



University
of Windsor

Policy Title: Hazardous Materials Acquisition & Disposal Policy

Policy Number: CSEP-2024-12-001

Established: **November 2010**

Approved by: Vice President, Finance & Operations

Last Approval Date: December 20, 2024

Position Responsible for Maintaining and Administering the Policy: Director, Campus Safety & Emergency Planning

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Purpose:

The purpose of the policy is to establish a centralized procedure for the safe acquisition, management and disposal of hazardous materials at the University of Windsor that will ensure compliance with local, provincial, national and international regulations, minimize risk to human health and the environment, and promote workplace safety.

Scope of Policy:

The policy applies to all individuals involved in the acquisition or disposal of hazardous materials intended for use or storage on University property. It extends to all locations, both on and off campus, where hazardous materials are acquired or disposed of originated from university property or are financed by University funds.

Policy Statement:

This University of Windsor is committed to ensuring the safe and responsible acquisition, and disposal of hazardous materials by adhering to applicable laws, regulations, and standards to identify and mitigate risks associated with hazardous material procurement. To achieve our objectives, the University maintains a compulsory central acquisition and disposal program through the Chemical Control Centre for all hazardous materials. The program will promote the use of less hazardous alternatives to support sustainability objective and reduce environmental impact where possible while preventing overstock, reducing waste, and optimizing resource allocation. Accurate records will be centrally maintained for accountability, reporting, and emergency preparedness, ensuring the availability of critical information. This policy reflects

the University of Windsor's dedication to safety, compliance, sustainability, environmental stewardship and operational efficiency.

Exceptions to the Policy:

Hazardous materials that are not acquired or originate from University of Windsor funds and/or stock that will not be housed on University of Windsor Campus are exempt from this policy.

Cross-References:

[Transportation of Dangerous Goods Act](#) (TDGA)

[Hazardous Products Act](#) (HPA)

[Workplace Hazardous Materials Information System](#) (WHMIS)

[Canadian Environmental Protection Act, 1999](#) (CEPA)

[Environment and Climate Change Canada](#) (ECCC)

[Canadian Food Inspection Agency](#) (CFIA)

[Chemical Control Centre](#) (CCC)

[UWindsor Environmental Sustainability](#)

[University of Windsor Laboratory Safety Manual](#)

Definitions:

Acquisition: The process of ordering, sourcing and obtaining materials, such as hazardous materials.

Chemical Control Centre (CCC): The Centre is a division of Campus Safety & Emergency Planning and is committed to promoting the safe use of hazardous materials by the University community through the controlled acquisition, distribution, disposal and training services.

www.uwindsor.ca/ccc

Disposal: The process of discarding, destroying or managing waste materials including hazardous materials and hazardous waste in a manner that complies with federal, provincial and municipal regulations.

Hazardous Materials: Substances or products that pose a risk to health, safety, property, or the environment due to their physical, chemical, or biological properties. These materials are regulated under the federal and provincial legislation and are subject to classification, labelling, handling, storage, and disposal requirements.

Hazardous Materials Information System (HMIS): The primary database system used on campus to track the location and amount of hazardous materials on campus. This is a web-based computer system that is accessible from all University of Windsor computer systems.

University Property: All land, buildings, facilities, parking lots, vehicles, equipment and other assets owned, leased, operated or controlled by the University. This includes physical spaces designated for academic, administrative, residential, recreational and research purposes.

Procedures:

1. Acquisition:

- The acquisition of all hazardous materials on campus must be processed through the Chemical Control Centre (CCC).
- The Chemical Control Centre is responsible for ordering, receiving, returning and tracking all University of Windsor hazardous materials.
- All individuals requiring hazardous materials are responsible to set up an [internal account form](#) with the Chemical Control Centre. More information on ordering hazardous materials can be found on the CCC website at www.uwindsor.ca/ccc.
- The Chemical Control Centre must be advised of the relocation and/or transfer of all hazardous materials. The HMIS database can be utilized to update this information.

2. Disposal

- The disposal of all hazardous materials on campus must be processed through the Chemical Control Centre (CCC).
- The Chemical Control Centre is responsible for disposing and tracking of all University of Windsor hazardous materials.
- All individuals requiring hazardous materials disposal are responsible to set up an [internal account form](#) with the Chemical Control Centre. More information on disposing hazardous materials can be found on the CCC website at www.uwindsor.ca/ccc.
- The Chemical Control Centre must be advised of the disposal of all hazardous materials.

3. Regulatory Requirements

- The acquisition and disposal of hazardous materials must adhere to all applicable local, provincial, national and international laws, regulations and standards to ensure compliance.
- Individuals ordering or disposing of hazardous materials are required to follow all regulatory requirements, as well as internal policies and procedures.
- Failure to comply may result in the cancellation, delay, return or destruction of hazardous material orders. Instances of noncompliance will be reported to the Director, Campus Safety & Emergency Planning for review and further action.

4. Environmental Sustainability

- Individuals ordering hazardous materials are expected to prioritize environmental sustainability in their decision-making process. This includes but is not limited to:
 - Minimizing quantities
 - Selecting safer alternatives

- Substitution
- Recycling and Reuse options
- All efforts should align with the Universities [sustainability framework](#) and comply with applicable laws, regulations and policies.

Review Process for the Policy:

The policy will be reviewed every five (5) years. Under the following circumstances the policy may be reviewed before the five (5) year term: changes in legislation that affect the policy; a specific incident triggers a review of the policy; there is a request made by a governing body, such as the Board of Governors, to review the policy.

Process for Communicating the Policy:

The policy will be posted on the University of Windsor's policy webpage, within two (2) weeks of the approval of the policy. If applicable, a notification will also be sent to all departments directly affected by the policy.

Appendices:

none