUM COMPRESSED	2.2	1046	N/A	90	L	2	7	G	90	
09-20-2023	Depot	CJ80924-8	331I	AEROSOLS	2.1	1950	N/A	900	KG	9	1	G	900	
09-20-2023	Depot	CJ80924-8	331I	PROPANE	2.1	1978	N/A	460	KG	37	1	G	460	
09-20-2023	Depot	CJ80922-2	242A	PESTICIDE LIQUID TOXIC FLAMMABLE NOS (Diazinon)	6.1(3)	2903	II	300	L	3	1	L	300	
09-20-2023	Depot	CJ80922-2	148C	CORROSIVE LIQUID TOXIC NOS (Sodium Hydroxide)	8 (6.1)	2922	II	100	L	1	1	L	100	
09-20-2023	Depot	CJ78833-5	148C	CORROSIVE SOLID TOXIC NOS (Cement)	8	1759	N/A	300	KG	3	1	S	300	
09-20-2023	Depot	CJ78833-5	148I	OXIDIZING SOLID NOS (Fertilizers)	5.1	1479	II	100	KG	1	1	S	100	
10-11-2023	Depot	CJ78833-5	145I	PAINT	3	1263	II	3100	L	31	1	L	3100	
10-11-2023	Depot	CJ80922-2	242A	PESTICIDE LIQUID TOXIC FLAMMABLE NOS (Diazinon)	6.1(3)	2903	II	52	L	1	1	L	52	
10-11-2023	Depot	MX003439-1	261A	TOXIC SOLID ORGANIC NOS (Pharmaceuticals)	6.1	2811	II	80	KG	1	1	S	100	
10-11-2023	Depot	CJ80922-2	148C	CORROSIVE SOLID TOXIC NOS (Cement)	8	1759	N/A	160	KG	2	1	S	160	
10-11-2023	Depot	CJ78836-8	331I	AEROSOLS	2.1	1950	N/A	178	KG	4	1	G	178	
10-11-2023	Depot	CJ80925-5	252L	MOTOR OIL	N/A	N/A	N/A	1400	L	14	1	L	2800	
10-11-2023	Depot	CJ80923-0	148I	OXIDIZING LIQUID TOXIC NOS (Sodium Nitrate)	5.1(6.1)	3099	II	200	L	2	1	L	200	
10-11-2023	Depot	MX673206-3	331I	FIRE EXTINGUISHERS	2.2	1044	N/A	100	KG	1	1	G	100	
10-11-2023	Depot	CJ78836-8	331I	PROPANE	2.1	1978	N/A	258	KG	20	2	G	258	
10-11-2023	Depot	CJ78836-8	331I	PROPANE	2.1	1978	N/A	58	KG	1	2	G	58	
10-11-2023	Depot	MX000642-3	331I	Carbon Dioxide	2.2	1013	N/A	200	KG	2	1	G	200	01/26/2022
10-11-2023	Depot	CJ78836-8	232L	ANTIFREEZE	N/A	N/A	N/A	129	L	2	1	L	129	
10-11-2023	Depot	CJ78834-3	263I	FLAMMABLE LIQUID TOXIC NOS (Acetone)	3(6.1)	1992	II	1279	L	90	7	L	1279	
10-11-2023	Depot	CJ78834-3	263I	FLAMMABLE LIQUID TOXIC NOS (Acetone)	3(6.1)	1992	II	15000	L	15	1	L	15000	
10-11-2023	Depot	CJ80922-2	148C	CORROSIVE LIQUID TOXIC NOS (Sodium Hydroxide)	8 (6.1)	2922	II	74	L	1	1	L	74	
10-11-2023	Depot	MX007372-0	148I	OXIDIZING SOLID NOS (Fertilizers)	5.1	1479	II	100	KG	1	1	S	100	
10-11-2023	Depot	CJ78834-3	312P	BIOMEDICAL WASTE (Syringes)	N/A	N/A	N/A	15	KG	1	7	S	15	
11-01-2023	Depot	CJ78834-3	331I	COMPRESSED GAS NOS (Expanding Foam)	2.2	1956	N/A	50	KG	1	1	G	50	
11-01-2023	Depot	CJ78835-0	331I	HELIUM COMPRESSED	2.2	1046	N/A	80	KG	1	1	G	80	
11-01-2023	Depot	CJ78833-5	148C	CORROSIVE SOLID TOXIC NOS (Cement)	8	1759	N/A	100	KG	1	1	S	100	
11-01-2023	Depot	CJ78836-8	331I	PROPANE	2.1	1978	N/A	100	KG	1	2	G	100	
11-01-2023	Depot	CJ78836-8	331I	PROPANE	2.1	1978	N/A	250	KG	21	2	G	250	
11-01-2023	Depot	CJ78836-8	232L	ANTIFREEZE	N/A	N/A	N/A	100	L	1	1	L	100	
11-01-2023	Depot	CJ80924-8	331I	AEROSOLS	2.1	1950	N/A	300	KG	3	1	G	300	

11-01-2023	Depot	CJ80922-2	242A	PESTICIDE LIQUID TOXIC FLAMMABLE NOS (Diazinon)	6.1(3)	2903	II	200	L	2	1	L	200
11-01-2023	Depot	CJ80925-5	252L	MOTOR OIL	N/A	N/A	N/A	1400	L	14	1	L	2800
