

Action on Waste

Household Hazardous Waste Round-Ups



A Guide for Municipalities
participating in the Household
Hazardous Waste Program

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- Site Audit
- Lab Pack Information and Procedures
- Program Sign-Off Sheet
- Website
- Brochure
- Poster
- Ad

History of the Household Hazardous Waste Program

Hazardous wastes, generally, are discarded materials (liquids, solids, and aerosols) which may cause harm to human beings, animals, plants, or the environment unless given special handling or treatment. Because of their dangerous characteristics (e.g. toxic, flammable, corrosive, etc.), hazardous wastes demand special treatment so as not to endanger our land, air and water.

Household hazardous waste (HHW) is one of the most expensive waste streams to manage. Although the quantity is small, its potential environmental impact is great and management methods can be complex. Hazardous waste can contaminate feedstock for waste processing facilities, damage equipment and can make the collection and processing of landfill leachate more complex and expensive.

The management of household hazardous waste has some associated risks that are not common to the management of any other form of solid waste.

Specifically, actions must be taken to ensure that the requirements of the Alberta Environmental Protection and Enhancement Act (AEPEA) are not breached.

However, the extremely diverse nature and classification of the materials handled, plus the proximity of workers and the public forces close attention to:

- Workplace Hazardous Materials Information Systems (WHMIS)
- Disposal regulations and practices
- WCB regulation
- Occupational Health & Safety
- Fire and safety codes
- Transportation of Dangerous Goods regulations
- Clean Air/Water Acts
- Public Health Act

There are also public safety and law enforcement considerations when unexpected chemicals and products are brought on site during Household Hazardous Waste Round-ups.

The Household Hazardous Waste (HHW) Program has been well received by Albertans since 1988 when the Alberta Special Waste Management Corporation first introduced it. Over 100 "Household Hazardous Waste Round-Up" events are held annually across Alberta. Alberta Environment, through Action on Waste, has managed the program since 1995 at an approximate cost of \$1.4 million per year. The department pays for the transportation, treatment and disposal of approved HHW collected at community events. To date well over five million litres of HHW have been safely treated, thereby avoiding potential contamination of the environment.



SECTION 1: Questions Commonly Asked

1. What is a Household Hazardous Waste Round Up (HHWRU)?

An HHWRU is a special collection event (usually a day or weekend) that allows householders to remove hazardous substances from their homes for safe treatment and disposal.

2. How does the HHWRU program work?

Alberta's municipalities participate in the HHWRU program on a voluntary basis, organizing their individual HHWRU event, enlisting volunteer assistance to staff their designated collection site, and contract an approved hazardous waste management specialist. The contractor provides the necessary equipment, assists with identification and safe handling, packing and transfer of the collected materials to their approved waste management facility or to the Swan Hills Treatment Centre (SHTC).

Each municipality is responsible for organizing and running their HHWRU event. This includes ensuring that all hazardous waste industry standards are followed for the protection of the public, workers and the environment.

3. What is collected during a typical HHWRU in Alberta?

There are a variety of substances that are collected, including paint, solvents, pesticides and fertilizers, household cleaning products, antifreeze, and other common household products that contain hazardous chemicals which could pollute the environment when disposed of through the sewer or in a regular landfill. (*Refer to List of Materials on page 27*)

4. When did HHWRUs begin?

The HHWRU program was introduced in Alberta in 1988 by the Alberta Special Waste Management Corporation, with the goal of helping Albertans clean up the hazardous wastes which may have accumulated in their homes, and to help raise awareness about less harmful alternatives to these hazardous materials.

5. What are the participation rates to date?

In the first year of the program eight communities participated. In 2000/2001 over 114 Alberta communities took part in the program, collecting 955,834 litres of hazardous waste, not including recyclables.

The City of Edmonton (2 sites – Eco Centre North and Eco Centre South) and the City of Calgary have year-round collection and therefore collect the majority of the waste. The City of Lethbridge and the City of Medicine Hat

have also set up year round collections, with the City of Red Deer opening their new facility in August 2001.

6. Who pays for the program?

The HHWRU program was funded completely through the Alberta Special Waste Management Corporation from 1988-1990. This funding was provided with the understanding that the operational costs would be turned over to municipalities, while Alberta Environment continued to cover treatment costs for wastes collected.

From 1991 to 1993 a gradual phase out of Alberta Special Waste Management Corporation operational funding took place. The shift began in 1991 with municipalities paying one third of the operational cost of their HHWRUs. In 1992 municipalities paid two-thirds of the operational costs, and in 1993 they covered the total operational cost for their HHWRUs.

Alberta Environment assumed responsibility for the program in 1995 and continues to cover the costs for treatment and disposal of all approved household hazardous waste collected through this program. In 2000/2001 this cost was almost \$1.6 million.

7. What is the objective of the HHWRU program?

The overall objective of this program is to assist municipalities in environmentally responsible management of the household hazardous waste stream.

The short-term objective for the HHWRU program is to clean up the hazardous wastes from the homes of Albertans. The longer term objective is to discourage the generation of these kinds of wastes in the first place, and to ensure that Albertans are aware of alternatives they can use that are less harmful to the environment.

Waste reduction, re-use and recycling of hazardous substances are important components of the HHWRU program, and each municipality has the responsibility for developing solutions that work best in their own communities.



