
INTERNAL MEMORANDUM FOR WIDE DISTRIBUTION

From: Pietro Gasparrini, Director, Environmental Health & Safety

Date: August 12, 2016

Subject: New Requirements for Hazardous Waste Disposal Training

An audit of the university's Hazardous Waste Management Program was commissioned by Environmental Health & Safety (EHS) to ensure compliance with recent amendments to federal Transportation of Dangerous Goods legislation. The audit report indicated a lack of compliance with internal waste disposal procedures and, by extension, with regulations concerning hazardous waste disposal. Lack of compliance was also determined to be the root cause of recent hazardous material spills.

EHS cannot pick up hazardous waste that is not properly identified. All individuals who generate hazardous waste have an obligation to comply with the university's internal hazardous waste disposal procedures ([Link to internal university procedures](#)).

Mandatory Hazardous Waste Disposal Training

As a result, the University Hazardous Materials Committee, under the advisement of Environmental Health & Safety, has made **Hazardous Waste Disposal Training obligatory** for any individual generating hazardous waste on university property and for those supervising others who generate hazardous waste on university property. Effective immediately, the university community has until November 1st, 2016 to comply with this new requirement.

Hazardous Waste Disposal Training is provided by EHS and training sessions are available throughout the year. Consult the EHS safety training calendar for dates and times of up-coming sessions ([Link to EHS Training Calendar](#)). This training is also available on-line via Moodle; instructions on accessing the on-line training are posted on the EHS safety training webpage ([Link to EHS Training Webpage](#)).

Supervisors who would like a report on the safety training of their students and/or staff can submit their request to ehs@concordia.ca or by calling ext. 4877.

Reminder: Dispose of Expired and Unneeded Chemicals

During the Hazardous Waste Management Program Audit, it was observed that research and teaching laboratories are storing expired and old chemicals. Supervisors are reminded to **dispose of expired, unwanted and unneeded chemicals**.

All hazardous waste disposal procedures are available on-line on the EHS website: ([Link to hazardous waste disposal procedures](#)).

Reminder: Access to up-to-date Safety Data Sheets (SDS)

Legislation requires that Safety Data Sheets (formerly referred to as Material Safety Data Sheets or MSDS) are readily available to those individuals who handle hazardous materials. During the recent audit, a lack of knowledge on how to access SDS was noted. Concordia has a subscription to CHEMWATCH, an on-line service that provides access to SDS. CHEMWATCH is available to anyone using a Concordia computer or the university's wireless network and is accessible via a link on the EHS website ([Link to CHEMWATCH](#)).

Supervisors are reminded to ensure that their students and staff know how to access an SDS using CHEMWATCH. EHS has prepared a quick reference guide that provides step by step instructions ([Link to CHEMWATCH Quick Reference Guide](#)). It is recommended that a printed copy of the Quick Reference Guide is posted in the workplace.

If you have questions regarding hazardous waste management contact Environmental Health & Safety at hazardouswaste@concordia.ca or at ext. 4877.