*Note: This is a template. Delete this red text in your finished version. Before use, the text below must be adapted to the local conditions at the school.*

# Routines for Handling Hazardous Waste

*This document was last reviewed [date] by [name]*

## Purpose

This routine describes how the school handles hazardous waste, using a hazardous waste station. To establish a hazardous waste station that suits the needs of your school, follow the advice on [chesse.org/waste-management/](https://chesse.org/waste-management/).

## Proper disposal of waste

Use the decision tree on [chesse.org/waste-management/](https://chesse.org/waste-management/) to dispose of waste properly.

We recommend that a copy of the decision tree is located together with the waste containers.

## Inspection of hazardous waste station

Inspection of the hazardous waste station is done as part of the inspection of the science facilities at the beginning of each school year. See the *Checklist for inspection of science facilities* to see when this was last done.

## Collection and transport of hazardous waste

Collection and transport of hazardous waste should be organised regularly, for example once a year or when the amount of hazardous waste makes it necessary, in collaboration with the school management.

* Make sure all waste containers are closed securely and labelled in accordance with the requirements of the waste collector.
* Call a private firm or a public service that offers collection and declaration of hazardous waste. If the school or the school owner has an agreement with a specific firm or removal service, the contact information should be written into this procedure.