Manitoba HHW Collection Site Guidelines

SEE INSIDE FOR HHW PICKUP - SUPPLY FORMS AND INSTRUCTIONS
SEE INSIDE FOR LIGHT PICKUP - SUPPLY FORMS AND INSTRUCITONS

productcare RECYCLING

DISCLAIMER

The Household Hazardous Waste Collection Site Guidelines (Guidelines) are intended to provide guidance to operators participating as a collection site in the Manitoba Household Hazardous Waste Stewardship Program (the Program). The Guidelines cover the handling of flammable liquids, toxics, pesticides, corrosives, physically hazardous materials and environmentally hazardous materials only. Additional guidelines are available for collection sites that manage paints or fluorescent lamps.

Product Care Recycling (Product Care) accepts no responsibility and assumes no liability resulting from the incorrect use of information contained in the Guidelines or from the use of this information in any circumstances other than those described.

Forms provided in the Guidelines may not be current due to changes in processes, regulations and procedures. Updates will be provided to your collection site as required and posted on the www.productcare.org website. Please ensure you are using the most updated version.

The practices described in the Guidelines are not intended to replace any standards, acts or regulations required under local, provincial or federal law; nor are the Guidelines intended to relieve the collection site operator or staff of any requirements under the law.

The collection site is a place of work regulated by Manitoba Conservation and Climate (MBCC) and Manitoba Workplace Safety and Health (WSH). In addition to the Guidelines, collections sites must comply with all environmental, health and safety regulations to ensure workers are properly trained and equipped for their work and they understand the:

- Hazards they may encounter in their work;
- Safety practices needed to protect themselves from harm; and
- Actions they may need to take in the event of an emergency, such as a spill or fire.

Products handled under the Program are considered dangerous goods. The handling, offering for transport, or transportation of dangerous goods is regulated under the Transportation of Dangerous Goods (TDG) and the Dangerous Goods Handling and Transportation Act (DGHTA) and Regulations. The TDG and DGHTA Regulations will apply to your operation. Your collection site is required to be licenced under the DGHTA. You must have training to act as a 'consignor' under TDG Regulations. Further information should be provided by your supervisor.

Further information about environmental requirements can be obtained from your local MBCC office. Workplace safety information can be obtained from your local WSH office.

QUICK REFERENCE SHEET

Program Contact Information

	PHONE (TF: Toll Free)	**FAX**	**EMAIL/WEBSITE**
Product Care	TF: 1.877.592.2972	604.592.2982	manitoba@productcare.org; www.productcare.org
Manitoba Field Coordinator	204.477.0741		mbfieldcoordinator@productcare.org
Operations Manager	TF: 1.877.592.2972 / 604.592.2972 x213	604.592.2982	OM@productcare.org
Manitoba Logistics Coordinator	TF: 1.866.975.2982	604.592.2982	mbopspaint@productcare.org
Ordering Communication Materials	1.877.592.2972	604.592.2982	productcare.org/promotional-materials
Product Care service partner website	www.productcare.org/service-partner-support/manitoba		
Manitoba Conservation and Climate: Hazardous Waste Coordinator	204.945.7086		nrinfo@gov.mb.ca; www.gov.mb.ca/sd
Service Provider/Pickup Requests: Miller Environmental	204.925.9600	204.925.9601	hhw@millerenvironmental.mb.ca

Emergency Contact Information

	PHONE (24 hrs)
Fire Department, Police or Ambulance	**911**
Product Care Emergency Line	**1.877.592.2972**
Manitoba Conservation and Climate Spill Line	**204.944.4888**

Keep Important Records On Hand

The following records must be kept in a secure location for a minimum of two years so they can be produced when requested by a Product Care representative or a regulatory Environment Officer.

- Hazardous Waste Movement Documents (**Manifests**)
- Bill of Ladings
- Monthly Inspection Form
- Incident Report Form

Important Documents

These Guidelines include several other important documents to use and photocopy as needed:

- Supply / Waste Pickup Form for Collection Sites: HHW
- Manifest / Movement Document Instructions (**Appendix A**)
- Shipment Quick Reference Sheet: HHW (**Appendix B**)

CONTENTS

1 INTRODUCTION 1-1

2 RESOURCES 2-1

2.1 Regulations 2-1

2.2 Forms and Records 2-1

3 RESPONSIBILITIES 3-1

3.1 Collection Site Operator 3-1

3.2 Collection Site Employee 3-1

3.3 Product Care Manitoba Field Coordinator 3-1

4 COLLECTION SITE SET-UP 4-1

4.1 Hours of Operation 4-1

4.2 Storage Space Requirements 4-1

4.3 Storage Area Layout 4-1

4.4 Collection Site Supplies 4-5

4.5 Storing Products 4-7

4.6 Communication Materials and Signage 4-7

4.7 Security and Access 4-8

4.8 Traffic Control 4-8

5 PRODUCTS ACCEPTED AND NOT ACCEPTED 5-1

5.1 Products Accepted 5-1

5.2 Labelling 5-2

5.3 Products Not Accepted 5-3

6 RECEIVING, HANDLING & STORING PRODUCTS 6-1

6.1 Receiving and Handling Products from Consumers 6-1

6.2 Customer Service 6-2

6.3 Packing and Storing Accepted Products 6-2

6.4 Warnings 6-4

6.5 Abandoned Materials 6-4

7 REQUESTING PICKUPS & MATERIALS 7-1

7.1 Requesting Materials 7-1

7.2 Requesting Pickups 7-1

7.3 Preparing Collection Containers for Removal 7-1

7.4 Pickup Procedure 7-3

8 COLLECTION SITE MANAGEMENT 8-1

8.1 Completing Monthly Inspection Form 8-1

8.2 Document Retention 8-1

8.3 Visits by Product Care's Representative 8-1

9 SAFETY 9-1

10 EMERGENCIES 10-1

10.1 Emergency Contacts 10-1

10.2 Emergency Planning 10-1

10.3 Emergency Training 10-1

10.4 Emergency Equipment 10-1
10.5 Fire 10-2
10.6 Spills 10-2
11 FORMS 11-1
Monthly Inspection Form 11-2
Incident Report Form 11-3
Supply/Pickup Request Form 11-4
PCB Approval Forms 11-5

12 APPENDICIES 12-4
Appendix A: Manifest / Movement Document Instructions 12-5
Appendix B: Shipment Quick Reference Sheet: HHW 12-7
Appendix C: Training Certificate Example for Depot Staff: HHW 12-9
Appendix D: Collection Site Infrastructure Requirements: HHW 12-12
Appendix E: Collection Site Supplies Checklist: HHW 12-15
Appendix F: Product Information Sheets 12-18
Appendix G: Examples of WHMIS, GHS and TDG Labels 12-43
Appendix H: Other Stewardship Programs in Manitoba 12-47

LIST OF TABLES

Table 1: Collection Containers Required For A HHW Collection Site 4-6
Table 2: Collection Containers Required for Paint, Paint Aerosols and Lights 4-7
Table 3: Program and Non-Program Products 5-1
Table 4: Reportable Spill Quantities 10-2

LIST OF FIGURES

Figure 1: Typical Tubskid Storage Area 4-2
Figure 2: Example of Seacan Storage / Signage 4-2
Figure 3: Example of Signage Above Drums 4-2
Figure 4: Example of a Notice Board 4-2
Figure 5: Example of Storage Area Layout For HHW Seacan 4-2
Figure 6: Example of Storage Area Layout For HHW Building 4-3
Figure 7: Equipment Required For Collection Sites 4-6
Figure 8: Product Information Posters 4-8
Figure 9: Consumer Labels 5-2
Figure 10: Correctly Packed Tubskid 6-3
Figure 11: TDG Packing Label 7-2
Figure 12: TDG Container Label 7-2
Figure 13: Safety Equipment 9-2
Figure 14: Hazard Symbols 9-6

LIST OF ABBREVIATIONS

DGHTA	Dangerous Goods Handling and Transportation Act
GHS	Global Harmonization System (formerly WHMIS)
HHW	Household Hazardous Waste
MB	Manitoba
MBCC	Manitoba Conservation and Climate
NP	Non-Program
PPE	Personal Protective Equipment
TDG	Transportation of Dangerous Goods
WHMIS	Workplace Hazardous Materials Information System Labels (now GHS)
WRAP Act	Waste Reduction And Prevention Act
WSH	Workplace Safety and Health

GLOSSARY OF TERMS

Designated Products	Products accepted at collection sites operating under an agreement with Product Care
Guidelines	Household Hazardous Waste Collection Site Guidelines, also referred to as the Depot Manual
Regulation	Household Hazardous Material and Prescribed Material Stewardship Regulation
Program	Manitoba Household Hazardous Waste Stewardship Program

1 INTRODUCTION

Product Care manages the Manitoba Household Hazardous Waste Stewardship Program (Program), approved by Manitoba Conservation and Climate (MBCC). The Program provides accessible options for Manitoba (MB) customers to return specific categories of Household Hazardous Waste (HHW) to local collection sites and ensures left-over HHW products are collected and recycled or disposed of in an environmentally responsible manner.

Product Care is a federally incorporated not-for-profit product stewardship association formed in response to stewardship regulations and is governed by a multi-sector industry board of directors.

The products collected through the Program are those included within Manitoba's *Household Hazardous Material and Prescribed Material Stewardship Regulation* (Regulation) under the Province's *Waste Reduction and Prevention (WRAP) Act.* This is **NOT** a government-run Program.

These Guidelines provide information for the collection of the following HHW products:

- Flammable liquids
- Corrosives
- Pesticides
- Toxics
- Physically hazardous materials (fuel cylinders), and
- Environmentally hazardous products.

Additional guidelines are available for collection sites that manage paints and / or fluorescent lamps.

Additional Information Contact

For more information regarding the Program, or if you have any questions after reading the Guidelines, please contact the Operations Manager as per the **Program Contact Information** on page **iv**.

2 RESOURCES

2.1 Regulations

Collection sites must adhere to all legal requirements. The following is a list of applicable regulations.

Federal Transportation of Dangerous Goods Act / Transportation of Dangerous Goods Regulation: Federal Transportation of Dangerous Goods Regulations (TDG Regulations) apply to all dangerous goods transported from collection sites. The collection site operator must be trained in TDG in order to sign the Manifest / Movement Document provided by the transporter and keep their copy at the collection site for 2 years.

