



Prince Edward Island Paint Recycling Program Collection Site Guidelines

September 2012



1. INTRODUCTION

The Collection Site Guidelines are intended to provide practical guidance to operators who will be participating as Collection Sites in the Prince Edward Island (PEI) Paint Recycling Program (the “Program”). These guidelines are not intended to replace any Provincial and Federal regulations standards, acts or regulations nor relieve the operator of any obligations under the regulations.

Product Care Association (PCA) accepts no responsibility and assumes no liability arising from the use of the information contained in this publication.

Background Information

Under the Environmental Protection Act, Materials Recycling Regulations – Paint Stewardship requires brand owners of certain types of paint to operate a province wide paint recycling program to manage post consumer leftover paint. PCA is the non-profit industry association which has developed, and will operate, the Program on behalf of the paint brandowners.

2. PRODUCTS ACCEPTED

The Program includes architectural paint (household paint) in containers under 25L in size, and all aerosol paint, (automotive, industrial etc.). There are two major types of architectural (household) paints sold to consumers: latex or water-based paints and alkyd or solvent-based paints. Both types are accepted by the program regardless of the sheen/gloss or finish, solid or transparent.

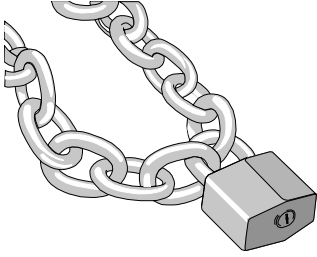
The Program accepts leftover paint from any category of paint consumer including:

- Homeowners
- Commercial painters
- Businesses

See Appendix A: Products Accepted/Not Accepted

3. COLLECTION SITE OPERATIONS

3.1 Collection Site Security



During normal business hours, only staff members should have access to the collection bins/drums.

When the Collection Site is closed or not attended, the collected paint must be secured or locked inside the premises so that it is not accessible by animals or other people.

3.2 Collection Site Supplies



The Program will supply the following to the paint collection facility:

1. Collection Site guidelines.
2. Collection Site signage.
 - Entrance sign or poster to inform consumers that the premises are a Program Collection Site.
 - Product information sign to inform staff and customers what products are accepted and not accepted.
3. Two or more collection bins (photo at left) for paint containers.
4. One 205 L (45 gallon) drum for paint aerosols.
5. One spill kit.
6. Waiver stickers to be used for the Paint Exchange (if applicable).

3.3 Receiving Leftover Paint from Consumers

Important: Never open the container or allow the container to be opened by the consumer.

Examine the container to ensure that:

- The product is included in the Program- refuse any unacceptable products and explain that the Program only covers specific paints.
- The container is properly sealed.
- The container is in good condition (no holes, tears, significant rust).
- The container is properly labelled.

If the paint is suitable for the Paint Exchange program place it on Paint Exchange shelving (see Paint Exchange section).

Storing products correctly:

- Immediately place the paint container inside the bin
 - place 5 gallon pails in the bottom of the bin
 - all containers should be packed upright and tightly together
- Pack aerosol paint into the 205 L drums.
- Do not overfill bin or drum.
- Replace the lid on the bin or drum.

3.4 Shipment Procedures

Arranging for shipment:

To order a pick-up call PCA at 1-888-772-9772 and indicate:

- Your collection site/company name and location.
- The number of bins or drums for pickup.
- Additional supplies required (labels etc.).

A pick-up should be ordered when:

- If you have 2 bins, call when one bin is full. If you have more than two bins, call when more than half of your bins are full, or
- The aerosol paint drum is nearly full.

The transporter will provide:

- Replacement tubskids/drums and supplies, as required.
- Labels to apply to the full tubskids/drums
- Transportation of Dangerous Goods (TDG) labels to be applied to the replacement tubskid or drum before use.
- Shipping document for you to sign.