SECTION 2: Municipal Responsibility

Local municipalities are responsible for all operational costs incurred, from hiring a broker to manage their event to covering the cost of disposing of recyclable items, as well as supply a number of volunteers to assist. In addition, private sector companies located in communities often take part by offsetting costs and supplying personnel. To date over 300,000 hours of volunteer labour have been contributed to this highly successful and well received program throughout the province.

GETTING STARTED

1. Community Representative

Community Representatives fall roughly into two categories. Many communities have held HHWRUs every year or almost every year since 1988 and their representatives are very knowledgeable about the types and volumes of waste collected, and the procedures and changes that have occurred within the HHWRU Program. Typically these communities only require:

- ✓ reminders about current procedures including Sign Off Sheets, waivers, waste accepted into program, etc.
- ✓ updated list of waste brokers
- ✓ guidance about waste broker for their community (e.g., coordination with other communities, etc.)
- ✓ paint exchange requirement
- ✓ assistance with information for advertising purposes and suggestions for placement of advertising
- ✓ posters, brochures, handbooks

However, there are also communities where the representative has changed and the background knowledge and information about the program is not known to them. These community representatives require considerably more information to get them started. In addition to all of the above information they require the following:

- an understanding of the program and how it has evolved over the past 10 – 12 years

- information about the funding for the program – details of what is paid by Alberta Environment, what the community’s financial responsibilities will be, etc.
- information about waste types included under the program and those which are specifically excluded.

2. Program Structure

(a) Cost

- ❖ Communities will pay 100% of the operational costs.
- ❖ Alberta Environment (AENV) will pay 100% of the household hazardous waste treatment and disposal costs for approved material collected at round ups. (Subject to budget approval)

(b) Community Responsibility

- ❖ Each community must either:
 - obtain a generator number from AENV, operate the HHWRU with qualified personnel and arrange for disposal at an approved facility

OR

- contract with a contractor that has a generator number and a HHWRU agreement with AENV

OR

- contract with a contractor who works as a subconsultant for a contractor who has a generator number and an HHWRU agreement with AENV.
- ❖ Individual communities will be responsible for the organization and delivery of the HHWRU event.
- ❖ The community and the contractor will work together to book an HHWRU date.
- ❖ Communities are encouraged to ensure that recyclable waste streams such as used oil, glycol, paint, lead acid batteries, paint cans, fluorescent bulbs and computers are reused or recycled in an environmentally safe manner.

- ❖ Each community is responsible for holding a safe HHWRU event. The safety of the on-site workers, the environment and the Alberta public all need to be protected by operating the event within hazardous waste industry safety standards.
- ❖ The community should determine, in advance of the HHWRU, what information or data they need to collect on the event. AENV does have some cost summaries stating total waste volumes and costs for material collected.
- ❖ Advertising and promotion of the HHWRU continues to be the responsibility of the community. Posters, brochures and a newspaper ad template are available from AENV.
- ❖ The community and contractor are responsible for arranging transportation of the waste off-site, usually by the contractor.

(c) Collection Format

Communities will be able to choose the best household hazardous waste collection method for their community. Any community in Alberta may choose to directly contract their own event or to contract a Mobile Household Hazardous Waste Round Up (MHHWRU) event. MHHWRUs were introduced in 1992 to minimize costs for communities with low household hazardous waste volumes while maximizing efficiency in the safe collection and transportation of household hazardous waste. HHWRU options are:

❖ **Direct Contract**

Each community contracts directly with a hazardous waste contractor for the collection of household hazardous waste.

Community Criteria

- ❖ high waste volumes
- ❖ large populations
- ❖ experience with HHWRUs

This option of HHW collection allows the community to tailor the services of the contractor to their own needs. Event dates, labour, materials and transportation are all negotiated with the contractor.

❖ **Mobile Household Hazardous Waste Round Up (MHHWRU) Contract**

Each community contracts with the designated local MHHWRU contractor for a MHHWRU event.

MHHWRUs use community volunteers and a minimum of paid manpower for the collection of waste in these communities. Transportation efficiency is maximized when MHHWRU dates in a specific area are scheduled close together so that the MHHWRU vehicle operates on a “milk run” concept.

Community Criteria

- ❖ low waste volume event, and
- ❖ declining waste volumes due to successful previous HHWRU, waste minimization efforts

OR

- ❖ no recent participation in the HHWRU program.

The MHHWRU provides a minimum of four hours and maximum of eight hours of household hazardous waste collection for a flat rate per event (plus GST). MHHWRUs are designed to collect up to 20 drums of waste per event. If a community chooses this waste collection option and generates more than 20 drums during the event, they would need to have an approved secure storage site available for the household hazardous waste to be stored until the MHHWRU contractor was able to transport it off-site. A community will need to arrange for additional MHHWRU events to cover this additional work.

MHHWRU Contractors

DBS Environmental
1510 – 33rd Street North
Lethbridge, Alberta T1H 5H2

Phone: (403) 328-4833
No Charge: 1-888-327-4833
Fax: (403) 328-4729

EnviroSORT Inc.
4415 – 39139 Highway 2A
Red Deer, Alberta T4S 2A8

Phone: (403) 342-7823
No Charge: 1-800-567-4209
Fax: (403) 343-6287

❖ **Hazardous Waste Generators that can access the HHWRU Program**

The HHWRU program is accessible to:

- ❖ householders
- ❖ farmers (small quantities only)

Hazardous waste legislation exempts hazardous chemicals disposed of as household wastes or as agricultural wastes generated by the growing and harvesting of agricultural crops or the raising of animals.