Manitoba Waste Reduction and Prevention Act / Household Hazardous Materials and Prescribed Material Stewardship Regulation: This regulation sets out the obligations for stewardship programs in the province, including requirements for collection sites that service the Program. For further information refer to the regulations at https://web2.gov.mb.ca/laws/regs/annual/2010/016.pdf.

Manitoba Dangerous Goods Handling and Transportation Act: HHW collection sites are considered to be Hazardous Waste Disposal Facilities pursuant to *The DGHTA* and therefore require a *DGHTA* License or Operating Order. Product Care can assist in applying for a new license / order or amending an existing one. For more information refer to the MBCC Hazardous Waste Program at www.gov.mb.ca/conservation/eal/haz-waste/index.html.

Manitoba Hazardous Waste Regulation: For further information on the following, visit the MBCC Hazardous Waste Program www.gov.mb.ca/conservation/eal/haz-waste/index.html.

2.2 Forms and Records

Registration as a Hazardous Waste Generator: In addition to obtaining a DGHTA License, HHW collection sites must be registered as a Hazardous Waste Generator. Product Care can assist collection sites in completing this registration. Contact Product Care if you need assistance with filling this out.

Use of a Movement Document / Manifest: Every shipment of HHW from a collection site must be accompanied by a Movement Document, often referred to as a Manifest. The Product Care service provider will provide a pre-filled Movement Document for every shipment from a collection site. An example of a Manifest Movement Document is illustrated in **Appendix A**. Completed forms must be kept by the collection site for two years.

Monthly Inspection Form: Is to be completed monthly and emailed or faxed to Product Care's Logistics Coordinator, as per the form. Sites should keep this form on site for a minimum of 2 years and be available for inspection at all times. An example is illustrated in **the Form section.**

MBCC Annual Report: All licensed Hazardous Waste Disposal Facilities are required to provide MBCC with an annual report respecting the hazardous waste received by the facility each year and the manner in which the waste was treated or disposed. Product Care has received authorization from MBCC to submit required reports on behalf of contracted full collection sites and provides a copy of the report to collection sites for your information and records.

3 RESPONSIBILITIES

3.1 Collection Site Operator

As the operator of a HHW collection site, you are responsible for ensuring that:

- The requirements described in these Guidelines are applied correctly at the collection site.
- Employees have read the Guidelines and completed the training offered by the Manitoba Field Coordinator. Employees trained by the program will be provided with a signed document of HHW training (see **Appendix C** for an example).
- Any faulty or damaged equipment belonging to Product Care is reported to Product Care.
- All records and documentation are completed and submitted to Product Care, the regulatory body or retained on the premises as required.
- Written notification is provided to Product Care in advance of any changes to operating hours, location, ownership, etc.

3.2 Collection Site Employee

All collection site employees are responsible for ensuring their work is performed correctly and in accordance with the guidelines. Employees must:

- Take part in any instruction and program training provided.
- Read the Guidelines.
- Be aware of and apply the work practices and requirements described in the Guidelines correctly.
- Report any dangerous conditions to their supervisor and / or collection site operator.

3.3 Product Care Manitoba Field Coordinator

The Manitoba Field Coordinator is a representative of Product Care and is responsible for providing on-the-ground support to collection sites and ensuring that they adhere to the Guidelines. Specifically, the Field Coordinator provides:

- Training to collection site operators and employees.
- Assists in dealing with any issues that arise with regard to the Program.
- Acts as a liaison between the collection site and Product Care.
- Inspects collection sites to ensure that they are operating in accordance with the Guidelines.

Refer to the **Program Contact Information** on page **iv** for the Field Coordinator's contact details.

4 COLLECTION SITE SET-UP

4.1 Hours of Operation

The collection site must be open to the public during regular business hours to allow customers to return their leftover products. If the hours of operation changes, Product Care is to be notified in writing.

4.2 Storage Space Requirements

Refer to the **Collection Site Infrastructure Requirements: HHW** in **Appendix D** for structural requirements and suggested organization plan needed to collect and store HHW products. This includes reference to:

4.2.1 Ventilation

Ventilation is an important safety feature to prevent the build-up of toxic or flammable vapours in the storage area. Ensure any doors, windows or intake vents are unobstructed and can be opened.

4.2.2 Fire Extinguisher

A fire extinguisher must be mounted inside the building, in a location accessible from the outside of the storage area in a weather protected area, i.e. right inside the door. It is the responsibility of the collection site supervisor to ensure the fire extinguisher is inspected and serviced as per fire regulations.

4.3 Storage Area Layout

Every collection site storage area may be organized differently according to its shape, size and other requirements. See an outline for organizing the space for best management practices as reference. It is a requirement of your license and operating order to adhere to the following:

- Maintain space around collection containers so they can be inspected for leaks (see **Figure 1**).
- Keep TDG labels attached and visible on collection containers during filling and storage (see **Figure 1)**.

It is strongly recommended all collection sites also adhere to the following practices:

- Affix product information posters (drum cards) to the wall above each collection container to aid in sorting and packaging (provided by Product Care, see **Figure 2** and **Figure 3** below).

- Have a notice board positioned in the collection area and / or site office (see **Figure 4** below) with important information for staff and emergency crews, including:
    - Storage area layout drawings (see **Figure 5** and **Figure 6**), so that response personnel are aware of the location and properties of stored materials in the event of an emergency.
    - Product Care notices sent to collection sites with changes to the program (e.g. packing updates).

FIGURE 1: TYPICAL TUBSKID STORAGE AREA

FIGURE 2: EXAMPLE OF SEACAN STORAGE / SIGNAGE

FIGURE 3: EXAMPLE OF SIGNAGE ABOVE DRUMS

FIGURE 4: EXAMPLE OF A NOTICE BOARD

FIGURE 5: EXAMPLE OF STORAGE AREA LAYOUT FOR HHW SEACAN

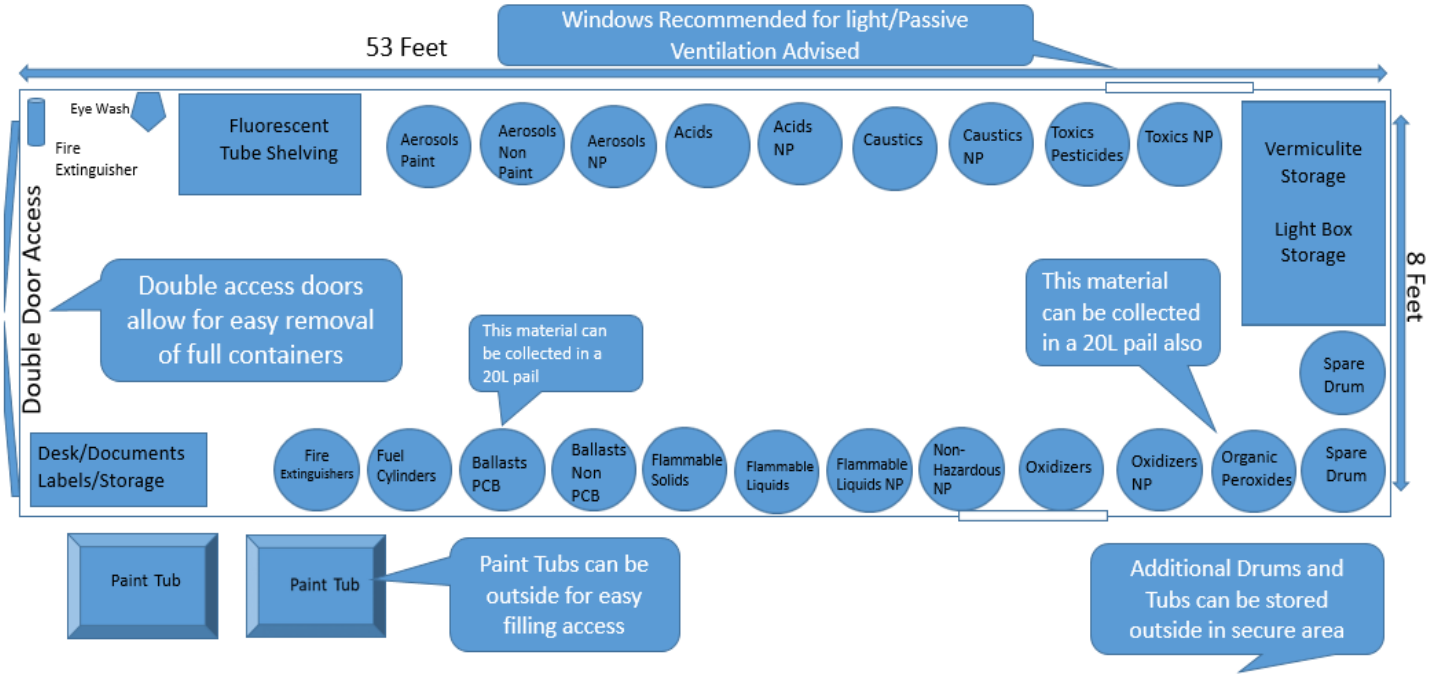
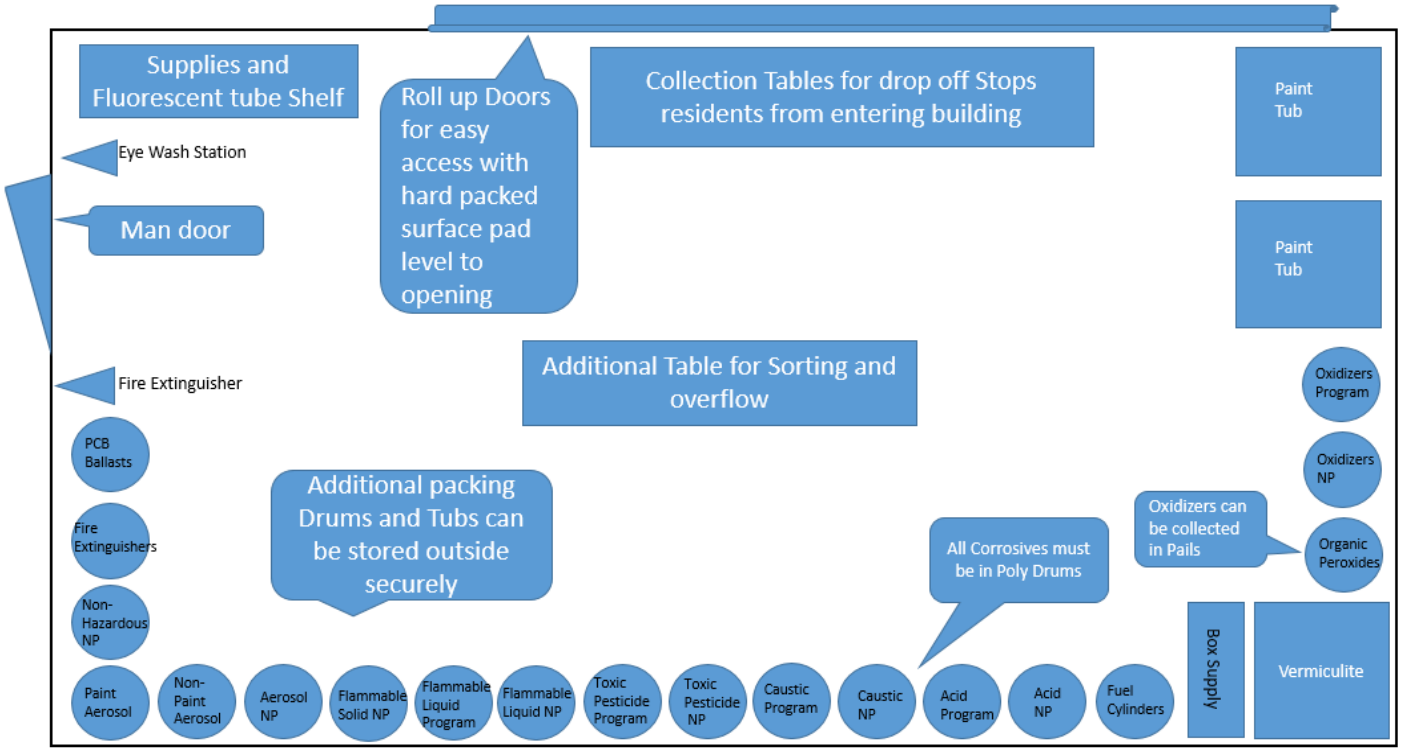