Preparation for shipment:

- Ensure the lid of the collection container is secure and fits flat over the container.
- Ensure that the collection container has the proper TDG label affixed.
- Sign the shipping document provided by the transporter.

4. DOCUMENTATION

Monthly Collection Site inspection form-Collection Sites are required to complete a monthly Collection Site inspection form (Appendix B) and fax or email it to PCA.

Paint Exchange form (not applicable to retail sites) – Every person taking paint from the ‘free paint’ section must complete the waiver form. This form is to be faxed the form to Product Care at 1-866-975-2982 (toll free) or scan/email it to lori@productcare.org at the end of every month (Appendix C).

Copies of completed shipping documents (provided by the transporter) should be kept by the Collection Site for two years.

5. PAINT EXCHANGE

The Paint Exchange program displays and offers selected containers of leftover paint to consumers free of charge. All Collection Sites except paint retailer sites will offer the Paint Exchange program to the public. These sites will be required to purchase shelving upon which to place the paint exchange paint, as detailed in their contract. The Paint Exchange shelving should be placed in a location that is easily accessible to customers, but within sight of staff to ensure customers do not open the containers.

Selecting containers for the Paint Exchange program:

- No aerosols - aerosols must not be given away through the paint exchange.
- No non-paint items – items that are not paint cannot be given away through paint exchange.
- Based on the weight of the container, select containers that are >50% full (do not open container).
- The colour of the paint should be indicated on the container or label.
- Select containers with original labels.
- Select containers in good condition with no rust or damage.
- Shake container to ensure its contents are still liquid.

Place selected containers on Paint Exchangedisplay shelving.

Signing out Paint Exchange containers:

Because the paint given away in the Paint Exchange program is a used product, certain procedures must be followed:

INSTRUCTIONS FOR COMPLETING THE PAINT EXCHANGE FORM:

1. Print the Depot name and full mailing address. Please see sample of completed form on the next page.
2. After the consumer has chosen what paint they will be taking, while you are putting on the Waiver/Liability Release Sticker on every container that goes out, please have the customer complete the Monthly Paint Exchange Form by:
 - a. Printing the date they are taking the paint
 - b. Printing their name or their organization's name and then write their signature.
 - c. Printing their phone number or the phone number of their organization
3. Sort out the sizes of the containers – 5 gallon or 1 gallon so that you can complete the quantity section of the form. We are only tracking 1 gallon or larger sizes. If the container size is smaller than 1 gallon there is no need to record it. Only write down the size of the container – do not estimate what the contents are.
4. Determine if the paint is Latex (Water Based) or Alkyd (Oil Based)
 - a. If the paint is Latex, write the number of containers being taken in the correct column. For example, if 3 – 5 gallon containers and 6 – 1 gallon containers are being taken then in the 5 gal column write **3** and in the 1 gal column write **6**.
 - b. If the paint is Alkyd, write the number of containers being taken in the correct column. For example, if 2 – 5 gallon containers and 8 – 1 gallon containers are being taken then in the 5 gal column write **2** and in the 1 gal column write **8**.
5. At the end of the page, add up the total number of containers and write this number in.
6. Additionally, the Collection Site must fax the form(s) to PCA at 1-866-975-2982 (toll free) or scan/email it to lori@productcare.org.



MONTHLY PAINT EXCHANGE FORM

12337-82A Ave., Surrey, B.C. V3W 0L5
Fax: 604-592-2982

THIS DOCUMENT IS A LIABILITY RELEASE FORM - PLEASE READ IT CAREFULLY

TO: Product Care Association AND TO: ABC Bottle Depot 123 Main St, Anywhere, BC
Depot Owner/Operator - Depot Name and Address (Full Mailing Address) HOH OHO

