

## HALIFAX REGIONAL SCHOOL BOARD Solid Waste Management Policy

**PURPOSE:** To seek approval from the Governing Board for revisions to the Solid Waste Management Policy.

**BACKGROUND:** The Solid Waste Management Policy was originally approved in February 2009 in support of the Halifax Regional Municipality (HRM) Solid Waste Resource Collection and Disposal By-Law S-600, which requires source separation of organics and recyclables from the mixed waste stream.

Since implementation of this policy, there have been revisions to the waste streams that require definition within the policy to ensure compliance requirements are met for source separation. Additionally, there has been an increase in the practice of separating redeemable recyclable waste to generate revenue for the Board and schools, resulting in more detailed reporting requirements.

**CONTENT:** Revisions have been proposed to reflect the HRM compliance requirements, existing practice and to align with current policy format. The following provides rationale for the material changes to the policy.

### *Principles*

A third principle is now included in the policy that commits to ensuring revenues generated from redeemable recyclable materials are reported and used for the benefit of Halifax Regional School Board or its schools. This principle recognizes that there is a modest revenue generated within schools and within the Operations Services Department as a result of schools collecting items such as beverage containers and Board staff separating metals from Operations Services maintenance, repair and renovation processes, and that the revenue must be managed appropriately.

### *Responsibilities*

The listed responsibilities of staff have been modified to remove some specific “job description” type tasks which are understood by employees and not seen to be a requirement for listing in this policy.

A responsibility for students has been added to identify the reliance on source separation to comply with the policy. This is not a task assignment for students. It is intended to reinforce the need for mindful

regard for the environment when depositing waste into school receptacles.

*Waste Streams*

The language describing waste streams has been changed from “four stream waste separation” to multiple stream waste separation. The requirement for separation has expanded the number of streams and this revision will eliminate similar language revisions in the future, as waste streams are anticipated to continue to change. One example of a waste stream change since the original policy implementation is the requirement to separate paper waste products from corrugated cardboard. Processes supporting the multiple streams are already being implemented at schools and Board offices.

- COST:** N/A
- FUNDING:** N/A
- TIMELINE:** Upon Board approval.
- APPENDICES:** Appendix A- Solid Waste Management Policy
- RECOMMENDATIONS:** It is recommended that the Governing Board approve the revisions to the Solid Waste Management Policy.

**COMMUNICATIONS:**

AUDIENCE	RESPONSIBLE	TIMELINE
School Principals	Director-School Administration	Following Board approval
Operations Services employees	Director-Operations Services	Following Board approval
Halifax Regional Municipality Solid Waste Resources	Coordinator-Custodial Operations Services	Following Board approval

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**To:** Senior Staff: October 21, 2013  
Board: October 23, 2013

## SOLID WASTE MANAGEMENT

### POLICY

- 1.0 PRINCIPLES**
- 2.0 POLICY FRAMEWORK**
- 3.0 AUTHORIZATION**
- 4.0 POLICY REVIEW**

#### **1.0 PRINCIPLES**

- 1.1 The Halifax Regional School Board (“HRSB”) is committed to practicing responsible and sustainable management of solid waste materials thus reducing its impact on the environment and contributing to a sustainable world.
  - 1.1.1. The HRSB will practice responsible and sustainable management of solid waste materials in all schools and other workplaces managed and operated by the board.
  - 1.1.2 The HRSB is committed to instilling the principles, practices and culture of environmental stewardship into all aspects of school life.
  - 1.1.3 The HRSB is committed to ensuring revenues generated from recycled and reclaimed solid waste is reported and used solely for the benefit of HRSB and/or its schools.

#### **2.0 POLICY FRAMEWORK**

- 2.1 The HRSB solid waste management complies with the following:
  - 2.1.1 Province of Nova Scotia *Solid Waste-Resource Management Regulations* made under section 102 of the *Environment Act*;
  - 2.1.2 Halifax Regional Municipality *Solid Waste Resource Collection and Disposal By-Law S-600*.

#### **3.0 AUTHORIZATION**

- 3.1 The Superintendent is authorized to develop and implement procedures in support of this policy.

#### **4.0 POLICY REVIEW**

4.1 This policy will be reviewed every 5 years, or on an as needed basis.

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## SOLID WASTE MANAGEMENT

### PROCEDURES

#### 1.0 RESPONSIBILITIES

#### 2.0 WASTE STREAMS

#### APPENDIX A: DEFINITIONS

#### 1.0 RESPONSIBILITIES

- 1.1 Superintendent is responsible for:
  - 1.1.1 Ensuring that this policy and stated procedures are fully implemented and periodically reviewed by Operations Services to ensure compliance with provincial and municipal regulations.
- 1.2 The Director Operations Services is responsible for:
  - 1.2.1 Overseeing implementation of this policy;
  - 1.2.2 Bringing forward recommendations for updates to the policy and procedures as required;
  - 1.2.3 Ensuring that employees receive professional development to assist them with implementation of this policy;
  - 1.2.4 Monitoring compliance with this policy.
- 1.3 The Operations Services Coordinator – Custodial is responsible for:
  - 1.3.1 Ensuring processes are in place for provision of approved receptacles to accommodate multi-stream source separation of solid waste;
  - 1.3.2 Ensuring processes are in place for provision of approved signage for demarcation of multi-stream separation receptacles;
  - 1.3.3 Liaising with Halifax Regional Municipality Solid Waste Resources division to review compliance results;
  - 1.3.4 Reviewing summary offence tickets and payment of fines resulting from non-compliance;