FIGURE 6: EXAMPLE OF STORAGE AREA LAYOUT FOR HHW BUILDING



Note: Drawings not to scale

Optimize and organize your space.

1. Use all the new drum cards provided.

2. Place the drum cards in order (on the wall) to assist with an ease of determining where to place a product. (as per the list below)

Set up the drums along a wall with the respective drum card above as below, this helps to segregate material.
(Leave room between drums and wall to inspect for damage or leaks and to place the lid and ring beside). Ensure to place a hazard label on each drum before putting anything in it.

a. Start with the easiest access for paint tub skids near the door to remove once full: (remember spares and full containers can be stored outside if space is limited as the compound is all fenced in).
b. Supplies such as vermiculite and boxes should be stored inside.

<u>Containers used</u>

Tubskid order:

1. Paint – Liquid (can be stored outside of building if space needed)
2. Jerry cans of fuel
3. Large containers greater then 10L of flammable liquids (can use a Tubskid)

Drum order:

*MEANS POLY DRUM REQUIRED

4. Paint Aerosols
5. Non Paint Aerosols-Program
6. Non Paint Aerosols-Non Program
7. Flammable Liquids Program
8. Flammable Liquids Non Program
9. Flammable Solids Non Program (can use a pail if you don't get much of this)
10. *Corrosive Acid Program
11. *Corrosive Acid Non Program
12. *Corrosive Caustic Program
13. *Corrosive Caustic Non Program
14. Toxic Program
15. Toxic Non Program
16. *Oxidizing/Hypochlorite Program
17. *Oxidizing/Hypochlorite Non Program
18. *Organic Peroxides Non Program (use a 20L pail if not much received)
19. Non Hazardous Non Program
20. Single use cylinders
21. Fire extinguishers
    PCB ballasts – fill to 3/4 at most - Use a 20 L pail if it takes you a long period to collect 39 ballasts. No approval to ship under 40 PCB ballasts.
22. Non-PCB ballasts – fill to 3/4 at most - Use a 20 L pail if it takes you a long period to collect and ship, but if you have the space use the drum.

- Mercury – If you do not get much use a pail you can put a hook on the wall and hang the pail with the drum card on or near it.
- Organic Peroxides – If you do not get much use a pail you can put a hook on the wall and hang the pail with the drum card on or near it.

**Be sure to use the proper type of drum for the material. Poly for Corrosives/oxidizers. Metal for all others.

4.4 Collection Site Supplies

The Program provides collection sites with the following supplies:

- Collection containers, see **Figure 7**
  - Steel and plastic open top drums
  - Plastic pails
  - Tubskids (4'x4'x3' plastic box with lid)
- Vermiculite (absorbent for packing)
- TDG labels (to be affixed to each storage container prior to packing), see **Figure 11**
- Spill kit, see **Figure 13**
- Small eyewash station (must not be frozen) for use in packing area, see **Figure 13**
- Product information posters (drum cards) for collection containers (to aid when sorting and packing material), see **Figure 8**

Collection sites should reference the collection site supplies checklist in **Appendix E** frequently to ensure sites contain all the supplies and equipment necessary to operate a HHW depot.

FIGURE 7: EQUIPMENT REQUIRED FOR COLLECTION SITES

205 litre steel drum

205 litre plastic drum

20 litre plastic pail

4'x4'x3' Tubskid with lid

A collection site that accepts HHW products will require up to 20 separate containers to accommodate all HHW product categories (see **Table 1** and **Table 2**). In addition, up to 6 more containers are required to collect paint and lamp products. Container sizes for products are suggestions only and will depend on the volume of materials a collection site receives. Some categories of products may be received on an infrequent basis, if at all. In order to reduce the Program's footprint, it is recommended that the collection site use 20 litre pails instead of 205 litre drums for products that are only received in small quantities.

TABLE 1: COLLECTION CONTAINERS REQUIRED FOR A HHW COLLECTION SITE

TUBSKIDS		DRUMS	
PROGRAM PRODUCTS	**NON-PROGRAM PRODUCTS**	**PROGRAM PRODUCTS**	**NON-PROGRAM PRODUCTS**
• Flammable liquids (gasoline (jerry cans) etc.)	• NP flammable liquids • Non hazardous liquids	• Flammable liquids • Fuel gas cylinders • Toxic • Corrosive caustic • Corrosive acidic • Non-paint aerosols • Corrosive oxidizer / hypochlorite	• NP flammable liquids • NP flammable solids • NP toxic • NP corrosive caustic • NP corrosive acidic • NP aerosols • NP corrosive oxidizer / hypochlorite • NP fire extinguishers • NP non-regulated material • NP light ballasts[1] • Mercury[1]

[1] Small quantities can go into pails

TABLE 2: COLLECTION CONTAINERS REQUIRED FOR PAINT, PAINT AEROSOLS AND LIGHTS		
TUBSKIDS	**DRUMS**	**BOXES**
• Paint (non aerosol)	• Paint aerosols	• Compact Fluorescent Lights and shaped tubes • Fluorescent tubes (< 4 feet) • Fluorescent tubes (4 - 8 feet)

4.5 Storing Products

HHW products must be stored safely to ensure that containers are not knocked over, spilled or create a risk of fire.

Ensure that all products are properly sorted and stored in Product Care supplied collection containers at the end of every working day. Do not store products on the floor or on pallets in the collection site. To reduce the risk of running out of available space in your collection containers, request a pickup of containers or order new supplies before all containers on hand are full, depending on the rate at which your site collects materials.

4.6 Communication Materials and Signage

Product Care provides a range of communication materials for collection sites free of charge, including:

Collection Area Sign

The collection area sign tells customers that the location is a HHW collection site and lists the products that are accepted. The sign must be placed in a highly visible location within the collection site.

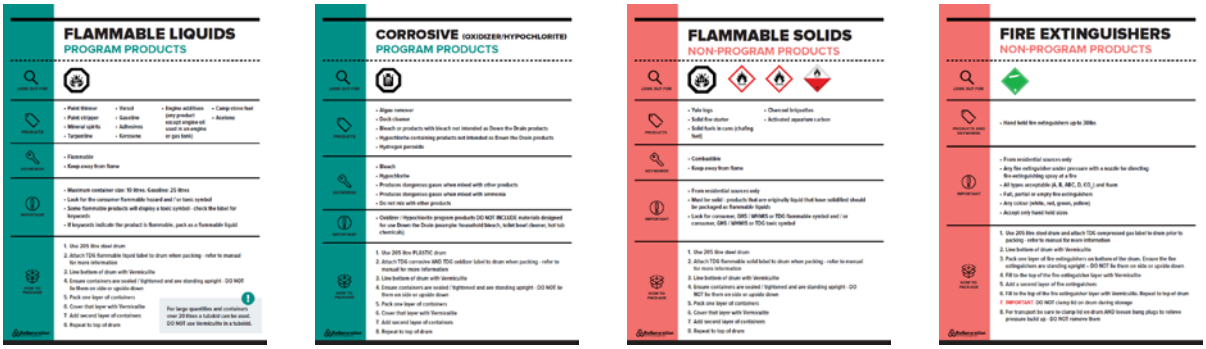
Information Brochure

The Program provides a brochure to help staff and customers determine what is accepted and what is not accepted by the Program.

Product Information Posters

The Program also provides product signage to be placed above collection containers to help staff determine what is accepted and what is not accepted in each collection container, as well as how to store and pack the products for transport. More detailed information is also contained in the **Product Information Sheets (drum cards)** in **Appendix F**.

FIGURE 8: PRODUCT INFORMATION POSTERS



4.6.1 Ordering Communication Materials

Communications materials are free of charge for collection sites. Use the following options to order:

- Online: Go to productcare.org/promotional-materials and select your province and program
- Call: Toll free 1.877.592.2972
- Add your order to your **Monthly Inspection Form**

4.7 Security and Access

Public access to the collection site without staff supervision is forbidden.

Collection sites must be properly secured when closed or not attended to prevent people or animals from accessing the storage area and to ensure that stored products are protected from incorrect handling or damage. All storage containers must be secured inside a locked and fenced area.

Containers should be located in an area that is relatively flat, preferably on solid paved ground away from drainage, with easy access for staff and trucks to access.

4.8 Traffic Control

While every facility is unique, the collection site should be configured so that customers can access the HHW unloading area safely. The following practices are recommended to ensure customer safety:

- ✓ Use signage, traffic cones and / or barricades to direct customers within the site entrance to the location where HHW materials will be taken from the vehicle.
- ✓ As much as possible separate customer traffic in and out of the site from the movement of trucks, heavy machinery and other activities at the facility.
- ✓ Set up the unloading area as close as possible to the storage area to minimize the distance that material must be carried by customers and staff.
- ✓ Consider using carts to transport material and a table or bench to stage and sort material.

