

Municipal Hazardous or Special Waste Collection Site Standards

Updated: November 2017



Stewardship Ontario

To the extent that there is any conflict between these Municipal Hazardous or Special Waste (MHSW) Collection Site Standards and the requirements of applicable laws and regulations, the requirements of applicable laws and regulations apply. The collection site operator is required to comply with the requirements of the applicable laws and regulations and inform Stewardship Ontario of such actions. For greater certainty, in the event that the Stewardship Ontario standards impose requirements that are more stringent or additional to the requirements of applicable laws and regulations but do not conflict with such laws and regulations, the collection site operator is required to comply with the Stewardship Ontario standards as well as with applicable laws and regulations.

Background:

Stewardship Ontario operates the MHSW program to ensure certain hazardous and special wastes are collected and recycled or otherwise safely disposed of in an environmentally appropriate way.

Stewardship Ontario operates a reverse supply chain for the collection and recycling of the following materials:

- Single-Use Dry Cell Batteries
- Pressurized Containers

Additional materials under the MHSW Program are collected and managed by organizations operating approved Industry Stewardship Plans. The MHSW Program Plan, rules and material definitions can all be viewed on the Stewardship Ontario website at www.stewardshipontario.ca.

Purpose:

The MHSW Collection Site Standards define the minimum operating requirements to qualify as a Stewardship Ontario collection site for the specified Phase 1 MHSW. All locations wishing to act as a collection site on behalf of Stewardship Ontario must be approved by Stewardship Ontario or by an approved Stewardship Ontario transporter that has authorization to approve collection sites.

The MHSW Collection Site Standards do not absolve collection sites from any federal, provincial and/or municipal legislation and regulations applicable to their operation. It is the collection site's responsibility to be aware of, and abide by, all such legislation and regulations.

Stewardship Ontario reserves the right to review and revise these standards on an ongoing basis. The most current version will be posted on the Stewardship Ontario website. Stewardship Ontario will, as a courtesy, provide notification of changes to active collection sites for which it has current email addresses; however, it is the collection site's responsibility to regularly check the Stewardship Ontario website for revisions.

Who this applies to:

For the purposes of these standards, a *Collection Site Operator* means the operator of a location at which MHSW is received from the public and/or a small quantity or IC&I generator, or via the site's internal operations from which a transporter will pick up MHSW and transport it to an approved MHSW processor.

Where a Transporter establishes a Collection Site as provided for by Stewardship Ontario, the Transporter has the responsibility of enforcing these standards on the Collection Site.

Enforcement of these Standards:

Collection site operators shall:

- Provide Stewardship Ontario with all reasonable information relating to these standards or any matter that relates to the MHSW program or procedures of Stewardship Ontario;
- Acknowledge that Stewardship Ontario has a right of access to any and all such information during normal business hours and on 24 hours' notice.

Moreover, Stewardship Ontario may verify compliance information provided by collection site operators, either directly or through a third party acting on its behalf. Please note that all parties acting on behalf of Stewardship Ontario are bound by strict confidentiality agreements.

1.0 General Requirements

All MHSW collection site operators shall:

- 1.1. Possess a valid business license if they are a commercial operation.
- 1.2. Either self-insure, or possess comprehensive or commercial general liability insurance, including coverage for bodily injury, property damage, complete operations and contractual liability.
- 1.3. Identify and comply with all applicable legislation and approvals, including but not limited to:
 - In possession of and in compliance with all terms in their MOE Environmental Compliance Approval (ECA), where required;
 - Registered with the MOE's Hazardous Waste Information Network (HWIN), where required;
 - In compliance with the Ontario *Environmental Protection Act, 1990* (including R.R.O. 1990, O. Reg. 347, General – Waste Management);
 - In compliance with the federal *Transportation of Dangerous Goods Act (TDGA)*;
 - In compliance with applicable municipal zoning bylaws or other bylaws, such as fire codes, parking and hours of operation.
- 1.4. Maintain a documented process to identify, assess and ensure compliance with this standard and all applicable legislative and regulatory requirements, including but not limited to:
 - Environmental regulations, including permits or certifications for operating, air emissions, or other discharges;

- Occupational health and safety regulations;
 - Hazardous waste management regulations (storage, handling).
- 1.5. Implement and maintain an emergency response plan to prepare for and respond to emergency situations including fires, spills and medical events.
 - 1.6. Maintain all records for a minimum of two years or longer as required by law, including manifests, bills of lading and waste records.
 - 1.7. Provide notice to Stewardship Ontario of any fines or regulatory orders in the previous five years and, going forward, within 60 days of any new fine or regulatory order as it relates to the MHSW Program.

