



Brandon Fire and Emergency Services

Recycling and Waste Management Policy – “P25”

The following Policy is in accordance with the City of Brandon’s Fire Prevention By-Law #7200

Introduction

- 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 City of Brandon in order to achieve compliance with National 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.

Safe Collection of Recyclable Items

- 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.
- 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.
- 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.(4) of the National Fire Code shall be used:
 - Constructed of non-combustible materials with a melting point of not less than 650 ° C.
 - No openings in the sides or bottom.
 - A self-closing tightly fitted cover.
 - 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.
- 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.
- 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.
- 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 fire alarm detection so that the fire alarm will activate in the event of a fire.
- 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 National Fire Code. A

separation of 40 feet (12m) is highly recommended. Distances less the 40 feet (12m) must be approved by Brandon Fire and Emergency Services.

- ❑ 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 City of Brandon Planning and Building Department.

Safe Use of Waste Receptacles

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

- ❑ Waste receptacles shall not be located in any exit or within close proximity to an exit.
- ❑ Waste receptacles shall be emptied on a regular basis (at least once per day is recommended) to prevent the accumulation of combustible materials.
- ❑ A waste receptacle shall be emptied immediately once $\frac{3}{4}$ of the receptacle has been filled regardless of when the next routine pickup is scheduled. This is necessary to ensure that combustible materials do not accumulate in quantities that may constitute a fire hazard.
- ❑ Waste receptacles in corridors shall be made of non combustible material.

Garbage Dumpster Storage Locations

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