- I confirm that the product (the "Product") received by me today is offered as part of a free "Paint Exchange". I also acknowledge that Product Care, the Depot Owner/Operator and all other organizers, sponsors and contractors of the Paint Exchange (collectively the "Sponsors") make NO REPRESENTATION OR WARRANTY AS TO THE MERCHANTABILITY, QUALITY, CONTENTS OR ORIGINS OF THE PRODUCT OR TO THE FITNESS OF THE PRODUCT FOR ANY PURPOSE.
- I accept the Product "as is" and I acknowledge that the Product has not been inspected by any of the Sponsors. I ACCEPT ALL RISKS ASSOCIATED WITH ANY USE OF THE PRODUCT WHATSOEVER. In consideration for the Product, I release the Sponsors from all claims, damages, losses, causes of action, or actions arising from the receipt and/or use of the Product. I am aware that by signing this release, I am waiving all legal rights against the Sponsors in relation to the acceptance and use of the Product.
- The term "Product Care" as used in this release includes the Product Care's members, officers, directors, employees, agents and contractors.
- I acknowledge that if I have any reason to suspect that the Product has been altered in any way or that the contents are not represented by the original label information, I should not use the Product and I may return it to any Product Care Authorized Paint Collection Depot in my area without charge.

DATE: (Please Print)	NAME: (Please Print)	SIGNATURE: (Confirming Release of Liability)	PHONE NUMBER: (Please Print)	LATEX		ALKYD (OIL)	
				Container Size 5 GAL	1 GAL	Container Size 5 GAL	1 GAL
Feb 10	Jane Doe	<i>Jane Doe</i>	111-2222	3	6		
Feb 18	John Smith	<i>John Smith</i>	333-4444			2	8
Feb 24	Church	<i>Church</i>	555-6666	4	15		
CONTAINER TOTALS:							

SAMPLE ONLY

Depot Operator's Name (Please print) Sam Sails

Signature Sam Sails

Date March 1st, 2005

6. HEALTH & SAFETY

You are responsible for ensuring that your facility and operations, including paint collection activities, meet the requirements of the Workers Compensation Board of PEI.

The following are some general safety guidelines related to the Program:

- No smoking near paint collection and storage area.
- Do not open paint containers.
- Do not accept improperly sealed containers or unknown materials.
- Do not accept non-program materials.
- Read the label on each container.
- Wash hands before eating, smoking or using the washroom.
- Follow the procedures outlined in these guidelines

Depending on the type of paint, the label may display warning or hazard symbols. The following are some common product hazard symbols found on paint containers.

Poison Hazard



This symbol is a warning that the product could be poisonous if you inhale its vapours, if you accidentally swallow it or if it makes contact with your eyes or skin.

Avoid breathing vapours, ingestion and skin contact.

Explosive Hazard



A compressed gas is a product whose contents are under pressure, for example, an aerosol can.

Always handle and store the product carefully. It may be dangerous if the container is accidentally heated, punctured or crushed.

Flammable/Combustible Hazard



Solvent-based paint typically contains flammable or combustible ingredients, which means these materials will ignite and continue to burn if exposed to a flame or source of ignition.

Avoid breathing fumes, build-up of vapours, open flame, spark or heat, ingestion and skin contact

Toxic Hazard



This symbol is a warning that the product could be toxic or poisonous if you accidentally swallow it or if it touches your eyes or skin.

Avoid ingestion and skin contact.

7. IN THE EVENT OF A SPILL

Each Collection Site is provided with a spill kit. Be sure that the kit contains all of the supplies that were originally provided and ensure that it is accessible at all times.

Spill kits come equipped with: 40 pads, 2 x 4' absorbent socks, 1 disposal bag

Important: Respond quickly to a spill so that the spilled paint does not harm the environment or present a risk of personal injury.

