

PUBLISHING SERVICES SUB-DIVISION

**QUALITY ASSURANCE INSTRUCTIONS
PSS-11 Chemical Waste Disposal**

OWNER: **Gord Currie**
APPROVED: **March 22, 2004**

1.0 PURPOSE

- 1.1 The purpose of this document is to describe information about chemical waste disposal.

2.0 SCOPE

- 2.1 The scope of this document is to provide methods of disposing hazardous products that cannot be disposed by the regular cleaning staff.

3.0 RESPONSIBILITIES

- 3.1 The Technical Officer is responsible for having a working knowledge of this QAI.
- 3.2 The Technical Officer is responsible to do the follow-up on processes related to chemical waste disposal requests.
- 3.3 The designated manager of this QAI is responsible for considering all DCRs and NCRs issued against this QAI, writing new instructions when necessary and informing end-users of the changes made.
- 3.4 The Webmaster is responsible for updating the controlled version of this QAI on the Internet in a timely manner.
- 3.5 ESSInfo Publishing Services employees and other users of this QAI are encouraged to provide feedback to the Quality Management Representative, Production Coordinator, and Head Publishing Services on its accuracy, completeness, simplicity, and usefulness by issuing a Document Change Request or Quality System Improvement Request.

4.0 INSTRUCTIONS

(All instructions apply to the Technical Officer unless stated otherwise)

- Receive information from employee which chemical waste is to be disposed.
- List the chemical to be disposed on the Public Works Canada (PWC) Hazardous Waste Inventory Form.
- Number each chemical container to match numbers listed on the form.
- Forward the Public Works Canada (PWC) Hazardous Waste Inventory Form to the Head of the Analytical Chemistry for review and approval:

Head, Analytical Chemistry, ESS/GSC-MRGB/MRD
Natural Resources Canada
601 Booth Street, 7th Floor, Rm. 721
Ottawa, ON
Canada K1A 0E8
Telephone: (613) 995-4213
Fax: (613) 943-1286
Internet Address: gregoire@NRCan.gc.ca

- Forward a copy to Health and Safety office, Chemical Store, Rm. 129 or 152, 601 Booth, Ottawa Ontario.
- Hold chemicals until informed of pick up by Health and Safety office that received approval form Environment Canada.
- Transport chemicals for pick to loading dock, room 152, 601 Booth Street Ottawa.

5.0 REFERENCES

- Public Works Canada (PWC) Hazardous Waste Inventory Form
- Document Change Request (DCR)
- Quality System Improvement Request (NCR)