5 PRODUCTS ACCEPTED AND NOT ACCEPTED

The Program accepts only specific HHW products designed and typically used by consumers. **It does not include products that are designed for industrial, commercial or agricultural uses, with the exception of Lighting Products, and Architectural Paint unless otherwise communicated directly from Product Care.** HHW must be classified in accordance with criteria set out in the Regulations.

All products accepted by the Program must:

- ✓ Be identifiable (i.e. material must be in the original the container and must have the original label intact with one of the symbols listed in this section);
- ✓ Meet the required container size restrictions (detailed in **Appendix F**) and
- ✓ Be sealed in original containers and in good condition.

5.1 Products Accepted

The Program accepts the following categories of HHW products, which are divided into two broad categories: Program and Non-Program as shown in **Table 3** below.

TABLE 3: PROGRAM AND NON-PROGRAM PRODUCTS	
Products included in Product Care's *HHW Stewardship Plan as approved by MBCC.*	*"Non-Program Products"(NP) include a broader range of products that are not in the approved Program, but are collected by the Program on behalf of MBCC.*
PROGRAM PRODUCTS	**NON-PROGRAM PRODUCTS**
• Single use Fuel gas cylinders • Toxics \ Pesticides • Corrosive caustic • Corrosive acidic • Flammable liquids (gasoline (jerry cans) etc.) • Corrosive oxidizer / Hypochlorite • Paint aerosols • Non-paint aerosols	• NP toxic • NP corrosive caustic • NP corrosive acidic • NP flammable liquids • NP flammable solids • NP corrosive oxidizer / hypochlorite • NP aerosols • Fire extinguishers • NP non-hazardous material • Mercury • Light ballasts • NP Organic peroxide

Paint and lights are included in the Manitoba HHW program, please refer to separate guidelines from Product Care which are available for paint and fluorescent lamps.

Details regarding each category, identifying symbols and keywords, maximum container sizes and packing instructions are provided in the product information sheets (drum cards) in **Appendix F** of these Guidelines. The product information sheets are designed to be a quick reference for staff. Product Information Posters containing similar information can also be ordered for free online at productcare.org/promotional-materials or through the Monthly Inspection Form, and should be displayed above collection containers.

5.2 Labelling

Consumer Labels

Most of the products that will be brought to a collection site will display a label designed for consumer products, see **Figure 9**. Refer to **Appendix F** for more details about handling products with consumer labels.

FIGURE 9: CONSUMER LABELS

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

Explosive Hazard:
A compressed gas is a product whose contents are under pressure, e.g. an aerosol can. It may be dangerous if the container is accidentally heated, punctured or crushed.

Flammable / Combustible Hazard:
Solvent based products typically contain flammable or combustible ingredients. These materials will ignite and continue to burn if exposed to a flame or source of ignition.

Corrosive Hazard:
A corrosive material can cause chemical burns. It can also be dangerous if it is mixed with other material, including other corrosives, that it is incompatible with. Corrosive material may be acidic, caustic, or oxidizing. Corrosive materials can burn if contact is made with your eyes or skin.

GHS / WHMIS Labels

Products which could contain hazardous ingredients may be brought to collection sites and can be identified by their Workplace Hazardous Materials Information System Labels (WHMIS). In 2015, WHMIS was updated to meet international standards for hazardous product labelling and is now referred to as the Global Harmonization System (GHS). Therefore a collection site may receive products with the original WHMIS labels or GHS labels. For examples of WHMIS and GHS labels, see Appendix G.

TDG Labels

In addition or instead of displaying GHS / WHMIS symbols, products may also be identified by TDG labels, examples are shown in Appendix G.

5.3 Products Not Accepted

The Program does not accept the following products. Details on how to manage customers with these products are provided in section 6 below. **Collection sites may be liable for disposal costs associated with the management of these products if they accept them.**

- ✗ Explosives and Ammunition

  Explosives and ammunition may include ammunition, flares, blasting caps, etc. Exercise discretion when dealing with these materials. Whenever possible, direct persons possessing ammunition to the closest police detachment to arrange for proper disposal. For explosive products, direct customers to the closest fire department to arrange for proper disposal.

- ✗ Radioactive Material

  Radioactive materials may include smoke alarms[2], uranyl nitrate, scintillation vials, old watches and aircraft gauges. Under no circumstance may these materials be accepted at the collection site. Direct customers to contact a local hazardous waste disposal company to dispose of these materials.

- ✗ Biohazardous Material (e.g. medical sharps)

  Biohazardous products may include sharps (needles), preserved biological specimens and petri dishes. Under no circumstance may these products be accepted at collection sites. Direct customers to contact a local hazardous waste disposal company to dispose of these materials.

- ✗ Materials Contaminated with HHW from Spills or Use

  Rags or materials contaminated with gasoline or other flammable liquids resulting from the clean-up of spills or the use of HHW are not to be accepted by collection sites. These materials include gasoline contaminated rags or absorbent, paint rollers or brushes, rags or sponges contaminated with cleaners, gasoline contaminated rags or absorbent and wash water contaminated with HHW. Any such items are not to be accepted at the collection site. The exception to this is if a collection site experiences a spill onsite; these clean up materials will be accepted. See section **10.6** for more information.

[2] Individual residential smoke detectors can be disposed of with regular household waste.

Products Without their Original Label

Customers may bring in containers of product with their original labels missing or not in their original container. **These products cannot be accepted;** even if the customer has written their own label or knows what is inside. You or the consumer may know the identity and properties of the product, but the processor will not. Accepting unlabeled products puts the processors in danger, and thus they are not accepted.

Products under Other Stewardship Programs

Some customers may bring in products that are covered by other Stewardship Programs. A list of these items and the responsible Stewardship Program is included in **Appendix H**. These products are not part of the HHW Program and should not be placed in Product Care containers. Product Care recommends that collection site operators follow one or more of the following three options to manage these products:

1. Register with the appropriate stewardship program and use their services to collect and transport their products;
2. Make direct arrangements with a processor to receive the product (at the collection site's expense); or
3. Direct the consumer to take these products to another collection site in their area that is registered with the appropriate stewardship program (a list of collection sites for all stewardship programs can be found at www.recyclemanitoba.ca).

Leaking or Compromised Containers

In the event a Program or Non-Program Product is brought to a collection site in a leaking, unsealed or compromised container, it should be identified as a Non-Program Product and managed in accordance with procedures outlined in this Guideline.

6 RECEIVING, HANDLING & STORING PRODUCTS

6.1 Receiving and Handling Products from Consumers

The Program is not a self-drop system. Customers must be supervised when returning products.

When a customer arrives with material, **ALWAYS**:

- ✓ Wear appropriate gloves and Personal Protective Equipment (PPE) when handling products.
- ✓ Greet the customer and ask to see the material being returned.
- ✓ Confirm the material is in its original container, clearly labelled and in acceptable condition (i.e., not unsealed, leaking, dented such that the lid will not seal, or so rusty that the can would be easily punctured).
    - If a product is in a leaking or compromised container, place it in an over pack container immediately such as a 20L pail suppled by Product Care.
    - **NEVER OPEN A CONTAINER OR GUESS AT ITS CONTENTS EVEN IF THE CUSTOMER TELLS YOU WHAT IS INSIDE!**
- ✓ Before accepting a product, examine it to ensure it is either Program Product or Non-Program Product (see **Table 3**).
- ✓ If the product is **NOT** accepted under any circumstances in the Program (see section **5.3**), apologise and inform the customer that the product is not accepted by the program. Do not accept the product, and be prepared to educate the customer and explain why the product cannot be accepted and the correct location they may take it.
    - E.g., if the product is managed by another stewardship program (seeAppendix H), direct the customer to a collection site for that product nearest to you, or to recyclemanitoba.ca for more information. You may also direct the customer to the local authorities (such as the RCMP or Fire Department, see section **5.3** above for further instructions).
    - **Collection sites may be liable for disposal costs associated with the management of Non accepted products if they accept them.**
- ✓ If the customer has a large volume of products that would disrupt collection site operations or exceed storage capacity:
    - Accept what you can manage.
    - Ask the customer to return another time with the remainder of the items.
    - Consider asking the customer to call the collection site in advance to ensure space is available to receive the product.

  If you accept large volumes that hinder your day-to-day collections, Product Care cannot guarantee immediate service.
- ✓ Place the accepted products onto a cart or sorting table in a staging area if possible.
- ✓ Pack the products into the appropriate storage containers supplied by the Program.

6.2 Customer Service

Product Care wants to assist collection sites in ensuring that customers have a good experience while visiting their facility. In the event of a situation where a customer is upset, remain courteous, polite and respectful. Please encourage staff member(s) to bring either a manager or another staff person into difficult discussions. If a customer complains about their material being rejected, explain that the material is not part of the Program, provide them with Program promotional material and direct them to contact Product Care with their concerns.

NOTE: Please forward any customer feedback about the Program to Product Care. If there are any significant complaints, please contact Product Care immediately at the number listed in the **Program Contact Information** on page **iv**.

6.3 Packing and Storing Accepted Products

NOTE: Do not leave products stored outside of collection containers and do not mix products in collection containers. All HHW products must be stored in the correct container such as a tubskids, drums or pail at the end of each business day.

Detailed packing instructions for each accepted category of HHW products are provided in the product information sheets in Appendix F.

Ensure the following steps are followed when packing products for transport:

- ✓ Prohibit public access to the packing and storage area.
- ✓ ***Before packing the products in a collection container,*** put the appropriate TDG label on the collection container for its contents and label it with the corresponding name as per the Product information sheet (drum card) . TDG labels are provided by the Product Care service provider.
- ✓ It is best to try and pack heavy products at the bottom and smaller products on top. This is a safety measure to ensure drums are not top heavy making them liable to tip or fall during handling and transport.
- ✓ Pack products upright and tightly together to prevent damage that could result in a leak or spill.
- ✓ Always keep lids on tubskids to protect the contents from rain and snow. **Use a weight on top of the lid such as an old tire tube or heavy stone.**
- ✓ Never over-fill collection containers. Make sure the lid can sit flat on top of it.
- ✓ When a collection container is full, ensure the contents are well packed and the lid is in place and secure.
- ✓ Only pack Ballasts to 3/4 full if using a drum.

See **Figure 10** below for an image of a correctly packed tubskid.

