

Municipal Hazardous or Special Waste Processor Standards

Updated: July 2020



Stewardship Ontario

Background:

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

Stewardship Ontario was directed by the Ontario Minister of the Environment to plan, implement and operate the MHSW Program for the following Phase 1 materials.

- Pressurized Containers

Additional materials under the MHSW Program are managed through 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 Processor Standards define the minimum operating requirements to qualify as a Stewardship Ontario processor of municipal hazardous or special waste.

The Processing Standards do not absolve processors from any federal, provincial and/or municipal legislation and regulations applicable to their operation. It is the processors' 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.

Enforcement of these Vendor Standards:

All MHSW processors 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 processors, 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 processors shall:

- 1.1 Possess a valid business license if they are a commercial operation.
- 1.2 Possess comprehensive or commercial general liability insurance, including coverage for bodily injury, property damage, complete operations and contractual liability with combined single limits of not less than \$5,000,000 per occurrence, \$5,000,000 general aggregate. MHSW processors must have Stewardship Ontario listed on the policy as an additional insured party.
- 1.3 Possess environmental liability insurance with combined single limits of not less than \$5,000,000 per occurrence, \$5,000,000 general aggregate. MHSW processors must have Stewardship Ontario listed on the policy as an additional insured party.
- 1.4 Identify and comply with all applicable regulations, including but not limited to:
 - Ministry of the Environment, Environmental Compliance Approval (ECA);
 - Ontario Hazardous Waste Information Network registration requirements;
 - Ontario *Environmental Protection Act*, 1990 (including R.R.O. 1990, O. Reg. 347, General – Waste Management);
 - *Transportation of Dangerous Goods Act* (TDGA);
 - Export and Import of Hazardous Waste and Hazardous Recyclable Material Regulations, 2005 (EIHWHRMR) under the Canadian Environmental Protection Act;
 - Municipal zoning bylaws or other bylaws, such as fire codes, parking and hours of operation.
- 1.5 Have a written policy approved by senior management outlining corporate commitment to environmental management and continuous improvement.
- 1.6 Implement and maintain an emergency response plan to prepare for and respond to emergency situations, including fires, spills and medical events.
- 1.7 Maintain a documented process to identify, assess and ensure compliance with this standard and all applicable 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.
- 1.8 Document the downstream flow and handling of MHSW materials from receipt at their facility to each point of final disposition, including details on how the waste materials are processed at each point and the percentage of processed materials sent to each downstream processor. Stewardship Ontario will treat this information as confidential.
- 1.9 For out-of-province processors, demonstrate that they meet or exceed environmental health and safety standards equal to Ontario requirements.
- 1.10 Maintain all records for a minimum of two years, or as required by regulation, including manifests, bills of lading and waste records.

- 1.11 Provide notice of any fines or regulatory orders in the previous five years and within 60 days of any subsequent fine or regulatory order.

2.0 Occupational Health and Safety

All MHSW processors shall:

- 2.1 Identify and demonstrate compliance with all applicable health and safety regulations, including but not limited to:
- *Employment Standards Act, 2000;*
 - *Occupational Health and Safety Act, 1990;*
 - *Workplace Safety and Insurance Act, 1997;*
 - *Canada Labour Code* or equivalent in their area of jurisdiction.
- 2.2 Possess workers' compensation coverage through either a provincial/state program or a private insurance policy. Processors shall supply Stewardship Ontario with valid certificates upon request and within five business days of such request.
- 2.3 Be compliant with the Workplace Hazardous Materials Information System (WHMIS), including training requirements, or equivalent in their area of jurisdiction.
- 2.4 Implement and maintain an occupational health and safety (OHS) program to ensure compliance with applicable OHS legislation.