- 1.4 The Operations Services Coordinator – Maintenance is responsible for:
  - 1.4.1 Ensuring procedures are in place to support managing of regulated and hazardous waste products resulting from maintenance and renovation procedures including but not limited to asbestos, lead, batteries, PCB's, etc;
  - 1.4.2 Ensuring appropriate separation of redeemable (metals) and other construction and demolition (C&D) waste resulting from Operations Services maintenance and repair activities;
  - 1.4.3 Managing revenue from redeemable recyclable waste.
- 1.5 The Operations Services Custodial Supervisors are responsible for:
  - 1.5.1 Performing assessment of solid waste management component of building operations as part of their quality control site inspections;
  - 1.5.2 Providing instructional support and guidance to caretaker(s) and custodian(s) on responsibilities for managing solid waste;
  - 1.5.3 Providing support to principals and office managers regarding implementation of waste collection procedures;
  - 1.5.4 Liaising with contracted solid waste haulers regarding school service delivery and contract management concerns.
- 1.6 Operations Services Caretakers are responsible for:
  - 1.6.1 Removing solid waste materials from interior and exterior waste containers and ensuring they are placed into the appropriate commercial collection bin daily;
  - 1.6.2 Inspecting exterior waste collection bins regularly and reporting deficiencies to the supervisor and contracted solid waste hauler;
  - 1.6.3 Ensuring that exterior waste collection bins are locked when not in use;
  - 1.6.4 Ensuring clear access and inspecting interior and exterior solid waste containers regularly and ensuring that they are maintained in a clean, accessible condition.
- 1.7 Operations Services Technology Services staff are responsible for:

- 1.7.1 Coordinating transportation of electronic waste products from schools to authorized Atlantic Canada Electronics Stewardship (ACES) drop-off centers for recycling and/or disposal.
- 1.8 Operations Services Maintenance staff are responsible for:
  - 1.8.1 Separation and disposal of construction and demolition waste resulting from Operations Services maintenance and repair activities;
  - 1.8.2 Identification and safe storage of hazardous materials resulting from maintenance activities in accordance with regulatory requirements until disposal by a qualified service provider (e.g. PCB ballasts).
- 1.9 Cafeteria operators are responsible for:
  - 1.9.1 Separating organics, paper fiber, cardboard, blue bag recyclables and mixed waste generated from cafeteria kitchen food operations and disposal into approved containers.
- 1.10 Principals and Managers are responsible for:
  - 1.10.1 Ensuring compliance with this policy at schools and offices;
  - 1.10.2 Ensuring payment of summary offence ticket fines resulting from non-compliance;
  - 1.10.3 Managing revenues generated from redeemable/recyclable waste.
- 1.11 Teachers are responsible for:
  - 1.11.1 Identification and safe storage of hazardous materials resulting from program delivery until disposal by a qualified service provider. (e.g. chemicals);
  - 1.11.2 Promote and encourage environmental stewardship within the school;
  - 1.11.3 Emphasize environmental stewardship when opportunities arise in the curriculum.
- 1.12 Students are responsible for:
  - 1.12.1 Supporting source separation of waste by using appropriate designated receptacles for depositing waste.

## 2.0 WASTE STREAMS

2.1 The multi-stream waste separation program is dependent on source separation of generated waste. This means that all building occupants are required to separate their waste and deposit it into the appropriate waste receptacles designated waste streams.

Interior receptacles shall be color coded and marked with approved labels to indicate the type of waste acceptable for deposit as per the table below:

Waste Stream	Receptacle Colors	Container Location	Signage/Text for Labeling	Container Liner
Recyclables	Blue	Every type of receptacle is required in lunchrooms, kitchens and areas generating multiple streams of waste.  Offices and individual work stations require waste & paper recycling receptacles.	Recyclables	Clear Bags
Paper	Blue		Paper	Clear Bags
Organics	Green		Organics	Clear Bags
Garbage (mixed waste)	Black/Gray		Garbage	Black or Clear Bags
Corrugated Cardboard	Blue		Cardboard	N/A

2.1.1 Recyclables includes:

- 2.1.1.1 glass/aluminum containers;
- 2.1.1.2 steel/tin cans;
- 2.1.1.3 plastic bags;
- 2.1.1.4 pallet and shrink wrap;
- 2.1.1.5 plastic containers; beverage containers, juice cartons, tetra packs and mini-sip containers;