2.0 Collection Scope

Collection Sites Must:

- 2.1. Be located within the province of Ontario.
- 2.2. Be public-facing, unless otherwise approved.
- 2.3. Collect only eligible MHSW materials generated by consumers in Ontario.
- 2.4. Provide the public with a location for the free drop-off of eligible MHSW materials.
- 2.5. Agree to be published on the Orange Drop website (www.makethedrop.ca) as a collection site.
- 2.6. Collect and temporarily store eligible MHSW materials (until pick-up) in accordance with Ministry of Environment and WHMIS regulations, and any other applicable provincial regulations
 - Temporarily stored eligible MHSW materials awaiting pick-up must be kept secure and accessible for easy pick-up by the Approved Transporter
- 2.7. Collection containers must be approved by Stewardship Ontario with Orange Drop-branding (can be co-branded) (e.g., pail or box) and display any additional collateral material required to promote the program
- 2.8. Ensure collection container is kept free of non-eligible MHSW materials, other recyclables and garbage
- 2.9. Ensure collection container is visible to the public and kept in a professional and tidy manner
- 2.10. Agree that eligible MHSW materials collected under the Orange Drop Program may only be transferred to an Approved Stewardship Ontario Transporter

3.0 Occupational Health and Safety

All MHSW collection site operators shall:

- 3.1. Identify and comply with all applicable health and safety legislation, including but not limited to:
 - *Employment Standards Act, 2000*;
 - *Occupational Health and Safety Act, 1990*;
 - *Workplace Safety and Insurance Act, 1997*;
 - *Canada Labour Code*.
- 3.2. Possess workers' compensation coverage through either a provincial (WSIB) program or a private insurance policy.
- 3.3. Be compliant with the Workplace Hazardous Materials Information System (WHMIS), including training requirements.
- 3.4. Maintain an occupational health program that includes processes to safeguard the health and safety of employees by:
 - Providing regular documented health and safety training;
 - Providing and enforcing the correct use of personal protection equipment; and
 - Safeguarding hazardous mechanical processes

4.0 Staff Training

All MHSW Collection Site Operators shall:

- 4.1. Train staff on their emergency response plan.
- 4.2. Train staff to identify and pack MHSW in its appropriate waste class according to Waste Packing Protocols (refer to Appendix A).
- 4.3. Train staff to differentiate between MHSW that is eligible for collection services under the MHSW Program and those that are not (refer to Appendix A).
- 4.4. Update staff training based on any changes made to the Collection Site Standards.
- 4.5. Document and maintain records of staff training.

5.0 Waste Packing Protocols

All MHSW collection site operators shall:

- 5.1. Pack waste according to the Ministry of the Environment waste classes and Stewardship Ontario Waste Packing Standards as outlined in Appendix A.
- 5.2. Ensure that MHSW is handled and stored as follows:
 - In accordance with the conditions laid out in their respective Environmental Compliance Approval and all applicable laws and regulations;

- Have the ability to receive wastes from the public in a controlled manner (direct supervision or monitored) in a customer drop-off area;
 - Have adequate infrastructure to shelter material from inclement weather in a consolidation storage area;
 - Have sufficient space to receive, sort, store and prepare transportation containers for shipment;
 - As applicable, have material-handling equipment with the ability to move containers onto transport vehicles;
 - Be accessible to transport vehicles for pick-up of MHSW; and
 - Have adequate security measures in place to prevent MHSW from being tampered with by anyone at the site or using the collection facility at unauthorized times.
- 5.3. All waste must be packed in an approved UN container¹ and all materials transported must be contained in accordance with TDGA requirements.
- 5.4. Bulky items, such as 20-lb. propane tanks, must be stored in an upright position in a secure area, and in accordance with Technical Standards & Safety Authority (TSSA) requirements.
- 5.5. Transportation containers must be filled to capacity, except if this practice contravenes either a ministry order or the Collection Site Operator's Environmental Compliance Approval Storage Requirements. Waste material collected at event days is an exception since it may not always be possible to fill a transport container of a given waste class to capacity.
- 5.6. Make use of vermiculite in sufficient quantity to cover and protect the waste material from breakage when there is a potential for spillage or breakage of containers in a lab pack during transport.
- 5.7. Place large pails (20 litres or more) on skids and shrink wrap to prevent shifting of waste during transport. Alternatively, gaylord boxes may be used.
- 5.8. Contamination allowances:
- Unless otherwise noted, the maximum contamination allowance is 5%. This is a weight-based allowance assessed on individual drums for a given waste class.
 - Contamination levels in transport containers (mis-packed MHSW, non-program wastes as identified in Appendix A) will be monitored by Stewardship Ontario through random sampling. MHSW collection site operators will be required to take corrective action if contamination allowances are exceeded. Stewardship Ontario reserves the right to apply a financial penalty to collection site operators who exceed the contamination allowance or revoke the collection site's approval status if corrective action is not taken as requested by Stewardship Ontario.

¹ Refers to containers that meet the requirements established by the United Nations Committee of Experts on the Transportation of Dangerous Goods; these requirements provide a uniform international system for identifying and packaging Class 3, 4, 5, 6.1, 8 and 9 dangerous goods for transport.