For a detailed description of packing instructions, refer to **Appendix J**. Product Care recommends that sites add this appendix to your noticeboard.
**Tip: When packing Tubskids with 20L pails use small containers less then 4L to fill a Tubskid.

**Tip: Typically, only two -4L containers will stack; fill the rest with smaller containers when available.

**Tip: ensure the handles are down when placing the rows of pails.

PACKING AND STORING ACCEPTED PRODUCTS

Do not leave products stored outside of collection containers and do not mix products in collection containers. All HHW products must be stored in the correct containers at the end of each business day. Detailed packing instructions for each accepted category of HHW products are provided in the product information sheets in the Guidelines.

Ensure the following steps are followed when packing products for transport:

- Prohibit public access to the packing and storage area.
- Pack heavy products at the bottom and smaller products on top. This is a safety measure to ensure drums are not top heavy making them liable to tip or fall during handling and transport.
- Pack products upright and tightly together to prevent damage that could result in a leak or spill.
- When a collection container is full, ensure the contents are well packed and the lid is in place.
- Never over-fill collection containers. Make sure the lid can sit flat on top of it.
- Keep lids on containers to protect from the weather.
-

Figure 10: Correctly Packed Drum and Tubskid

1. Check the product information sheets to decide what type of container you should be using. Place the appropriate TDG label on the collection container for its contents.	2. Prepare the container for packing. Check product information sheets whether Vermiculite is required, if so place 1 inch layer on the bottom of the container.	3. Add a layer of product containers, packing tightly and upright. Never drop containers into the container.
4. Once one level of the container is packed with product containers, add Vermiculite until the tops of the containers are covered.	5. Continue packing more product containers.	6. Repeat this process until there is no more room in the container and the lid can be safely secured for transport.

 7. **IMPORTANT: For Fire Extinguishers only:** Ensure you **loosen** bung plugs to relieve pressure build up in the drum, but do not remove them entirely. Bung plugs can remain tight for other products.	 8. Clamp lid on container and stage for shipment.	 An example of a properly packed tubskid

6.4 Warnings

- ✓ **ALWAYS** wear appropriate gloves and personal protective equipment when handling products.
- ✗ **NEVER** open a product container to see what is inside or verify its contents.
- ✗ **NEVER** transfer or pour contents of a container into another container.
- ✗ **NEVER** guess what is contained inside a container. If it does not have an original label clearly identifying the product, do **NOT** accept it!

6.5 Abandoned Materials

A sign should be placed at the entry to the collection site that warns against abandoning material, and can be provided by Product Care if necessary by contacting the Field Coordinator. If items are abandoned on-site after hours, take them inside, inspect and sort appropriately. If the product is accepted by the Program, place it in the appropriate collection container.

Abandoned products that are not accepted by the Program must be disposed of through an appropriate method. Contact the Product Care Field Coordinator for assistance in determining appropriate disposal methods.

7 REQUESTING PICKUPS & MATERIALS

7.1 Requesting Materials

Complete the Supply / Waste Pickup Form to request new collection containers TDG stickers and Vermiculite and to order eyewash bottle replacement . Use the Incident Report to order replacement Spill supplies. Use the Monthly Inspection Form for monthly reporting and visit our website productcare.org to order product information sheets and communication materials**.**

See **Program Contact Information** on page **iv** for other ways to request materials.

- Depending the rate at which your site collects materials, service requests should be made when about half of your available empty collection containers are full. **The 50% rule, request a pickup of full containers and order new supplies before all containers on hand are full.**
  Collection sites should ensure extra containers are available for high volume material and high volume seasons are available as these containers will fill up more quickly than lower volume and off-season materials. Collection sites should also plan to request pickups before the 50% rule during high volume seasons. For example, flammable liquids are a higher volume material than corrosives so ensure you have extra 205 litre steel drums on hand; paint is a higher volume material in the warmer months so have more Tubskids on hand.
- If you do not have any empty collection containers remaining to receive product, stop accepting products until empty collection containers arrive. Explain to the public that this is for safety and environmental reasons and that they can return at a later date with their products.
  - Continuing to accept products after all your collection containers are full and storing the products on the ground or elsewhere increases the potential for spills, which in turn increases environmental risk and safety concerns.

7.2 Requesting Pickups

Depending on your location, you should allow up to 10 - 14 business days for a pickup.

To request a pickup, complete the **Supply / Waste Pickup Form for Collection Sites: HHW** and submit it **via the contact information on the form**. Be sure to include special requirements if needed. If you have any questions regarding pickups contact the service provider, as per the contact details on page **iv**.

Refer to the **Shipment Quick Reference Sheet: HHW** in **Appendix B** for detailed instructions.

7.3 Preparing Collection Containers for Removal

Complete the following steps when preparing storage containers for pickup:

- Ensure that the collection containers have a TDG packing label and **the description of the contents according to the drum card** (**Figure 11**) affixed. This is a requirement under the regulations*. It can be written on the side of the container with a sharpie and duct tape or label.*

Flammable Liquids Program

- Pack collection containers following the directions in section **6.3** above.
- Do not overfill collection containers. Lids must fit tight and be level to be properly secured for transport. Do not stack products above the rim of the container. If a lid cannot be closed and properly secured, the service provider has the right to ask you to put the overflow into a different collection container or can refuse to accept the container.
- Ensure the lids of all collection containers are properly fit and secured
- Arrange the material to be picked up in a safe and easily accessed area for the service provider. Keep the loading area clear.
- Movement documents (manifest) will be provided by the service provider to sign. The person signing the manifest, must be appropriately trained in TDG. By signing the manifest, you are declaring that the goods shipped are as indicated and the markings on the labels are correct. Ensure you understand the statement at the bottom of each manifest you are signing to ensure shipments are compliant with the *Transportation of Dangerous Goods Regulations.*
- TDG placards designed to be placed on trucks will be provided by your service provider. The driver will place them on their vehicle before they leave your collection site.
    - TDG Container Labels (**Figure 12**) will be provided by the service provider. The correct labels must be placed on the containers before they are loaded on the truck.
- If your shipment is being picked up by a third party carrier, please follow instructions that are provided with the paperwork. ONCE YOU RECEIVE THE PAPERWORK ONLY THE MATERIAL FROM THE ORIGINAL REQUEST CAN BE SHIPPED ON THAT PAPERWORK.
- NO MORE MATERIAL CAN BE ADDED TO THAT PICKUP.
- Please refer to information below for an example of the instructions.

You will be required to assist the service provider to load full collection containers and unload supplies. Ensure a forklift (or other loading equipment) is available to assist.

FIGURE 11: Container Label And TDG PACKING LABEL

WASTE PAINT
PROGRAM PRODUCTS

FIGURE 12: TDG CONTAINER LABEL

When a third party carrier is being utilized, the service provider will send the manifest, required TDG container labels (**Figure 12**) and placards in advance of the pickup. As required by the TDG Regulations, make sure that:

- The shipment matches the information found on the manifest. (NO MORE MATERIAL CAN BE ADDED)
- The appropriate TDG classification labels (**Figure 11**) and TDG container labels (**Figure 12**) are attached to each collection container.
- The appropriate placards are given to the third party carrier.

7.4 Pickup Procedure

When the service provider comes to make a pickup, they will provide:

- TDG container labels to apply to the collection containers being offered for transport. If a third party carrier is being used for pickup, the TDG container labels will have been provided in advance with the appropriate placards and movement document or manifest.
- Movement document(s) (manifest) to sign.

Replacement collection containers and supplies requested may arrive on the same day as a pickup; however, they may also arrive on a separate truck / separate day.

In addition, when the service provider picks up the full collection containers you must:

- Ensure that the load is ready for pickup, that all lids are secure, and labels are affixed
- Provide a signature, date and time of pick up on the manifest.
- Keep a copy of the manifest in your records.
- If requested, open containers for the driver to verify the contents.
- Ensure a staff member is available to handle these requirements to avoid shipping delays.

8 COLLECTION SITE MANAGEMENT

8.1 Completing Monthly Inspection Form

Your Manitoba DGHTA License requires you to complete an inspection of your storage area every month. Collection site staff must physically inspect signage, collection containers and spill kits. **As part of the inspection, a Monthly Inspection Form must be completed and submitted to Product Care before the 10th day of the following month (see Form Section).**

Completed forms must also be kept on site for a minimum of two years and be available for inspection by a **Product Care** representative or provincial official on demand.

For additional copies, photocopy the form or print a copy online at productcare.org/service-partner-support/manitoba.

8.2 Document Retention

It is important to keep copies of all documents associated with products collected under the program. Manifests are required to provide proof to **Product Care** of products collected and to confirm that monthly payments (if applicable) are accurate. It is a legal requirement these documents be kept for at least two years.

8.3 Visits by Product Care's Representative

Product Care regularly visits and inspects collection sites to ensure that they are operating in compliance with regulations and Program requirements, provide training and address any issues. **Product Care** representatives may visit your location to inspect the facility at any time. Please assist the representative by having your records readily available.

9 SAFETY

If your company / organization has its own Health and Safety Program and Emergency Plan, follow those instructions. This section is only provided as an additional reference.

You are responsible for ensuring that your facility and operations, including HHW collection activities, meet the requirements of WSH Branch.

General safety guidelines for handling HHW:

- No smoking near the collection and storage area
- Do **NOT** open any containers
- Do **NOT** accept improperly sealed containers or unknown materials
- Only accept Program and Non-Program Products (see section **5.1** above)
- Read the label on each container to confirm the product is accepted by the Program
- Follow basic hygienic procedures
- Wash hands before eating, smoking or using the washroom
- Follow the procedures outlined in these Guidelines

9.1.1 Important:

- All equipment supplied by **Product Care** remains the property of **Product Care** and must be returned if the facility ceases to collect HHW products or upon closure of the collection site
- Report any damage to equipment
- Only use equipment provided by the Program for the Program

9.1.2 Safety Equipment

- Collection Site Guidelines
- Spill kits
- Personal eyewash bottles

9.1.3 Spill Kits

Product Care provides each collection site with a spill kit to deal with emergency spills of Program Products. It is the responsibility of the operator to ensure the spill kit is kept stocked with all required supplies and is accessible to collection site staff at all times.

Spill kits come equipped with:

For Liquid spills

- 1 x disposal bag
- 1 x spill response mini poster
- 2 x 4’ universal socks
- 50 x absorbant pads

For Fluorescent bulb breaks

- 5 Plastic bags
- 5 particulate masks
- 5 pair chemical resistant gloves
- 10 cardboard squares
- 1 eye droppers
- 1 roll tape

Replacement supplies are only free if incident report forms have been provided to indicate appropriate spill kit use. **Product Care** will charge for the replacement of lost or misused spill kits and / or supplies that are lost or used for non-**Product Care** tasks.