The HHWRU program is provided to assist householders, including farmers, with the disposal of the hazardous wastes they generate. Waste from intensive livestock operations is **not accepted**. For information about pesticides, please see ***Pesticide Waste*** on page 11.

Legal generators of hazardous waste **are not** able to dispose of their wastes through the HHWRU program.

Examples of legal generators include:

- ❖ industries
- ❖ municipalities
- ❖ Federal/Provincial Government
- ❖ schools
- ❖ hospitals
- ❖ small business
- ❖ Commercial painting contractors
- ❖ Body Shops
- ❖ Dental, medical and veterinary clinics

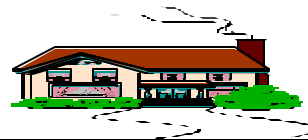
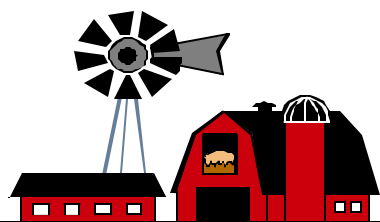
❖ **Hazardous Waste NOT accepted in this program:**

The following classes are not accepted in this program:

- ❖ No explosives, including Picric Acid
- ❖ No compressed gases (except Aerosols)*
- ❖ No infectious materials
- ❖ No biomedical waste
- ❖ No radioactive waste
- ❖ No ammunition

- * Some communities may make arrangements with local businesses for the recycling of empty gas cylinders. Similar to paint exchanges, these are local recycling initiatives and should be encouraged.

NO COMMERCIAL WASTES WILL BE ACCEPTED INTO THE HHWRU PROGRAM.

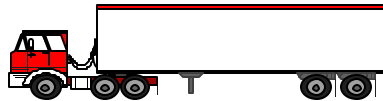


SECTION 3: Pesticide Waste

Pesticide wastes can be generated by householders or by farmers. These wastes can all be accepted at HHW Roundups. Most householders will be depositing waste pesticides in the smaller containers targeted to the consumer market (marked **DOMESTIC** on the product label). Farmers will be depositing waste pesticides in larger containers marked **COMMERCIAL, AGRICULTURAL, INDUSTRIAL** or **RESTRICTED** on the product label.

Farmers should have only a few, partially full pesticide containers to dispose of – unopened products should be returned to farm supply dealers. Sometimes old pesticides are found on farm property after a property sale or a property cleanup. Farmers are advised to check with HHWRU coordinators in their communities to see whether larger quantities of products can be accepted at a particular Round up. If the waste volume cannot be managed through the HHWRU program, the farmer should be referred to the Alberta Environment Recycle Info Line for assistance (1-800-463-6326).

Empty pesticide containers labelled **DOMESTIC** should be wrapped in newspapers and disposed of with regular household waste. **Empty** pesticide containers labelled **COMMERCIAL, AGRICULTURAL, INDUSTRIAL OR RESTRICTED** are to be rinsed into spray tanks and disposed of at pesticide container collection sites located throughout the province. The location of the nearest pesticide container collection site is available by calling the Recycle Info Line at 1-800-463-6326.



SECTION 4: HHW Round Up Day

Community representatives sometimes face unexpected problems just prior to the HHWRU. Many of these problems can be avoided by ensuring an understanding of the expectations of the waste contractor. The following are common expectations, but details should be worked out with your specific contractor ahead of time.

1. Operation of a Household Hazardous Waste Round Up

- This section will provide details to the Community on HHWRU site set-up, operation and clean up. Communities are responsible for overseeing the work performed by the contractor and ensuring all safety measures are in place.

(a) Site Set-Up

- work surfaces and ground are usually covered with poly sheeting to protect against contamination
- emergency response equipment is set out
- bulking areas are set-up; ground is covered with poly sheeting; tighthead drums and paint trays are assembled for bulking activities
- chemical separation tables are marked to indicate the location of the various chemical classes
- labpacking materials are set out in labpacking area
- contractor distributes safety and personal protective equipment (PPE), i.e. goggles and coveralls.
- contractor gives a 'tailgate' safety talk (pre-orientation) before HHWRU commences

(b) HHWRU Operation

- community volunteers carry household wastes from cars to the sorting tables

- optional survey conducted to collect data on volumes, types, etc.
- wastes are classified and segregated into categories
- drums are labeled and chemicals are labpacked
- optional paint exchange is operated adjacent to the HHWRU site
- as drums are filled, they are closed and moved out of the way, and a new drum is brought in.

(c) **Site Clean-Up**

- at the end of the hours of operation, labpacked drums and bulked drums are manifested and loaded onto vehicles for transport
- poly sheeting is removed from work surfaces and ground and safely disposed of
- site is returned to its original condition
- contractor and community representative complete sign-off sheet

2. Contractor's Role with Community

- Signs a contract with the community. (May be signed in advance of HHWRU event).
- Provides 'tailgate' talk or pre-orientation for site workers, including volunteers.
- Provides safety clothing and equipment (PPE).
- Processes only HHW waste received and ensures no acceptance of non-qualifying waste, for example:
 - **Biomedical**
 - **Explosives**
 - **Radioactive, and**
 - **Small generator wastes from municipalities, schools and small businesses.**
- Provides generators of non-qualifying waste with information on how to solve their waste disposal concerns
- Engages in sign-off procedure (*example attached*) with community to ensure event is concluded to everyone's agreement.