6.0 Audits

- 6.1. SO may require Approved Collection Sites collecting over 10 tonnes a year (“Large Quantity Collection Sites”) to submit a yearly report, in a format specified by Stewardship Ontario, providing documentation identifying where the eligible MHSW materials were collected.
- 6.2. Large Quantity Collection Sites may be required, upon request, to provide support for chain of custody to ensure the collected MHSW materials are eligible under the applicable program.
- 6.3. Large Quantity Collection Sites may be required to enter into a Service Agreement directly with SO.
- 6.4. Stewardship Ontario may, directly or using a third party, perform audits and/or reviews of any Approved Collection Site. SO will require the assistance of the Service Provider to gain access to these sites.

7.0 Penalties

- 7.1. Any approved Collection Site, Transporter or Processor found submitting claims for MHSW materials excluded from the material definition or supplied/collected from outside of Ontario will be subject to repayment of any incentive rate paid on those tonnes. Additional penalties may include monetary fines and/or removal from all SO incentive programs.

Appendix A – Waste Packing Standards

Please note: Stewardship Ontario requires that waste materials in each individual row (as numbered in the first column on the left) be packed separately (even though they may be packed under the same waste class)

#	Waste Class / UN#	Sorting Requirements	Examples of Inclusions	Examples of Exclusions	Instructions	Eligible Generators
1	Batteries, Dry Cell <i>Primary</i> UN 3028	Non-Commingled ¹	<ul style="list-style-type: none"> Single use dry cell batteries including but not limited to the following chemistries: Alkaline-Manganese; Lithium; Silver Oxide; Zinc Air; Zinc-Carbon 	<ul style="list-style-type: none"> Secondary batteries that are designed to be recharged Wet cell batteries 	<ul style="list-style-type: none"> Metal containers must be lined with plastic Leaking and/or corroding batteries must be bagged Lithium batteries should be either taped or put into individual bags and packed with vermiculite. 	<ul style="list-style-type: none"> Residential All IC&I
2	Pressurized Containers <i>Non-refillable Non Propane</i> 331	Non-Commingled ¹	<ul style="list-style-type: none"> Non-refillable Containers: TC-39M 	<ul style="list-style-type: none"> Cylinders without the TC-39M designation/markings Cylinders with a holding capacity of water greater than 108.4 litres Aerosols Butane Lighters Reservoir tanks intended for use with an air compressor Cylinders that must be punctured for use (e.g. small CO2) Fire extinguishers Propane cylinders 	It is acknowledged that collection sites must store and ship compressed gases based on content (gas) and not cylinder type.	<ul style="list-style-type: none"> Residential Designated IC&I Businesses (small quantity generator)
3	Pressurized Containers <i>Non-refillable Propane</i> 331 UN 1978	Non-Commingled ¹	<ul style="list-style-type: none"> Non-refillable Containers: TC-39M Contain or contained propane 	<ul style="list-style-type: none"> Cylinders without the TC-39M designation/markings Non-propane pressurized containers Aerosols Cylinders with a holding capacity of water greater than 108.4 litres 	It is acknowledged that collection sites must store and ship compressed gases based on content (gas) and not cylinder type.	<ul style="list-style-type: none"> Residential Designated IC&I Businesses (small quantity generator)

#	Waste Class / UN#	Sorting Requirements	Examples of Inclusions	Examples of Exclusions	Instructions	Eligible Generators
4	Pressurized Containers <i>Refillable Non Propane</i> 331	Non-Commingled ¹	<ul style="list-style-type: none"> Seamless Cylinders and Tubes: TC-3AAM, TC-3AAXM, TC-3ALM, TC-3AM, TC-3ANM, TC-3ASM, TC-3AXM, TC-3EM, and TC-3HTM; Welded Cylinders and Spheres: TC-4AAM-33, TC-4BM, TC-4BM17ET, TC-4BAM, TC-4BWM, TC-4DM, TC-4DAM, TC-4DSM and TC-4EM; Composite Cylinders: TC-3FCM and TC-3HWM; Insulated Cylinders: TC-4LM; Cylinders for Acetylene Service: TC-8WM and TC-8WAM 	<ul style="list-style-type: none"> Cylinders with no TC marking or with TC-39M markings Cylinders with a holding capacity of water greater than 108.4 litres Aerosols Butane Lighters Reservoir tanks intended for use with an air compressor Cylinders that must be punctured for use (e.g. small CO₂) Fire extinguishers Propane cylinders 	It is acknowledged that collection sites must store and ship compressed gases based on content (gas) and not cylinder type.	<ul style="list-style-type: none"> Residential Designated IC&I Businesses (small quantity generator)
5	Pressurized Containers <i>Refillable Propane</i> 331 UN 1978	Non-Commingled ¹	<ul style="list-style-type: none"> Propane tanks designed to be refilled 	<ul style="list-style-type: none"> Cylinders with no TC marking or with TC-39M Non-propane pressurized containers Aerosols Cylinders with a holding capacity of water greater than 108.4 litres 	It is acknowledged that collection sites must store and ship compressed gases based on content (gas) and not cylinder type.	<ul style="list-style-type: none"> Residential Designated IC&I Businesses (small quantity generator)

1 - Non-Commingled refers to the sorting of waste such that only wastes managed under Stewardship Ontario's program are packed in the same shipping container.