Spill Response Procedures:

- Ensure personal safety- if the spill involves solvent based paints, ensure proper ventilation and that there is no source of ignition. Put on the protective gear provided in the spill kit.
- Secure the area- restrict entry into the spill area, only allow access to the personnel controlling the spill.
- Stop the flow of paint- place the spilling container upright or in a position to minimize the spill or place something under it to catch the spill.
- Contain the spill area-if necessary, cover drains and/or place barriers to contain the spill within a small area.
- Clean up the spill- capture the spilled material using the absorbent material provided, and then place the used absorbent material in plastic bags together with any used spill control supplies, contaminated protective clothing and cleaning materials. Seal the bags and place them in the collection bin for disposal.

Remove any clothing that may be contaminated. Wash thoroughly to remove spilled material from your hands or body. Replenish any used spill control supplies.

- Report the spill- report the spill immediately if the spill:
 - is larger than 8 litres (2 gallons)
 - escapes containment and enters the environment (runs into grass or gravel, enters a storm drain, etc.)
 - results in an injury

To report the spill, contact PCA at 1-888-772-9772. For all spills, complete the Emergency and/or Incident Report (Appendix D) recording the details of the spill and fax it to the PCA program office immediately at 1-866-975-2982 (toll free).

PRODUCTS ACCEPTED/NOT ACCEPTED (appendix A)

Architectural (Household) Paints

(Maximum Container Size: 25 Litres)

- All containers must be properly sealed, labeled and in original container.
- Full, partially full and empty containers are acceptable.

ACCEPTABLE HOUSEHOLD PAINTS

- ✓ Interior & exterior : latex, acrylic, water-based, alkyd, oil-based, enamel
- ✓ All types of finishes & sheens including textured
- ✓ Deck coatings & floor paints (including elastomeric)
- ✓ Concrete, drywall, stucco & driveway paints and sealers (non-tar-base)
- ✓ Marine paints (except antifouling)
- ✓ Melamine, metal & anti-rust paints

- ✓ Stains & shellacs
- ✓ Stain blocking paints
- ✓ Swimming pool (single component)
- ✓ Varnishes & urethanes (single component)
- ✓ Wood and masonry water repellents & sealers
- ✓ Wood finishing oils & preservatives (containing no pesticides)
- ✓ Already empty paint containers



Aerosol Paint

(Maximum Container size: 660g or 24 oz)

- All types of spray paint or aerosol paint - including consumer, automotive and industrial aerosols.
- Already emptied, partially full or full containers are accepted.

UNACCEPTABLE PRODUCTS

- ✗ Brushes & rollers
- ✗ Bulging containers
- ✗ Caulking compound, epoxies, glues or adhesives
- ✗ Colorants & tints

- ✗ Deck cleaners
- ✗ Industrial paints & finishes (baked-on, heat resistant etc...)
- ✗ Non-aerosol automotive paints
- ✗ Non-aerosol craft paints
- ✗ Paint thinners, mineral spirits or solvents
- ✗ Pesticide containing products e.g. creosote
- ✗ Quick drying paints
- ✗ Resins

- ✗ Roof patch or repair
- ✗ Tar-based or bitumen based product
- ✗ Traffic or line marking paint

- ✗ 2 part or component paints
- ✗ Improperly sealed containers or leaking

- ✗ Unidentifiable or unlabelled containers

Examples of Unacceptable Products



This is an unacceptable container based on a number of reasons.

1. It has no label.
2. It is an unknown product.
3. Not Properly Sealed.
4. Container integrity is in question.



Resins are not acceptable to the program at all.



This product is not acceptable for two reasons.

1. It is not properly sealed.
2. It is an industrial product.



Non-aerosol (liquid) automotive paint is not accepted by the program.



Colorants, tints and other paint additives are not accepted by the program.



Roofing products are not accepted by the program.



Indicators on the label such as “quick drying” are usually a sign that it is an industrial product.

WHMIS labelling is another indicator that a product is for industrial or commercial use and not accepted by the program.



Other symbols, such as this dangerous goods transportation label, indicate that a container is an industrial product and not acceptable in the program.