SECTION 5: Contractor Selection Criteria

AENV supports the development of a consistently high quality and safe hazardous waste service industry. To this end, the following criteria must be met by the contractors participating in Alberta's HHWRU program.

1. Contractors must have experience in household hazardous waste (HHW) handling within Alberta. A company will not be excluded from participating in the program if they do not meet this criteria, but would be required to work under an approved contractor with a waste management facility.
2. Contractors must carry a minimum of \$2,000,000 of Environmental Impairment Liability (E.I.L.) Insurance or equivalent insurance providing protection against damage due to sudden accidental release.
3. Contractor is responsible for ensuring that Chem-Security (Alberta) Ltd. (CS(A)L) lab packing procedures and Waste Profile Sheet classifications are adhered to.
4. Contractor labourers must have the following skills:

(i) **On-site Coordinators**

Post secondary education in Chemistry or a related field, two years experience handling chemicals, previous experience at Alberta HHWRUs, Transportation of Dangerous Goods (TDG) certified and WHMIS trained

or

Two years experience organizing hazardous waste projects or handling and classifying chemicals or hazardous wastes, plus demonstrated working knowledge of CS(A)L packing criteria (*document attached*).

(ii) **Technical Labourers**

Post secondary education in chemistry or six months' experience in handling chemicals in a related field. TDG certified and WHMIS trained, plus a working knowledge of CS(A)L packing criteria.

(iii) **Labourers**

Basic training in chemical safety, for example WHMIS trained, and knowledge of the use of personal protective equipment (PPE).

(iv) **Drivers**

TDG and basic training in chemical safety.

5. Contractors should have access to appropriate back-up transportation as required by the community and determined by the contractor in conjunction with the community.
6. Contractors should have transportation equipment with the following:
 - secondary containment,
 - loading crane (variable with community),
 - minimum spill response equipment,
 - emergency response plan in place,
 - equipment must conform to all Federal, Provincial and Municipal laws.
7. Contractor must have an excellent safety record and current accounts in good standing with Occupational Health and Safety and the Workers' Compensation Board. The contractors must demonstrate an ongoing responsibility for worker safety.
8. Rates vary and are the major point for negotiation between the community and the contractor. Market conditions will greatly influence the prices.
 - Mobilization and Demobilization includes administration, purchasing and loading, non-consumable supplies and site set-up cost.
 - Materials: Drums, vermiculite, PPE, etc. are normally supplied by the contractor and are included in the bid price quoted. Check with your contractor for clarification.



SECTION 6: HHWRU Contractor List

The following contractors currently participate in the HHWRU program:

1. Contractors marked with an **asterisk (*)** have participated for more than three years and have a licensed waste management facility.
2. Contractors marked with a **plus (+)** have participated for more than three years and operate as a subconsultant under a contractor who has a licensed waste management facility.
3. Contractors marked with a **bullet (•)** have recently become involved with HHWRUs and have a licensed waste management facility.

Note:

Before entering into an agreement with a special waste contractor for household hazardous waste collection, ensure that your contractor or subcontractor has a current contract with Alberta Environment for the year your Round Up is being held in.

* **EIL Environmental Services Ltd.**

Suite 203, 200 Carnegie Drive
St. Albert, Alberta
T8N 5A7

Phone: (780) 448-0866
Fax: (780) 446-0708

* **EnviroSORT Inc.**

4415 – 39139 Highway 2A
Red Deer, Alberta
T4S 2A8

Phone: (403) 342-7823
No Charge: 1-800-567-4209
Fax: (403) 343-6287

* **DBS Environmental**

1510 – 33 Street N.
Lethbridge, Alberta
T1H 5H3

Phone: (403) 328-4833
No Charge: 1-888-328-4833
Fax: (403) 328-4729

* **Proeco Corporation or Custom Environmental Services Ltd.**

7722 – 9th Street
Edmonton, Alberta
T6P 1L6

Phone: (780) 440-1825 (24 Hrs.)
Fax: (780) 440-2428

+ **Recycle Systems Co.**

1508 – 10 Street
Nisku, Alberta
T9E 7S4

Phone: (403) 955-2508
Fax: (403) 955-2509

+ **ExTech Environmental Services Inc.**

15227 – 124 Street NW
Edmonton, Alberta
T5X 1Z4

Phone: (780) 457-5140
Fax: (780) 456-6736

* **HAZCO Environmental Services Ltd.**

#200, 5720 – 4th Street S.E.
Calgary, Alberta
T2H 1K7

Phone: 1-800-667-0444
Fax: (403) 253-3188

* **SUMAS Environmental Services Ltd.**

#7, 1301 – 4th Street
Nisku, Alberta
T9E 7M9

Phone: (780) 955-2390

Fax: (780) 955-2070

SECTION 7: General Suggestions

COST REDUCTION STRATEGIES

As you all know, one of best ways to reduce the costs associated with the collection and treatment of household hazardous waste (and the most environmentally friendly), is to discourage the generation of these kinds of wastes in the first place. All waste minimization efforts start with reduced consumption. Participation of community volunteers in HHWRU events encourages awareness of products and volumes of household hazardous wastes.

Hosting a HHWRU can be costly to your community. In order to assist you in reducing these costs, the following approaches are listed to give you some examples of measures you can take.

