

Chatham-Kent Fire Department's



Recycling and Waste Management Guideline

1.0 Introduction

- 1.1 This instructional guideline is intended to assist school boards, elementary and secondary schools and property managers to properly manage the accumulation of waste and recycling items within the Municipality of Chatham-Kent buildings in order to achieve compliance with Ontario Fire Code Division B, 2.4.1.1.(1). “Combustible materials shall not be permitted in quantities or locations that may constitute a fire hazard”. Large quantities of recyclable materials (paper & plastic) and refuse pose a serious fire hazard especially in assembly and residential occupancies. This guideline is intended for guidance only and is not to be considered a statement of law in this area. However, this guideline has become “accepted practice” within the Municipality of Chatham-Kent and therefore the Chatham-Kent Fire Department will utilize this document when assessing accumulation of combustible materials under the Ontario Fire Code.

2.0 Ontario Fire Code

- 2.1 It is highly recommended that a current copy of the Ontario Fire Code be kept on site and periodically reviewed to ensure that compliance is being achieved.
- 2.2 The Ontario Fire Code can be viewed at www.e-laws.gov.on.ca/DBLaws/Regs/English/970388_e.htm on the e-Laws website.

3.0 Safe Collection of Recyclable Items

- 3.1 Containers such as blue and red boxes required for the normal operation of the recycling program may be placed within individual classrooms, offices and other similar rooms.
- 3.2 Regular collection of materials from the recycling boxes must be carried out directly from the classrooms. Recycling boxes must not be placed in the corridors on collection day as this creates a fire safety hazard in terms of egress and combustible loading.
- 3.3 Where quantities of combustible recyclable materials are expected to exceed the capacity of a single recycling box (such as in cafeterias), containers that satisfy the following requirements of Division B, 2.4.1.3.(3) of the Ontario Fire Code shall be used:
- (a) Constructed of non-combustible materials with a melting point of not less than 650 °C.

- (b) No openings in the sides or bottom.
 - (c) A self-closing tightly fitted cover.
 - (d) Not be placed closer than 1m on the sides and top to combustible materials, and if placed on a combustible floor surface, shall be equipped with a flanged bottom or legs at least 50mm high.
- 3.4 Exits, exit stairs and corridors must not be used as holding areas for recyclable materials regardless of what type of containers are being used or clearances that are available, unless approved by the Chief Fire Official.
- 3.5 Regular pick-up of recyclable materials must be arranged for all indoor containers to ensure that combustible materials do not accumulate in quantities that may constitute a fire hazard.
- 3.6 Indoor bulk storage of recyclable materials must be arranged in a room having a minimum 1-hour fire separation from the remainder of the building and equipped with automatic sprinkler protection as required by Articles 3.5.2.6. of the 1986 Ontario Building Code and Division B, 2.1.2.2. of the Ontario Fire Code. Fire alarm detection shall also be provided so that the fire alarm will activate in the event of a fire.
- 3.7 Outdoor bulk storage of recyclable materials shall be arranged a safe distance from any building as required by Division B, 2.4.1.1. (6) of the Ontario Fire Code. A separation of 40 feet (12m) is highly recommended. Distances less the 40 feet (12m) must be approved by Chatham-Kent Fire Department.
- 3.8 Where the recycling program necessitates the construction of a new indoor storage room or results in other material alterations to the school, drawings must be forwarded for review and approval by the Office of the Fire Marshal.

4.0 Safe Use of Waste Receptacles

Limited waste receptacles will be permitted in the corridors as long as the following provisions are strictly adhered to.

- 4.1 Waste receptacles shall not be located in any exit or within close proximity to an exit.
- 4.2 Waste receptacles shall be emptied on a regular basis (at least once per day is recommended) to prevent the accumulation of combustible materials.

- 4.3 A waste receptacle shall be emptied immediately once $\frac{3}{4}$ of the receptacle has been filled regardless of when the next routine pick-up is scheduled. This is necessary to ensure that combustible materials do not accumulate in quantities that may constitute a fire hazard.
- 4.4 Waste receptacles in corridors shall be made of non combustible material.

5.0 Garbage Dumpster Storage Locations

- 5.1 Garbage dumpsters must be located a safe distance away from any building as required by Division B, 2.4.1.1.(6) of the Ontario Fire Code. A separation of at least 40 feet (12m) shall be adhered to. Please contact the Chatham-Kent Fire Department when distances of less the 40 feet (12m) cannot be achieved. Any distances of less the 40 feet (12m) must be approved by the Chatham-Kent Fire Department.
- 5.2 Garbage dumpsters should be on a regular scheduled pick up time so that the dumpster does not over flow with garbage.
- 5.3 The garbage dumpster should be secured to deter persons from performing acts of arson.