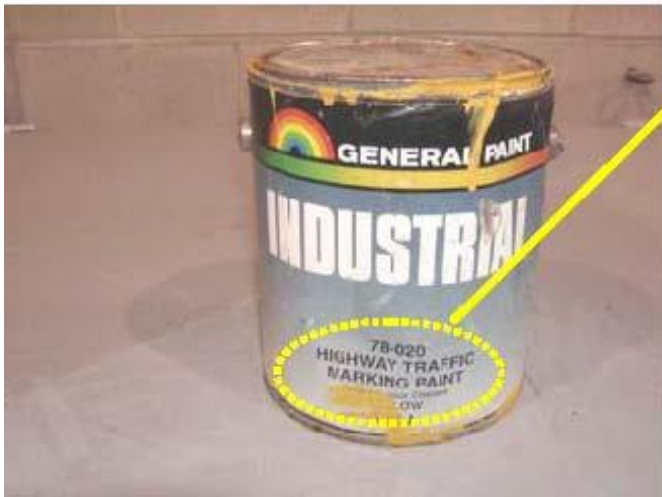
Paint in glass containers are unacceptable unless it is the original labelled containers, as in the case of some brands of shellacs.



Part A, part B, or two-part paints are industrial and are therefore unacceptable.



Transportation of dangerous goods label is an indication of an industrial product and is not acceptable in the program.



Traffic marking paint is an industrial product and is not acceptable.



All glues, contact cement and adhesives are not acceptable.



Wood preservatives that contain pesticides are not acceptable.



This is a non-aerosol liquid automotive paint which is not accepted by the program. Only aerosol automotive paint may be accepted.



This is an industrial catalyst and is not acceptable in the program. All catalysts are not accepted by the program.



Paint strippers are not acceptable.



Quick dry, rapid dry, rapid cure, fast dry etc. are unacceptable as they are industrial paint products.



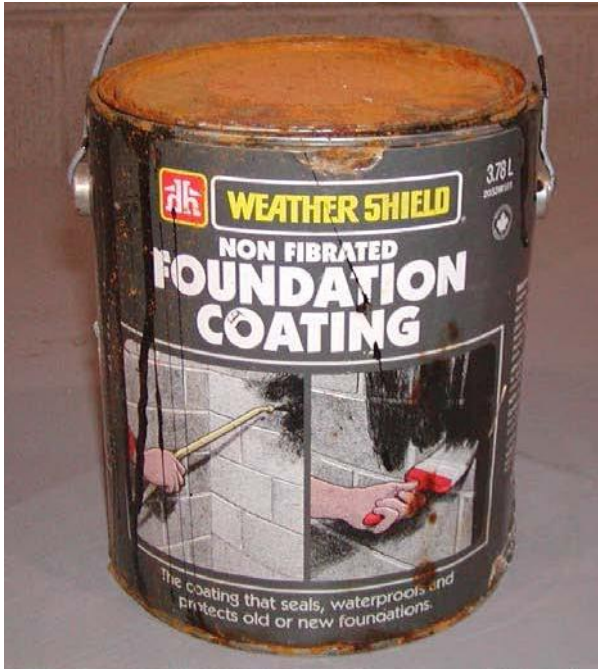
Unlabelled containers or unknown products are not acceptable at all.



Anti-fouling paint contains pesticides. It is not an acceptable product. Antifouling or marine bottom paint is not acceptable.



Corrosive products such as bleaches, cleaners and other acids and bases are not acceptable.



Foundation Coatings are not acceptable.



Foundation Coatings and Damp Proof Coatings are not acceptable.



Paint not in original containers is not acceptable.



Paint not in original containers is not acceptable.



Paint not in original containers is not acceptable.



Nitrocellulose based paints are not acceptable.