9.1.4 Eyewash Bottles

Ensure you know the location and proper procedures for using the compressed eyewash bottles. **Product Care** issues replacement compressed eyewash bottles upon request when expired or as required. Please check your bottles regularly to ensure the eyewash has not expired or if a compressed eyewash bottle is used, please contact **Product Care** for replacement bottles.

***Important**:* Eyewash bottles must be stored in a temperature-controlled environment (kept above freezing temperature). When working in the HHW area, one bottle should be available to workers at all times. Carry it in an inside jacket pocket during winter.

FIGURE 13: SAFETY EQUIPMENT

Spill Kit

Spill Kit Contents

Personal Eyewash Bottles

Fluorescent lamp spill kit

Spill Kit (pail may be black)

Replacement supplies can be requested from **Product Care** free of charge for spill kits and eyewash bottles in three ways: (see section 9.1.3)

- When you call for a pickup
- On incident report forms following an incident

Note: For replacement liquid spill kits an incident form may be required

9.1.5 First Aid

A first aid program is required in all places of work. First aid requirements are regulated by Manitoba WSH and depend upon the type of business and the number of workers present. Contact your local WSH office if you are not aware of the requirements for your facility.

Collection site operators should also ensure that where a spill may occur, where possible, a source of running water is available for flushing the product from the skin. If there is no source available, the eyewash station bottles will serve the same purpose.

9.1.6 Personal Protective Equipment (PPE)

PPE is the gear and clothing worn to protect against hazards such as leaking products making contact with a person, or accidental splashes from a dropped or broken container. PPE is mandatory when handling HHW products. To determine the correct safety gear required at a collection site, the operator must first identify the hazards present.

Product Care does **NOT** provide PPE to collection sites, including gloves, safety googles, protective clothing, safety shoes, hard hats, long-sleeved clothing, respirator, or other equipment, which may be needed in the event of a fire or other emergency.

If uncertain about what hazards are present or what gear is required, contact your local WSH office or in-house safety specialist for assistance.

At a minimum, **Product Care** recommends the following PPE be provided to all workers. This list serves only as a recommendation and workplace needs or regulation may require additional equipment. .

Chemical resistant gloves: To prevent contact with HHW products not be sealed correctly or are spilled on the outside of the container.

- ALWAYS use chemical resistant gloves when handling products. Leather or fabric gloves absorb liquids that meet the skin and expose you to danger. This can be very dangerous because some poisonous substances are absorbed into the body through the skin
- *TIP: “FOLO”, FIRST ON LAST OFF.
- Inspect gloves regularly and replaced immediately if damaged.
- Look for cuts or tears, thinning of material due to chemical exposure.
- Certain gloves can rapidly fall apart when exposed to a flammable or corrosive liquid

Safety goggles: To protect the eyes if a product is dropped or spilled during examination and packaging.

- Safety googles are designed and made to meet government standards. They should be cleaned regularly, inspected and replaced if damaged.
- Do not attempt to repair safety goggles because they may no longer meet government standards.

Once PPE has been selected, it is important to keep it clean and in good condition. Workers should:

- Inspect PPE regularly to make sure it is able to serve its intended purpose
- Replace worn or damaged PPE immediately

9.1.7 Clear Well-Lit Pathways

Keep pathways clear and well-lit between customer's vehicles, the staging area, and storage containers to avoid tripping hazards.

9.1.8 Correct Lifting Procedures

Removing products from a customer's vehicle and / or staging areas and placing them in storage containers requires bending and lifting. Handling any container incorrectly could result in injury. To reduce the chance of injury, use the following precautions:

- Bring objects near to the body when lifting and do not try to lift at arm's length
- Bend the knees and keep the back straight
- Never try to lift more than can be lifted safely. Ask for assistance if needed

9.1.9 Protection from Other Hazards

Collection sites present many other potential physical hazards, such as moving vehicles or falling objects that cause an injury. These hazards are unique to every collection site so it's very important for the operator to identify them and ensure workers take the necessary precautions. Additional PPE, including hard hats, safety shoes and traffic safety gear may be required by the Manitoba WSH or your safety procedures.

9.1.10 Hazard Symbols

Depending on the type of HHW product, the label may display various warning or hazard symbols. **Figure 14** below identifies common product hazard symbols found on HHW containers that identify a potential risk of that product to your safety.

FIGURE 14: HAZARD SYMBOLS

	Poison Hazard (Toxic) • Product may be poisonous if you inhale its vapours, 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 whose contents are under pressure, e.g. an aerosol can • Do not throw the container, always handle and store the product carefully and store in appropriate collection containers • Dangerous if the container is accidentally heated, punctured or crushed
	Flammable / Combustible Hazard • 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
	Corrosive Hazard • Product is corrosive • Corrosive material may be acidic, caustic or oxidizing • Avoid skin and eye contact

10 EMERGENCIES

10.1 Emergency Contacts

In the event of an emergency, contact:

- Fire Department, Police or Ambulance **911**
- Product Care Emergency Line (24 hrs) **1.877.592.2972**
- MBCC Spill Line (24 hrs) **204.944.4888**

10.2 Emergency Planning

It is a licence / operating order requirement that collection sites have an emergency plan. Collection sites will not be approved without one. Consult with your local MBCC office for additional information as required.

It is important that the collection site operator and workers know what actions to take in case of a fire or spill. The correct emergency action depends upon the location of the collection site and whether a local fire department is able to respond. The correct response measures should be confirmed with your local Fire Department or emergency response agency. Accordingly, please follow your own emergency plan and use these Guidelines as a reference only where an emergency plan does not exist.

10.3 Emergency Training

If collection site workers are given responsibilities in an emergency, they should be instructed in their assigned duties, including the correct use of emergency equipment and procedures. They should also practice the correct response actions on a regular basis. Your local fire department may be able to assist with this training.

10.4 Emergency Equipment

Product Care provides emergency equipment, including a spill kit and eyewash bottle. Keep this equipment in good working condition and accessible at all times.

Please note that the collection site operator is responsible for the annual inspection and servicing of fire extinguishers and stocking a complete spill kit. Replacement spill kit materials are available from Product Care free of charge (see **section 7.1** for instructions on how to order replacement materials).

10.5 Fire

Every collection site should have a fire plan in place. The following are some suggestions for procedures in case of a fire.

- Evacuate the collection site and move everyone to a predetermined safe location up wind of the fire
- Call 911 or your local fire department
- If it is safe to do so, use a fire extinguisher to put out the fire
- Report the fire to Product Care at **1.877.592.2972**
- Complete the Incident Report Form and send it to Product Care immediately via email or fax

Your local fire department is trained in handling incidents involving dangerous goods. Collection sites should consult their local fire department for recommendations on fire incident procedures for your site. Product Care strongly suggests developing a response plan with their cooperation.

10.6 Spills

It is important that all collection site workers know the correct steps to take in the event of a spill where a product is dropped or damaged during handling. Spill response depends on the product type and quantity spilled. Spills of HHW materials of all sizes must be reported to Product Care.

In addition, the Province of Manitoba has spill reporting requirements under the *DGHTA, Environmental Accident Reporting Regulation*. Spills in quantities equal to or greater than the list in **Table 4** below, must be reported to MBCC at 204.944.4888:

TABLE 4: REPORTABLE SPILL QUANTITIES

Product Classification	Product	Minimum Spill Quantity
Class 2	compressed gas	100 litres
Class 3	flammable materials	100 litres
Class 4	flammable solids	1 kilogram
Class 5.1	oxidizers	50 litres
Class 5.2	organic peroxides	1 litre
Class 6.1	toxic materials	5 litres
Class 8	corrosive materials	5 litres

In the event of a spill, take the following steps:

10.6.1 Care:

Remember personal safety comes first.

Ensure your safety by evaluating the spill or incident and understand the precautions needed to protect yourself and others from harm. For example, the affected area will need to be secured and workers may require special protective gear, such as:

- A respirator that provides adequate protection from the product spilled
- A face shield and / or safety goggles
- Impervious clothing such as disposable long sleeved coveralls, rubber boots and gloves

Selection of the appropriate PPE and training in its use depends upon the duties that collection site workers are expected to perform in an emergency and their level of training. Further information about emergency PPE can be obtained from your local WSH office.

10.6.2 Control and Clean-Up:

If you're not comfortable dealing with the spill, call the fire department (911) and the MBCC 24 hour emergency line 204.944.4888.

If you're comfortable in dealing with a spill, it is important to use the steps outlined below to initially stop the flow of a spill:

- Ensure personal safety with appropriate PPE. Remember personal safety comes first
- Place the container in a position where the least amount will spill (e.g. place an open container upright, into another container, or place something under the container to catch the spill)
- Use as much absorbents as needed to contain the spill including spill pads, or spill socks from the spill kit to contain the spill. Even dirt spread around a spill area will act as a temporary dyke and stop the flow of liquid spills from entering drains or ditches until a more suitable solution can be determined
- Restrict access to the spill by removing non-essential people from the area and restrict entry
- Request the assistance of a co-worker as required
- Block off any route to waterways, such as storm drains, catch basins, and creeks
- Contact your supervisor
- If the spill escapes containment or reaches waterways, contact the authorities on 911 and the MBCC 24 hour emergency line 204.944.4888

10.6.3 After Clean-Up:

- Place all used spill kit materials, contaminated personnel protective equipment and collected spilt product in plastic bags
- Place the plastic bag containing the recovered spilled material in a pail. Put a label on the pail to identify the contents as contaminated spill clean-up material, and place the pail into the container that corresponds with the products spilt, e.g. flammable spilt material goes into the flammable materials drum
- Wash hands and / or body thoroughly to remove any spilt material. Remove any clothing that may have come into contact with spilt material and launder it as required
- Ensure you replace any used spill control supplies. Replacement supplies can be ordered from Product Care free of charge on the Incident Report Form or by contacting Product Care

10.6.4 Report:

- Report all spills involving program materials, program equipment, or where spill kit supplies are used to Product Care. When reporting the spill, provide the following information:

    - Location and time of spill
    - Name and telephone number of person reporting it
    - Brief description of the circumstances surrounding the spill
    - Quantity and type of material spilt
    - Action that will be taken with respect to the spill