PRIVATE SPONSORSHIPS

Local businesses or organizations may be willing to assist a community in holding a HHWRU. This assistance can take many forms:

- Assist with the operational costs of the HHWRU event.
- Provide necessary equipment or supplies (i.e. paint shakers).
- Provide technical volunteers.
- Provide workers who have skills needed for recycling the “recyclable” waste streams (i.e. local paint company volunteers that can identify, sort and bulk the various types of paint).
- Provide recycling of recyclable waste streams such as car batteries.
- Provide “door prizes”, promotion of event, distribution of brochures, and/or display posters.

Various volunteer groups may provide services as varied as writing articles for local news outlets, and/or talking to schools and groups about your household hazardous waste round up.

COMMUNITY PARTNERSHIPS

A partnership arrangement with other communities is a way to share both the workload and the costs. Communities have previously worked together to reduce HHWRU costs by:

- Having a HHWRU in a location central to several communities.
- Having HHWRUs in several communities on the same day, but sharing the transportation component.
- Reducing the number of hours the HHWRU is open to the public and staggering the opening times so that one contractor can service several communities in one day.



COMMUNITY OPERATED PAINT EXCHANGE

One of the most successful recycling/waste minimization options is a community operated paint exchange held in conjunction with a HHWRU. In previous years, communities have reduced their volume of waste paint by as much as 80%.

For communities who want to operate a paint exchange, the following strategies are suggested for its safe and successful operation:

1. Solicit the voluntary services of a local paint store. Request that they make a knowledgeable person available to make decisions regarding which paints are reusable and which paints are not and, therefore, should be disposed of through the HHWRU.
2. Arrange to have a paint can shaker available on site. This makes the paint much more attractive to potential 'reusers'.
3. Attempt to locate a user for any reusable paint left over after the paint exchange; i.e. church groups, farmers, daycares, artists groups, etc.

The operation of a paint exchange is the responsibility of the community and the following safety requirements must be met:

- Volunteers working on the paint exchange must wear Personal Protective Equipment (PPE) that is supplied by the HHWRU contractor.
- The ground and work surfaces need to be protected with plastic sheeting.
- The community Workers' Compensation Board (WCB) plan must cover volunteers.

PROMOTIONAL INFORMATION

The success of your Household Hazardous Waste Round Up depends heavily on how well you publicize the event. Effective tools your community can use to spread the word about your Round Up include:

- Brochures
- Posters
- News releases
- Radio Public Service Announcements (PSAs)
- Advertise well in advance
- Partnerships/Shared Services
- Mascots or High Profile Personality endorsements

Here are a few suggestions about how to use these and other materials to promote your Round Up:

BROCHURES

1. Organize volunteers or youth groups to distribute the brochures to each household.
2. Distribute them to central locations, such as shopping malls, grocery stores, schools, recreation centres and post offices.
3. Ask the local Utility Company to insert a notice of the upcoming HHWRU.

POSTERS

1. A space has been provided to insert the date, time and location of your HHWRU. You can write in the information or have a printer overprint it.
2. Many of the places you leave brochures are also suitable for putting up posters, such as hardware stores and paint stores, as well as any public building.

SAMPLE BOXES

1. Put together boxes of household hazardous wastes using the list on the brochures. Use the boxes to show just what materials are found everyday in our homes that should be taken to the Round Up.

2. You can take the box with you to demonstrate these materials when you meet community groups and the media, or for any displays you might make in a shopping centre or at a trade fair.

MEDIA

1. Contact all local media: newspapers, radio and television stations (including the community cable channel) sending them the news release.
2. Follow-up that contact with a phone call to the news editor, as well as any producer of radio or television show that would cover the Round Up. Explain the event to them and ask how you can help them cover the story.
3. Take the brochure and sample box with you when you visit them, and be prepared to answer any questions about your particular Round Up.
4. *Spokesperson* – Make sure that you have a designated spokesperson, as well as an alternate. Both of them should be available for any initial interview and be on site for the actual Round Up event.
5. Have the spokesperson offer to read the PSAs for radio stations.
6. Invite the radio stations to do remote broadcasts on-site the day of the Round Up, but also have someone call in regularly with updates to the newsmen or announcers with whom you have already had contact.
7. Place an ad in your local newspaper (*sample attached*). Also, don't forget the "Announcements" section in the classified ads – they're well read, and use any other service announcement opportunities you find.
8. Enlist community leaders (store owners, media and sports personalities, fire chief, etc.) to work on the program. Their involvement will encourage others to participate.

SPONSORSHIPS

1. Because the community bears the costs for the Round Up, sponsorships are well worth pursuing.
2. Designate someone to approach potential sponsors for donations or services.
3. Begin by drawing up a list of businesses which would be interested in becoming sponsors. Be sure to point out that you will include their names in all publicity you use and, preferably, a thank you ad as well. Also, thank-you letters go a long way towards encouraging sponsors to provide future funding.

OTHER IDEAS

1. Talk to friends in other communities, share ideas about what worked at their Round Up.
2. Try to co-ordinate dates and times with other municipalities in your area to save everyone operational costs.



NEWS RELEASE

HOUSEHOLD HAZARDOUS WASTE ROUND UP ANNOUNCEMENT

Every household uses products in the home and garden containing chemicals which are hazardous when disposed of improperly. Now there is an opportunity to clean out all those half-full containers that may be dangerous if dumped down the drain, poured on the ground, or sent to the landfill. Mixed together in landfills, chemicals can be dangerous – to the workers and to the environment.