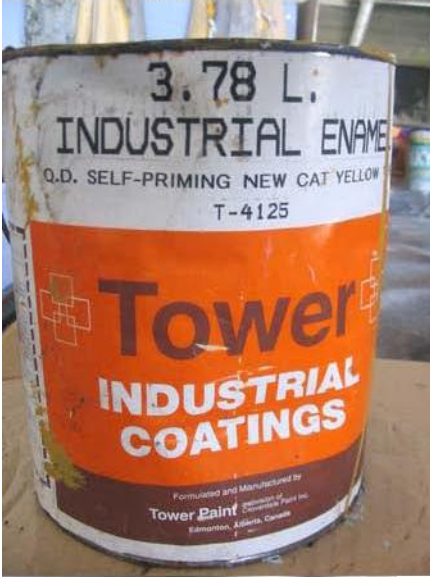
Paint thinners and items labeled Industrial are not acceptable.



Unknown items or unlabelled containers are not acceptable.



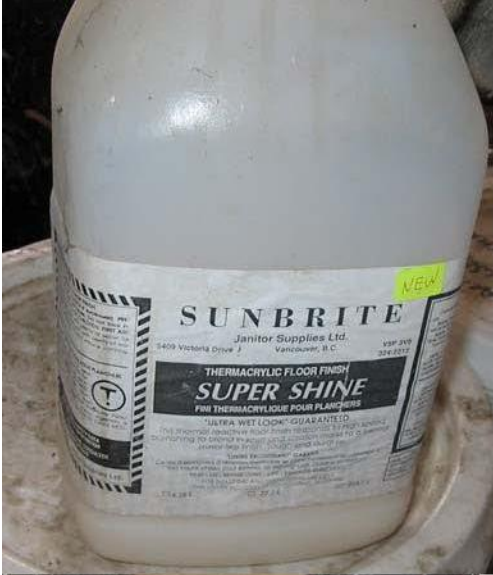
Catalysts are not acceptable.



Paints labelled as "Industrial Use Only" are not acceptable.



Turpentine and Paint Thinners are not acceptable.



Floor Finishes are not acceptable.



Acids are not acceptable.



Drywall compound is not acceptable

PEI Paint Recycling Program

Monthly Paint Depot Inspection Checklist

email or fax completed form monthly to:

Email: lori@productcare.org

Fax: 1-866-975-2982

Month _____ Year _____

Please mark each box - Check (✓) if Okay or Cross (✗) if Attention Needed

<input type="checkbox"/> Tubskids & drums are in good condition.	<input type="checkbox"/> Total Number of tubskids on site (write) _____ (please include all tubs on site in this total)
<input type="checkbox"/> Spill Kits complete and ready for use.	<input type="checkbox"/> Total Number of drums on site (write) _____
<input type="checkbox"/> All current staff have been trained.	<input type="checkbox"/> 'Paint Collection Depot' & 'Product Guideline' signs are clean, in place and readable.
<input type="checkbox"/> Collection area is clean and organized	<input type="checkbox"/> Depot is locked and secured after hours.
<input type="checkbox"/> Program promotional material available.	<input type="checkbox"/> No Regulatory Infractions received this month
<input type="checkbox"/> Depot Guidelines are available to staff.	<input type="checkbox"/> Have any spills been reported?

Please provide comments on the above items that have a cross (✗) and list any items you need:

Depot Name

Date

Person completing Form (please print name)

Signature



THIS DOCUMENT IS A LIABILITY RELEASE FORM – PLEASE READ IT CAREFULLY (appendix c)

TO: Product Care Association

AND TO: _____
Depot Owner/Operator – Depot Name and Address (Full Mailing Address)

I confirm that the product (the “Product”) received by me today is offered as part of a free “Paint Exchange” in the PEI Paint Recycling Program. I also acknowledge that Product Care Association, its members, officers, directors, employees, agents and contractors (collectively “Product Care”) make NO REPRESENTATION OR WARRANTY AS TO THE MERCHANTABILITY, QUALITY, CONTENTS OR ORIGINS OF THIS PRODUCT OR TO THE FITNESS OF THIS PRODUCT FOR ANY PURPOSE.