- After reporting the incident, complete the Incident Report Form with all spill details, including a list of any replacement materials needed to replenish the spill kit. Send it to Product Care immediately via the contact details on the form

10.6.5 Notes:

- If you are not trained to respond, or are uncomfortable responding to, a spill, chemical reaction or fire, let qualified professionals handle the response. Do not attempt to respond to such incidents. Follow the collection site emergency response procedure and your facility emergency plan

11 FORMS

Monthly Inspection Form

Incident Report Form

Supply/Waste Pickup Request Form For Collection Sites: HHW

Application for approval to dispose of PCB Waste

- **Miller** as the Transporter
- **Gardewine** as the Transporter

Send completed form by the 10th of every month to either:

Email: mbopspaint@productcare.org

Fax: 1.866.975.2982

productcare RECYCLING

MONTHLY INSPECTION FORM

1. Collection Site Details

MONTH:	_____	**YEAR:**	_____
DEPOT NAME:	_____	**TODAY'S DATE:**	_____
YOUR NAME	_____	**SIGNATURE:**	_____

2. Please mark each box - Check (✓) if statement correct, or cross (✗) if attention needed

(Add comments underneath each space if needed)

☐ Tubskids and drums are in good condition	Total number of all tubskids on site (print) #_____
☐ All current staff have been trained by Product Care	Total number of drums on site (print) #_____
☐ Collection area is clean and organized	☐ Signs are clean, in place and readable
☐ Program promotional material available	☐ Depot is locked and secured after hours
☐ Collection site guidelines are available to staff	☐ No regulatory infractions received this month
☐ No spills this month reported	☐ Spill kits (HHW & lights) complete, ready for use
☐ If yes, they were reported to Product Care (provide date and circle how they were submitted below)	☐ If no, complete section 3 below
Date:	Emailed / Faxed

3. Need spill kit / safety materials?

- **If Spill Kit or replacement supplies in the kit are required, the incident report should be filled in and section 4 on the report completed. Send completed form to: mbopspaint@productcare.org**
- **Request replacement eyewash bottles using section 4 on the Supply/Pickup request form**

4. Need promotional materials?

- **Order Promotional materials at: https://www.productcare.org/service-partners/promotion-and-education/**

5. Other: Please provide any additional comments:

Forms may not be current due to changes in processes, regulations and procedures. Updates will be provided to your collection site as required and posted on www.productcare.org. Please ensure you are using the most updated version of this form.

Effective April 2018

Send completed form to either:
Email: mbopspaint@productcare.org
Phone: 604.592.2927. **Fax:** 1.866.975.2982

productcare RECYCLING

INCIDENT REPORT FORM

EMERGENCY TELEPHONE: 1.877.592.2972 (24 hours)

1. Collection Site Details

Depot Name: _____

Depot Location: _____

Employee Name: _____

Telephone Number: _____

Date of incident: _____ **Time of incident:** _____

2. Check one of the following emergencies and fill out the appropriate information:

(Attach a separate form if you need more space)

❑ SPILL?

- ❑ Spill in parking lot
- ❑ Spill in reception area
- ❑ Customer caused the spill
- ❑ Type of surface spilled on:
  ❑ gravel ❑ asphalt ❑ concrete ❑ wood ❑ other
- ❑ Spill reported to the regulatory authority MSD at 204.944.4888 (as per Sect 10.5 of collection manual)?
- ❑ Chemicals involved in spill: _____

_____

❑ FIRE?

- ❑ Fire in paint aerosol drum
- ❑ Fire in HHW drum
- ❑ Fire in parking lot
- ❑ Fire department called
- ❑ Fire in paint tubskids
- ❑ Fire in HHW tubskid
- ❑ Fire in reception area
- ❑ Fire extinguishers used
  *If yes, the unit(s) must be serviced
- ❑ Fire in other location:_____

_____

_____

❑ PROPERTY DAMAGE?

- ❑ Tubskid / drums / pails
- ❑ Other equipment
- ❑ Building
- ❑ Other property damaged

_____ _____

_____

_____

Send completed form to either:
Email: mbopspaint@productcare.org
Phone: 604.592.2927. **Fax:** 1.866.975.2982

productcare RECYCLING

3. Description

Describe the incident in detail: (This includes exposure to chemicals, smoke, chemical inhalation and bodily injuries, as well as property damage. If a spill occurred, explain what was spilled, what happened to the spilt material, the outcome 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

Did staff wear protective gear (PPE)?

☐ YES ☐ NO

Was anyone hurt?

☐ YES (if so, please attach a copy of the WCB MB Form and Record to this report) ☐ NO

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

4. Need replacement spill kit materials?

- Either call the number below or tick your required material (you cannot order more than what is indicated below)

☐ Disposal Bag x 1	☐ Spill Response Mini Poster x 1	☐ Universal Spill Socks 2 x 4’
☐ Absorbent Pads x 50	☐ Absorbent	☐ Eye Wash Bottle Kit x 2

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 (with other forms if applicable) to Product Care.

Employee Name _____ **Signature** _____

Manager Name _____ **Signature** _____

Forms may not be current due to changes in processes, regulations and procedures. Updates will be provided to your collection site as required and posted on www.productcare.org. Please ensure you are using the most updated version of this form.

HHW COLLECTION SITE
SUPPLY / WASTE PICKUP REQUEST FORM

REQUEST TO:
EMAIL: hhw@millerenvironmental.mb.ca
PHONE: 204-925-9600
FAX: 204-925-9601

1. Collection Site Details

Depot Location: _____

Depot Name: _____ Employee Name: _____

Telephone Number: _____ Date: _____

Depot Operation Hours: _____

Loading Equip Available: _____

2. Requesting Supplies: Indicate the number of the following you require

Note: (TDG labels are per roll of 100)

#	Tubskids	#	Vermiculite (per bag)
#	Poly Open Top Drums	#	Metal Open Top Drums
#	20 L Pails	#	TDG Labels:2.1 ☐ 2.2 ☐ 3 ☐ 4 ☐ 5.1 ☐ 5.2 ☐ 6 ☐ 8 ☐ 9 ☐

3. Requesting Waste Pickup: Indicate the number of the following you require. (TS = Tubskid, DM = Drum, GL = Gaylord)

Qty	Description	TS/DM	Qty	Description	TS/DM
	Paint	TS/GL		Acid Labpack (PCA)	DM
	Aerosols – Paint (PCA)	DM		Acid Labpack (Non Program)	DM
	Aerosols – Non Paint (PCA)	DM		Caustic Labpack (PCA)	DM
	Aerosols – (Non Program)	DM		Caustic Labpack (Non Program)	DM
	Propane Single use Fuel Cylinder (PCA)	DM		Flammable Liquid Labpack (PCA)	TS/DM
	Fire Extinguishers - (Non-Program)	DM		Flammable Liquid Labpack (Non Program)	DM
	Gasoline Jerry Cans	TS/DM		Flammable Liquid Labpack: (Non Program)	TS
	Mercury / Debris- (Non-Program)	Pail/DM		Flammable Solids Labpack (Non Program)	Pail/DM
	*PCB Ballasts - ***(needs prior approval)***	DM		Toxic Labpack (PCA)	DM
	PCB Ballasts (less then 40) no approval	Pail		Toxic Labpack (Non Program)	DM
	Non-PCB Ballasts - (Non-Program)	Pail/DM		Oxidizing Labpack (PCA)	DM
	Non Hazardous Labpack (Non Program)	TS/DM		Oxidizing Labpack (Non Program)	DM
				Organic Peroxides Labpack (Non Program)	Pail/DM

4. Other:

Eye Wash Bottles required?	☐
Appointment Needed? (If yes, specify preferred contact type)	
Comments or requirements you would like address?	

Note: Supplies replaced as one full for one empty basis unless approved by the Manitoba Program Coordinator.

APPLICATION FOR APPROVAL TO DISPOSE OF PCB WASTE

PCB STORAGE SITE REGULATION M.R. 474/88

Manitoba
Environment, Climate and Parks

Generator/Consignor Identification

Legal Name of Company: _____

Mailing Address: _____ City: _____ Prov.: ____ Postal Code: _____

Operation Name: _____ Physical Site Location: _____
(Street Name & Number or Legal Description or GPS Coordinates)

City/Town//Municipality: _____ Prov.: MB Postal Code: _____

Hazardous Waste Generator Registration No.: MBG _____ Proposed Date of Transport (dd/mm/yyyy): _____

If not registered previously, please complete and submit the registration form found here: Hazardous Waste Generator Registration

PCB Waste Description

Type of PCB Waste (i.e. Light ballasts, capacitors, transformers, cables, valves, oil, paint, etc.): _____

_____

Quantity: Solid PCB Waste (Polychlorinated Biphenyls, Solid - UN3432): _____ Kg
Liquid PCB Waste (Polychlorinated Biphenyls, Liquid - UN2315): _____ L

(Please attach inventory, if applicable)

Proposed Transporter

Company Name: Gardewine North Hazardous Waste Transporter Licence/ID No.: MBC01152

Address: 60 Eagle Dr. City: Winnipeg Prov.: MB Postal Code: R2R 1V5

Proposed Receiver / Disposal Facility

Company Name: Miller Environmental Corporation Hazardous Waste Receiver Licence/ID No.: MBR30043

Receiving Site Address: 1803 Hekla Ave City: WPG. Prov.: MB Postal Code: R2R 0KE

Certification

I certify that the information provided on this form is complete and correct.

Signature of Contact Person with the Operation: _____ Date (dd/mm/yyyy): _____

Print Name of Contact Person: _____ Position/Title: _____

Telephone No.: _____ Fax No.: _____ E-Mail: _____

Prior to shipping PCB waste for disposal, this form must be completed by the generator/consignor of the waste and forwarded to:

Hazardous Waste Program
Environmental Compliance and Enforcement
Manitoba Environment, Climate and Parks
1007 Century Street, Winnipeg MB R3H 0W4
Email: raj.rathamano@gov.mb.ca
Fax: (204) 948-2338

For more information or questions regarding this application, contact the Hazardous Waste Program at (204) 945-7086.

For Department use only:
Reviewed by: _____ Region: _____ Director Authorization Date: _____

Personal information is collected under the authority of The Dangerous Goods Handling and Transportation Act, PCB Storage Site Regulation, M.R. 474/88, and will be used for granting authorization to dispose of PCB wastes, and for administration and enforcement purposes. It is protected by the privacy provisions of *The Freedom of Information and Protection of Privacy Act*. If you have any questions, contact the Access & Privacy Co-ordinator, Box 85, 200 Saulteaux Crescent., Winnipeg MB R3J 3W3; 1-204-945-4170.