_____ (place name) Household Hazardous Waste Round Up will be held on _____ (date and time) at _____ (location).

“Check your kitchen, bathroom, laundry, basement, garden shed and garage. Round up the products you no longer need and take them to _____ (location),” said _____ (name) chairperson of (or one of) the local organizing committee.

Keep your materials in their original containers. If the container is broken or cracked, place it inside a leakproof package and label it. If you discover jars or cans of unidentified chemicals, take them to the Round Up and tell a staff person you are unsure of the contents.

Any container that cautions you about careful use of the product or disposal of the container should be included in the Round Up.

Examples of typical household hazardous wastes are:

Adhesives	Disinfectants	Pesticides
Aerosols	Drain Cleaners	Photographic Chemicals
Ammonia	Flea Powder	Rodent Poison
Antifreeze	Herbicides	Solvents
Art Supplies	Insecticides	Swimming Pool Chemicals
Bleach	Metal Polish	Waxes
Barbecue Starter	Oven Cleaner	Wood Preservatives
Cleaning Fluids	Paint	

All the waste materials collected at the Round Up will be collected, classified manifested, packed and transported by the trained personnel. It will then be taken to a Waste Management Facility for bulking. After the material is bulked it is shipped to the Swan Hills Treatment Centre for proper treatment and disposal. The cost of treatment will be borne by the Alberta Government.

PUBLIC SERVICE ANNOUNCEMENT FOR RADIO

Announcer:

The *(Insert name or organizing body)* invites all residents of *(Insert name of area/community)* to participate in a Household Hazardous Waste Round Up event. It will be held on *(insert date)* and provides an opportunity to dispose of potentially hazardous household wastes such as leftover cleaners, solvents, paints and pesticides. So, check around the house and garage for unwanted wastes and plan to drop them off at *(insert location)*. That's the *(Insert area/community name)* Household Hazardous Waste Round Up this *(Insert date and time)*, held in conjunction with Alberta Environment, Action on Waste.

SECTION 8: General Information

Guide

The complete HHW Guide will be incorporated into our Web-site at www.gov.ab.ca/env/waste/aow. and can be downloaded for your information. Amendments to the guide will be made only in electronic form – if you require a hard copy of amendments, please advise Betty Gray.

Contractor List

A list of approved Brokers under contract to Alberta Environment will be updated on our Web-site.

HHW Manager

General questions regarding round up dates can be found on our Web-site or you may call Betty Gray on our 1-800 Recycle Info Line. Her toll-free number is 1-800-463-6326 or (780) 422-2110 for local calls.

For calls regarding policy, how to run a local round up, what is accepted at round ups, etc. you may call the Program Manager – Lynn Bellamy – at (780) 422-2009.





LIST OF MATERIALS

Materials commonly brought to a Household Hazardous Waste Round-Up or other hazardous waste collection site:

- Abrasive cleaners
- Acetone
- Aerosol paints and sprays
- Air fresheners (aerosol)
- All-purpose cleaners (solvent-based)
- Ammonia
- Ant/wasp spray
- Antifreeze
- Autobody filler
- Barbecue starters
- Bleach
- Brake and transmission fluid
- Butane refills
- Carbon tetrachloride
- Car (lead-acid) batteries
- Car waxes and polishes (solvent and water based)
- Contract cement
- Degreasers (petroleum based)
- Disinfectants
- Drain cleaners
- Fabric Softeners
- Floor wax strippers
- Hair sprays (aerosol)
- Insecticides
- Kerosene
- Laundry starch
- Laundry stain removers
- Lighter fluid
- Liquid cleaners
- Lye
- Mildew removers
- Muriatic acid
- Nail polish and remover
- Oven cleaners
- Paint thinners and strippers
- Paints (oil and water based)
- Photographic chemicals
- Propane gas cylinder (*recyclable*)
- Rubbing alcohol
- Septic tank degreaser
- Shoe polish
- Silver and brass polish
- Solvents, turpentine, varnish, lacquers
- Spot removers
- Spa and pool chemicals
- Toilet cleaners
- Tub and tile cleaners
- Used oil (where recycling not available)
- Weed killers
- Windshield washer solution containing methyl alcohol
- Wood preservatives

EXAMPLES ATTACHED:

- **Site Audit**
- **Lab Pack Information and procedures**
- **Program Sign-Off Sheet**
- **Generic Ad**
- **Website**

HOUSEHOLD HAZARDOUS WASTE ROUND UP SITE AUDIT



Contractor: _____
 Co-ordinator: _____
 Location: _____
 HHWRU Hours: _____
 Hours On-Site: _____

Transporter: _____
 Driver: _____
 Date: _____ Time: _____
 Auditor: _____

MUNICIPAL SITE CONDITIONS

Phone	good _____	poor _____
Tables	good _____	poor _____
Water	good _____	poor _____
Garbage Disposal	good _____	poor _____
WCB Coverage	good _____	poor _____

HYGIENE AND SAFETY

Tailgate Talk	good _____	poor _____
First Aid Station	good _____	poor _____
Spill Station (Emergency Response)	good _____	poor _____
PPE Use (Glasses, Gloves, Coveralls)	good _____	poor _____
Safety Signs in Place	good _____	poor _____
Volunteer Control	good _____	poor _____
Eating/Drinking Area	good _____	poor _____
Smoking Area	good _____	poor _____
Chemical Handling	good _____	poor _____
Other	good _____	poor _____

TRANSPORTATION

Driver TDG	Yes _____	No _____
Preventative Maintenance Vehicle Inspection	Yes _____	No _____
Secondary Containment	Yes _____	No _____
Permit of Exception	Yes _____	No _____
Insurance/Licence	Yes _____	No _____
Other	Yes _____	No _____

DEFINITIONS OF PERFORMANCE CATEGORIES

- GOOD**
- * Meets or exceeds all regulatory requirements (APSS, TDG, OH&S and Alberta Environment).
 - * Meets or exceeds all contractual terms and conditions.
 - * Provides proper and adequate equipment.
 - * Meets or exceeds Bovar (Chem-Security (Alberta) Ltd.) criteria for acceptance.