2.1.2 Paper includes:

- 2.1.2.1 newspaper;
- 2.1.2.2 office paper;
- 2.1.2.3 shredded paper;
- 2.1.2.4 flyers;
- 2.1.2.5 telephone books;
- 2.1.2.6 catalogues;
- 2.1.2.7 books with hardcover removed;
- 2.1.2.8 paper egg cartons;

- 2.1.2.9 cardboard.
- 2.1.3 Organics includes:
  - 2.1.3.1 food waste;
  - 2.1.3.2 boxboard;
  - 2.1.3.3 leaf debris, branches and brush,
  - 2.1.3.4 wood dust.
- 2.1.4 Mixed waste (garbage) includes all collectible waste other than that which is collected as recyclable materials or organic materials including:
  - 2.1.4.1 broken bottles, crockery and glassware;
  - 2.1.4.2 floor sweepings;
  - 2.1.4.3 discarded clothing and furnishings;
  - 2.1.4.4 non-recyclable plastic and metal;
  - 2.1.4.5 non-recyclable packaging;
  - 2.1.4.6 bulky items and white goods.
- 2.1.5 Electronic waste (e-waste) is collected and recycled through Technology Services and includes but is not limited to:
  - 2.1.5.1 desktop computers and peripherals;
  - 2.1.5.2 laptops;
  - 2.1.5.3 printers;
  - 2.1.5.4 monitors.
  - 2.1.5.5 computer scanners;
  - 2.1.5.6 telephones;
  - 2.1.5.7 facsimile machines;
  - 2.1.5.8 cellular phones and other wireless devices;
  - 2.1.5.9 televisions, audio and video playback and recording systems. (e.g., VCRs, DVD players).
- 2.1.6 Hazardous waste includes:
  - 2.1.6.1 PCBs;
  - 2.1.6.2 lead;
  - 2.1.6.3 asbestos;
  - 2.1.6.4 chemical (chemistry labs) and biological waste (sharps);
  - 2.1.6.5 batteries (alkaline, lead and acid).
- 2.1.7 Redeemables:
  - 2.1.7.1 beverage containers;
  - 2.1.7.3 metals: aluminum, steel, brass, copper, etc.

## APPENDIX A

### SOLID WASTE MANAGEMENT

#### DEFINITIONS

**Asbestos** means strong, durable and non-combustible minerals which includes but is not limited to those that were used in construction materials up to the early 1980's including but not limited to floor tiles, pipe insulation, plaster, roofing materials, and ceiling tiles.

**Blue bag recyclables** means glass bottles and jars, aluminum, steel and tin cans, high density polyethylene, low density polyethylene, and polyethylene terephthalate plastic bottles, containers and bags, milk and juice cartons, tetra packs and mini-sip containers.

**Boxboard** means cereal, shoe, tissue, detergent, cracker, cookie, baking product and frozen food boxes, toilet paper rolls and paper towel rolls or other similar items.

**Collectible waste** means material originating from eligible premises and placed by the owner or occupant for collection by a collection contractor and includes, without limitation, mixed waste, recyclable materials, and organic materials.

**Construction and demolition waste** means material generated as a result of construction, demolition, or renovation activities and includes but is not limited to polystyrene or fiberglass insulation, pieces of gyprock and scrap wood.

**Electronic waste** means select electronic products that must be recycled at established drop-off centers. These products currently include desktop computers and peripherals, laptops, printers, monitors and televisions.

**Fiber recyclables** means mixed paper, corrugated cardboard, newsprint, magazines, catalogues, flyers, telephone and other soft cover books and egg cartons.

**Food waste** means fruit and vegetable peelings, table scraps, meat, poultry and fish, shellfish, dairy products, cooking oil, grease and fat, bread, grain, rice and pasta, bones, egg shells, coffee grounds and filters, tea leaves and bags or other similar items.

**Organic materials** means food waste, leaf and yard waste, boxboard, soiled and non-recyclable paper, branches and bushes, natural Christmas trees without decorations and stands and other material of plant or animal origin.

**Polychlorinated Biphenyls (PCB)** Polychlorinated biphenyls, known as chlorobiphenyls or PCBs means industrial chemicals which were used up to the late 1970s.

**Recyclable material** means fiber recyclables, blue bag recyclables, metals and other materials of a recyclable nature.

**Solid Waste Management** means established procedures as stated in this policy for the separation, collection, recycling and/or disposal of solid waste materials, which includes organic, fiber & blue bag recyclable, electronic, hazardous and mixed waste.

**Source separation** means the separation of organics, recyclables and mixed waste at the source of generation. (i.e. classroom, cafeteria, kitchen, lunchroom, offices).

**Surplus materials** means furniture or appliances deemed as redundant to a specific school's needs which are in reasonable condition and available for re-use in another location

**White goods** means any large appliance including but not limited to refrigerators, freezers, air conditioners, water heaters, stoves, washers, and dryers (with the CFC refrigerants removed as required by applicable law).