11-01-2023	Depot	CJ80922-2	148C	CORROSIVE LIQUID TOXIC NOS (Sodium Hydroxide)	8 (6.1)	2922	II	100	L	1	1	L	100
11-01-2023	Depot	CJ78918-4	145I	PAINT	3	1263	II	3300	L	33	1	L	3300
11-01-2023	Depot	CJ78918-4	263I	FLAMMABLE LIQUID TOXIC NOS (Acetone)	3(6.1)	1992	II	1920	L	96	7	L	1920
11-01-2023	Depot	CJ78918-4	263I	FLAMMABLE LIQUID TOXIC NOS (Acetone)	3(6.1)	1992	II	1100	L	11	7	L	1100
11-22-2023	Depot	CJ80922-2	242A	PESTICIDE LIQUID TOXIC FLAMMABLE NOS (Diazinon)	6.1(3)	2903	II	300	L	3	1	L	300
11-22-2023	Depot	MX000647-2	261A	TOXIC SOLID ORGANIC NOS (Pharmaceuticals)	6.1	2811	II	80	KG	1	1	S	100
11-22-2023	Depot	CJ80922-2	148C	CORROSIVE LIQUID TOXIC NOS (Sodium Hydroxide)	8 (6.1)	2922	II	200	L	2	1	L	200
11-22-2023	Depot	CJ80922-2	148C	CORROSIVE SOLID TOXIC NOS (Cement)	8	1759	N/A	200	KG	2	1	S	200
11-22-2023	Depot	MX007372-0	148I	OXIDIZING SOLID NOS (Fertilizers)	5.1	1479	II	200	KG	2	1	S	100
11-22-2023	Depot	CJ78833-5	145I	PAINT	3	1263	II	200	L	2	1	L	200
11-22-2023	Depot	CJ78918-4	263I	FLAMMABLE LIQUID TOXIC NOS (Acetone)	3(6.1)	1992	II	3360	L	168	7	L	3360
11-22-2023	Depot	CJ78918-4	263I	FLAMMABLE LIQUID TOXIC NOS (Acetone)	3(6.1)	1992	II	1600	L	16	7	L	1600
11-22-2023	Depot	CJ78835-0	331I	HELIUM COMPRESSED	2.2	1046	N/A	50	KG	5	1	G	50
11-22-2023	Depot	CJ80924-8	331I	AEROSOLS	2.1	1950	N/A	700	KG	7	1	G	700
11-22-2023	Depot	CJ78836-8	331I	PROPANE	2.1	1978	N/A	220	KG	22	2	G	220
11-22-2023	Depot	CJ78836-8	232L	ANTIFREEZE	N/A	N/A	N/A	200	L	2	1	L	200
11-22-2023	Depot	CJ80925-5	252L	MOTOR OIL	N/A	N/A	N/A	2100	L	21	1	L	2800
12/13/2023	Depot	CJ80922-2	242A	PESTICIDE LIQUID TOXIC FLAMMABLE NOS (Diazinon)	6.1(3)	2903	II	78	L	1	1	L	78
12/13/2023	Depot	CJ80597-2	148C	CORROSIVE LIQUID NOS (Muriatic Acid)	2.1	1978	N/A	47	L	1	1	L	47
12/13/2023	Depot	CJ80922-2	148C	CORROSIVE SOLID TOXIC NOS (Cement)	8	1759	N/A	389	KG	2	1	S	389
12/13/2023	Depot	CJ78833-5	145I	PAINT	3	1263	II	620	L	62	1	L	620
12/13/2023	Depot	CJ78835-0	331I	HELIUM COMPRESSED	2.2	1046	N/A	90	KG	90	1	G	90
12/13/2023	Depot	CJ78918-4	263I	FLAMMABLE LIQUID TOXIC NOS (Acetone)	3(6.1)	1992	II	1063	L	96	7	L	1063
12/13/2023	Depot	CJ78834-3	331I	COMPRESSED GAS NOS (Expanding Foam)	2.2	1956	N/A	38	KG	4	1	G	38
12/13/2023	Depot	CJ78836-8	331I	PROPANE	2.1	1978	N/A	200	KG	2	2	G	200
12/13/2023	Depot	CJ80924-8	331I	AEROSOLS	2.1	1950	N/A	118	KG	3	1	G	118
12/13/2023	Depot	CJ78836-8	232L	ANTIFREEZE	N/A	N/A	N/A	200	L	2	1	L	200
12/13/2023	Depot	CJ80925-5	252L	MOTOR OIL	N/A	N/A	N/A	1400	L	14	1	L	2800
12/13/2023	Depot	MX673206-3	331I	FIRE EXTINGUISHERS	2.2	1044	N/A	127	KG	2	1	G	127
12/13/2023	Depot	CJ80924-8	331I	AEROSOLS	2.1	1950	N/A	87	KG	7	1	G	87
12/13/2023	Depot	MX000642-3	331I	REFRIDGERANT GAS NOS (CFC's)	2.2	1078	II	20	L	2	7	G	20
12/13/2023	Depot	CJ78918-4	263I	FLAMMABLE LIQUID TOXIC NOS (Acetone)	3(6.1)	1992	II	1200	KG	12	7	L	1200

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.