- POOR**
- * Failure to meet above criteria.
 - * Improper and/or inadequate equipment.

CONTRACTOR PERSONNEL (Names and Hours Worked)

Technical	General Labourer
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-----	-----
-----	-----

VOLUNTEERS (Name and Hours Worked)

Technical	General Labourer
-----	-----
-----	-----
-----	-----

RECYCLING STATISTICS (Volumes or units of material recycled)

Paint _____	Lead Acid Batteries _____
Paint Cans _____	Propane Cylinders _____
Used Oil _____	Other _____
Used Glycol _____	

HHW COLLECTED (Types & Volumes/Units)

Type	# of Drums Packed	# of Pails Packed
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

COMMUNITY REPRESENTATIVE COMMENTS

CONTRACTOR COMMENTS

Lab Pack Information and Procedures

Drums

Standard drum size is 205 litres. PCB liquids must be packaged in 16 gauge closed top drums and solids must be packaged in 18 gauge, open top drums. Packaging requirements are identified in the Transportation of Dangerous Goods Act (TDGA). All containers must conform to the TDGA and be labelled as required under the TDGA and Chem-Security Requirements (see attached).

1. Segregating Chemicals for Lab Packs

All waste material must be packaged in accordance with the Transportation of Dangerous Goods Act (TDGA) and Regulations, as well as with Chem-Security (Alberta) Ltd.'s (CSAL) lab pack procedures.

- a) All chemicals must be segregated according to their primary TDGA classification (see Appendix A).
- b) Only compatible materials may be packaged in the same container.
- c) When segregating chemicals, the following must apply:
 - i) Each class **must** be divided into liquids and solids.
 - ii) Lead oxidizing compounds may be packaged with other oxidizers and be separated into liquid and solid. Lead poisons may be packed with other poisons.
 - iii) Mercury containing compounds must be packaged separately and if classification varies, they must also be separated.
 - iv) Acids and bases must be packaged separately.
 - v) Special care items such as perchloric acid, sulphuric acid, nitric acid, beryllium compounds and cyanide solutions must be packaged separately.
 - vi) Materials classified into class 9 and non-regulated materials may be packed with Poisonous Solids or Poisonous Liquids. However, Polychlorinated Biphenyls must be packaged separately.

2. Unacceptable Material

CSAL cannot accept the following materials for disposal:

- Class 1 Explosives
- Class 2 Gases (Except Aerosols)
- Class 6.2 Infectious Materials
- Class 7 Radioactive Material
- Unknown Material

3. Drum Inventory

All waste material packaged into lab packs must be inventoried and a drum inventory sheet prepared at the time of packaging (see attached example). Each drum inventory sheet must contain the following information:

- | | | |
|------------------------|------------------------|------------------------------|
| • Drum Number | • Size of Containers | • Waste Profile Sheet Number |
| • Chemical Name | • Hazard Class | • Date of Packaging |
| • Number of Containers | • Proper Shipping Name | • Generator's Name |
| • Type of Containers | | |

Lab Pack Information and Procedures

The original copy of the drum inventory must be submitted to CSAL for approval with the following copies retained:

- One copy must be attached to the side of the drum inside a plastic packing slip envelope;*
- One copy must be delivered with the drums;*
- One copy should be retained for your records.*

4. Approval

A Waste Profile Sheet (WPS) will have to be completed for each primary class of material. Each class of material is treated as a separate waste stream. The drum inventory lists will be attached to the WPS and sent to the plant for necessary approvals. Once approval is granted for disposal, the packing list is valid only for that particular lab pack.

Once lists are approved, then packing of drums can occur. Be advised that should material be deleted from a list at time of packing, no resubmission is necessary. However, if any chemical is added to the inventory list, this must be resubmitted for approval.

5. Lab Pack Procedures

All waste chemicals must be packaged in 45 gallon drums (205L) that are in good condition. Reconditioned 18 gauge 45 gallon open-head drums are suitable for lab packing waste.

All drums must be packed with vermiculite. Drums should be packed so the inside container does not break during transportation and with sufficient vermiculite to absorb all liquid waste should breakage occur.

Inside containers for lab packing should not exceed 25L.

Drums must be packed according to the following procedures:

- i) Put a 3-inch layer of vermiculite in the bottom of a 45 gallon drum.
- ii) Place a single layer of container waste upright into the drum.
- iii) Cover the layer with 3 inches of vermiculite and repeat the process until the drum is full. Each drum should have a ratio of 40% chemical, 60% vermiculite.
- iv) Top off the drum with vermiculite to fill any air spaces.
- v) Attach the lid, gasket and ring, and close. Attach the applicable drum labels, marks and packing slip to the full drum.