I accept the Product “as is” and I acknowledge that the Product has not been inspected by the Program. I ACCEPT ALL RISKS ASSOCIATED WITH ANY USE OF THIS PRODUCT. In consideration for this product, I release Product Care from all claims, damages, losses, causes of action, or actions arising from the receipt and/or use of this Product and acknowledge that I am waiving all legal rights against the Sponsors in relation to the acceptance and use of this Product.

I acknowledge that if I have any reason to suspect that the Product has been altered in any way or that the contents are not represented by the original label information, I should not use this Product and return it to a Paint Collection Depot in my area without charge.

DATE: (Please Print)	NAME: (Please Print)	SIGNATURE: (Confirming Release of Liability)	PHONE NUMBER: (Please Print)	LATEX # of containers		ALKYD (OIL) # of containers	
				1 GAL	5 GAL	1 GAL	5 GAL
CONTAINER TOTALS:							

_____ Depot Operator’s Name (Please print)

_____ Signature

_____ Date



DEPOT – Send Completed Form to PCA via Email: lori@productcare.org or Fax: 1-866-975-2982

PEI PAINT RECYCLING PROGRAM
EMERGENCY and/or INCIDENT REPORT (appendix D)
(Page 1 of 2)

Depot Name: _____

Depot Location: _____

Employee Name: _____

Telephone Number: _____

Date of incident: _____

Time of incident: _____

Check one of the following emergencies and fill out the appropriate information:(Attach a separate form if you need more space)

SPILL?

- | | |
|---|---|
| <input type="checkbox"/> Spill in parking lot | <input type="checkbox"/> Customer caused the spill |
| <input type="checkbox"/> Spill in reception area | <input type="checkbox"/> Type of surface spilled on
<input type="checkbox"/> gravel <input type="checkbox"/> asphalt <input type="checkbox"/> concrete <input type="checkbox"/> wood |
| <input type="checkbox"/> Spill caused chemical reaction, if so list the chemicals involved (if known):
_____ | <input type="checkbox"/> Spill in other area:
_____ |

FIRE?

- | | |
|---|--|
| <input type="checkbox"/> Fire in parking lot | <input type="checkbox"/> Fire in reception area |
| <input type="checkbox"/> Fire in aerosol paint drum | <input type="checkbox"/> Fire in paint tubskids |
| <input type="checkbox"/> Fire Department called | <input type="checkbox"/> Fire extinguishers used (If so, the unit(s) must be serviced) |
| <input type="checkbox"/> Fire in any other location _____ | |

PROPERTY DAMAGE?

- | | |
|--|--|
| <input type="checkbox"/> Equipment Damaged | <input type="checkbox"/> Building Damaged |
| <input type="checkbox"/> Tubskid damaged | <input type="checkbox"/> Other property damaged
_____ |

EMERGENCY AND/OR INCIDENT REPORT

(Page 2 of 2)

Describe in detail the incident, or accident (This includes exposure to chemicals, smoke, chemical inhalation and bodily injuries, as well as property damage. If a spill occurred, what was spilled, and any other information that is important to this incident) – Use additional paper if necessary

Describe your response effort (what did you do?) – Use additional paper if necessary

Was staff wearing protective gear?

YES

NO

Was anyone hurt?

YES

NO

If yes, please attach a copy of the WCB PEI Form and Record to this report

What are your suggestions to help prevent this incident from happening in the future?

Telephone and report the incident immediately on the emergency telephone line if the spill involves more than 8 litres (2 gallons) of paint, if the spill escapes into the environment (runs into grass or gravel, enters a storm drain, etc.) or if there is an injury or fire. Please complete the information and fax or email (and other forms if applicable) to PCA.

EMERGENCY TELEPHONE (24 HOURS)
1-888-772-9772

Email: lori@productcare.org
Fax: 1-866-975-2982

Employee Name _____

Signature _____

Manager Name _____

Signature _____