Lab Pack Information and Procedures

6. Labelling of Drums

All drums must be labelled in accordance with TDGA Regulations. Each drum should be labelled in the following manner:

- i) A water proof label with the following information must be affixed to the side of each drum:
 - a) Proper shipping name of the waste (prefixed with the word (“waste”));
 - b) TDGA classification;
 - c) Product Identification Number (P.I.N.);
 - d) Waster Profile Sheet (WPS) Number;
 - e) Generator’s Company Name.
- ii) A TDGA label indicating primary classification and secondary classification if necessary.
- iii) The WPS number must be legibly marked on top of each drum in letters 5 cm. High
(e.g. WPS9999)

Appendix A

Class 2 Aerosols

<u>Division</u>	<u>Description</u>
2.1	Aerosols containing more than 10% by mass of total contents as flammable gas.
2.2	Aerosols containing more than 10% by mass of total contents as a non-flammable, non-poisonous, non-corrosive gas.
2.3	Aerosols containing a quantity of poisonous gas.
2.4	Aerosols containing a quantity of a corrosive gas.

Class 3 Flammable Liquids

<u>Division</u>	<u>Description</u>
3.1	Flash point is less than -18°C but less than 23°C.
3.2	Flash point is not less than -18°C but less than 23°C.
3.3	Flash point is not less than 23°C but less than 61°C.

Class 4 Flammable Solids

<u>Division</u>	<u>Description</u>
4.1	Flammable solids.
4.2	Spontaneously combustible material.
4.3	Substances that on contact with water emit flammable gases.

Class 5 Oxidizing Substances

<u>Division</u>	<u>Description</u>
5.1	Oxidizing substances.
5.2	Organic compounds that contain the bivalent “-0-0” structure. <i>* No lab packing of miscellaneous 5.2 materials allowed according to TDGA.</i>

Class 6 Poisonous and Infectious Substances

<u>Division</u>	<u>Description</u>
6.1	Poisonous substances.
6.2	Infectious substances (not acceptable).

Class 8 Corrosive Substances

This class is further divided. However, for CSAL purposes, they are divided into acids and bases.

Class 9 Miscellaneous Products

<u>Division</u>	<u>Description</u>
9.1	Miscellaneous dangerous goods.
9.2	Hazardous to the environment.
9.3	Dangerous wastes.

Household Hazardous Waste Roundup Program Sign Off Sheet

Community: _____

Contractor: _____

Generator Name & Number: _____

Waste Description	WPS No.	Number of Units	Packaging ✓			We hereby certify that:
			Drum	Pail	Can	
Flammable Liquids NOS – Lab Packs						We hereby certify that: _____ held a safe Household Hazardous Waste Round Up on: _____ Date and that: <ul style="list-style-type: none"> • no non-household hazardous waste, no radio-active waste, and no bio-medical wastes were accepted; • all household hazardous waste is packed to Alberta Hazardous Waste Industry Standards; • pesticide containers, oil and oil containers, lead-acid batteries, paint and paint cans, glycol and aerosol cans have been recycled to the greatest extent possible; and • volumes and types of household hazardous waste noted are accurate and were generated at this Round Up.
Poisonous Liquids NOS – Lab Packs						
Corrosive Liquids NOS (Base) – Lab Packs						
Corrosive Liquids NOS (Acid) – Lab Packs						
Corrosive Solids NOS (Base) – Lab Packs						
Corrosive Solids NOS (Acid) – Lab Packs						
Poisonous Solids NOS – Lab Packs						
Aerosols (2.1) Flammable – Number of Cans						
Articles containing Polychlorinated Biphenyls						
Unknown Household Chemicals (Liquid) – Lab Packs						
Unknown Household Chemicals (Solid) – Lab Packs						
Mercury Compounds NOS (Liquid) – Lab Packs						
Pyrophoric Solid NOS (4.2) – Lab Packs						
Flammable Solids NOS (4.3) – Lab Packs						
Flammable Solids NOS (4.1) – Lab Packs						
Organic Peroxides NOS (Solids) – Lab Packs						
Organic Peroxides NOS (Liquids) – Lab Packs						
Oxidizing Substances NOS (Liquid) – Lab Packs						
Oxidizing Substances NOS (Solid) – Lab Packs						
Oxidizing Substances NOS (Mercury) – Lab Packs						
Beryllium Compounds NOS – Lab Packs						
Cyanide Solutions NOS (Liquid) – Lab Packs						
Nitric Acid – Lab Packs						
Perchloric Acid – Lab Packs						
Sulphuric Acid – Lab Packs						
Bulk Paint in Drums – Litres						
Glycol in Drums – Litres						
Oil in Drums - Litres						

Total Volumes Manifest for Treatment: _____

Please submit with your invoice and manifest to:

Carol Thurston
Alberta Environmental Protection
Municipal Program Development Branch
5th Floor, 9820 – 106th Street
Edmonton AB T5K 2J6
Phone: (780) 415-1860 / Fax: (780) 422-5120

 Community Representative Signature

 Contractor Signature

Generic Ad - Black and White ad, please print in grayscale

DON'T GIVE HAZARDOUS WASTES A HOME



Check your home for potentially hazardous products you no longer need and bring them to the Household Hazardous Waste Round-up being held:

- Basement
- Garage
- Kitchen
- Bathroom



- Utility Room
- Storage Shed
- Garden Shed
- Laundry Room

Action
on WASTE

Alberta