APPLICATION FOR APPROVAL TO DISPOSE OF PCB WASTE

PCB STORAGE SITE REGULATION M.R. 474/88

Manitoba
Environment, Climate and Parks

Generator/Consignor Identification

Legal Name of Company: _____

Mailing Address: _____ City: _____ Prov.: ____ Postal Code: _____

Operation Name: _____ Physical Site Location: _____
(Street Name & Number or Legal Description or GPS Coordinates)

City/Town//Municipality: _____ Prov.: MB Postal Code: _____

Hazardous Waste Generator Registration No.: MBG _____ Proposed Date of Transport (dd/mm/yyyy): _____

If not registered previously, please complete and submit the registration form found here: Hazardous Waste Generator Registration

PCB Waste Description

Type of PCB Waste (i.e. Light ballasts, capacitors, transformers, cables, valves, oil, paint, etc.): _____

_____

Quantity: Solid PCB Waste (Polychlorinated Biphenyls, Solid - UN3432): _____ Kg
Liquid PCB Waste (Polychlorinated Biphenyls, Liquid - UN2315): _____ L

(Please attach inventory, if applicable)

Proposed Transporter

Company Name: Gardewine North Hazardous Waste Transporter Licence/ID No.: MBC01152

Address: 60 Eagle Dr. City: Winnipeg Prov.: MB Postal Code: R2R 1V5

Proposed Receiver / Disposal Facility

Company Name: Miller Environmental Corporation Hazardous Waste Receiver Licence/ID No.: MBR30043

Receiving Site Address: 1803 Hekla Ave City: WPG. Prov.: MB Postal Code: R2R 0KE

Certification

I certify that the information provided on this form is complete and correct.

Signature of Contact Person with the Operation: _____ Date (dd/mm/yyyy): _____

Print Name of Contact Person: _____ Position/Title: _____

Telephone No.: _____ Fax No.: _____ E-Mail: _____

Prior to shipping PCB waste for disposal, this form must be completed by the generator/consignor of the waste and forwarded to:

Hazardous Waste Program
Environmental Compliance and Enforcement
Manitoba Environment, Climate and Parks
1007 Century Street, Winnipeg MB R3H 0W4
Email: raj.rathamano@gov.mb.ca
Fax: (204) 948-2338

For more information or questions regarding this application, contact the Hazardous Waste Program at (204) 945-7086.

For Department use only:
Reviewed by: _____ Region: _____ Director Authorization Date: _____

Personal information is collected under the authority of The Dangerous Goods Handling and Transportation Act, PCB Storage Site Regulation, M.R. 474/88, and will be used for granting authorization to dispose of PCB wastes, and for administration and enforcement purposes. It is protected by the privacy provisions of *The Freedom of Information and Protection of Privacy Act*. If you have any questions, contact the Access & Privacy Co-ordinator, Box 85, 200 Saulteaux Crescent., Winnipeg MB R3J 3W3; 1-204-945-4170.

12 APPENDICIES

Appendix A: Manifest / Movement Document Instructions

FOR PICKUP:
Tel: 204-925-9600
Fax: 204-925-9601
email:
hhw@millerenvironmental.mb.ca

MANIFEST / MOVEMENT DOCUMENT INSTRUCTIONS

This Memo is to advise you the original manifest / movement documents included **must** be returned with the shipment. Your Hazardous Waste cannot be transported without this document.

IMPORTANT: Please read and follow the instructions below

Please contact the Product Care Recycling Sales Coordinator at Miller when you receive this paperwork to notify the carrier to have your shipment collected
OR

Contact Gardewine at 204-631-3709 to schedule the pick-up and then notify Miller Environmental

To: _____

Attn: Shipping Department

- Place the TDG labels provided onto each respective container for shipment
- Once the Manifest document is signed by the shipper (you) and the Carrier (Gardewine)
- Retain Copy 1 and 2 send a text photo or make a copy and mail, email, or fax it to the contact below.
- Reference the pick up site as a subject in the notice.

Keep either copy 1 or 2 of the manifest (you must retain this for 2 years as per regulations)

- Place the remaining copies of the Manifest and attachment documents in the envelope addressed to;
- Attn: Product Care Recycling Sales Coordinator (Miller Environmental)
- Hand the envelope to the driver to go with the load.
- Advise the driver the documents MUST be handed to the Consignee upon delivery.
- Give the vehicle placards provided to the Gardewine driver when they arrive to pick up the waste.

If you have any questions please contact me at the information below;

Miller Environmental Corporation
Main: **204 925-9600;** Fax: **204 925-9601**

hhw@millerenvironmental.mb.ca

Appendix B: Shipment Quick Reference Sheet: HHW

To request a pickup:
Email: HHW@millerenvironmental.mb.ca
Phone: 204.925.9600. **Fax:** 204.925.9601

SHIPMENT QUICK REFERENCE SHEET: HHW

NOTE: Depending on your location, you should allow up to 10 - 14 days for a pick-up.

1. To order a pick-up:

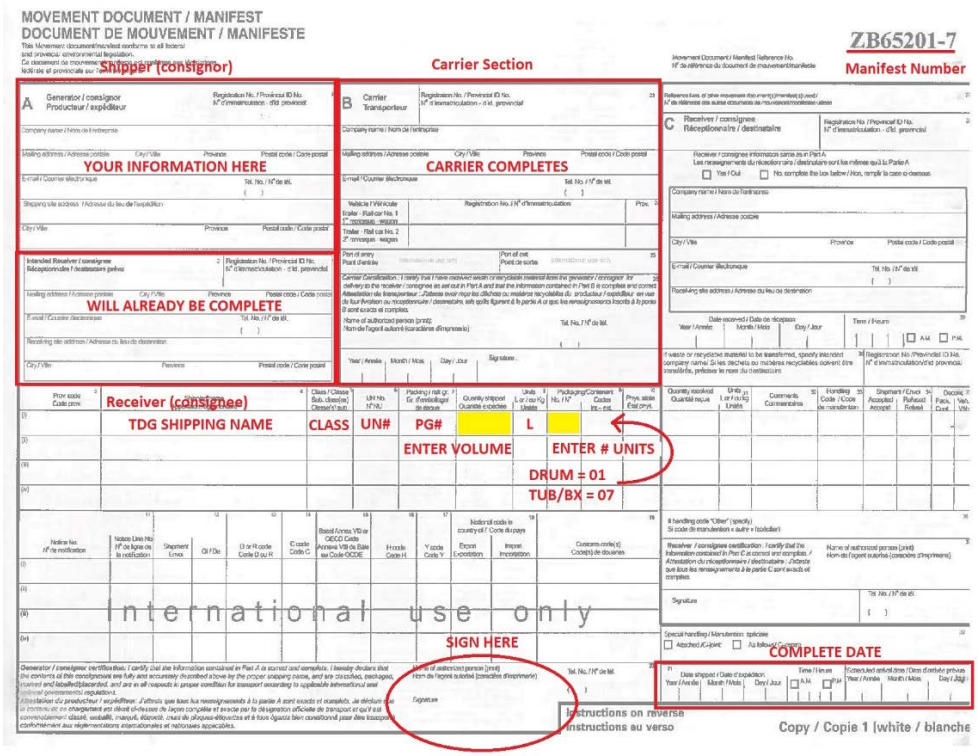
- Complete the supply and waste pickup request form for HHW collection sites.

2. Prepare collection containers:

- Tubskids must be packed correctly.
  - Do not overfill, i.e. not above the rim, the lids must fit tight.
- Write the depot and manifest number on labels.

3. Complete the Manifest:

- Complete the shipping document, sign and date the manifest. Ensure:
  - The shipment matches the manifest.
  - Placards are used.
  - You keep a signed copy of manifest.
- For shipments that a partially pre-filled manifest, collection container labels and placards were sent to a depot, make sure that:
  - There are enough labels for the products.
  - Send only amounts and types of tubskid that are already pre-filled on the manifest.
  - If quantities do not match do not ship extra items.
  - Label each tubskid. Labels provided.
- Give placards to the driver.



Forms may not be current due to changes in processes, regulations and procedures. Updates will be provided to your collection site as required and posted on www.productcare.org. Please ensure you are using the most updated version of this form.

Effective April 2018

Appendix C: Training Certificate Example for Depot Staff: HHW

This form acknowledges persons named below have attended and succesfully completed the Product Care Associations HHW Collections Site Program training. By way of signature upon completion, the trainiee agrees to adhere to the safe and effecient practices in accordance with the Product Care Collection Site Guidelines.

Retain this document for validation of certificate.

Training attendance list for Manitoba HHW Collections Site Program

Collection Site:

Number	Printed Name of Attendee	Site/Location	Training Date	Succesfully Completed Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Program Trainer:	Date:	Signature:

The ProgramTrainer acknowledges the above attendees have succesfully completed the training required by Product Care Association in accordance with the Product Care Collection Site Guidelines.

Appendix D: Collection Site Infrastructure Requirements: HHW

HHW COLLECTION SITE INFRASTRUCTURE REQUIREMENTS

The requirements listed in this document are used by Product Care as part of the application process to operate a Household Hazardous Waste (HHW) Collection Site. The requirements are used to assess your application to determine whether an existing structure is satisfactory to be used as a HHW Collection Site or whether a new structure will be required.

1. LIGHTING AND HEATING

No electricity or heating is required. Lighting can be natural, or portable; the lighting level must meets regulatory requirements.

If lighting or heating is necessary, the equipment used must meet applicable electrical and fire codes.

2. ACCESS

Access to the HHW storage area must be a minimum of five (5) feet in width to allow the movement of a four (4) foot pallet or tubskid. The HHW storage area must be accessible at ground level or have access to a truck loading dock. Equipment including a pallet jack, fork lift or drum dolly must be able to move freely from the HHW storage area to the outside, which may require a ramp if there is any elevation or transition, and a paved area if a pallet jack is used. A collection site with a loading dock must be able to accommodate a five (5) ton truck or semi-trailer.

The public must not have access to the HHW storage area. The storage area must be lockable or another means of security must prevent access at all times. (Example: The entire facility is enclosed by a fence with and lockable gate).

The access road to the HHW storage area must allow access for service vehicles (5 ton or semi-trailer trucks) and be composed of an appropriate surface material e.g. hard packed gravel.

3. FLOOR SPACE

A minimum of 320 sq ft must be available for a HHW storage area. There should be enough space for four (4) collection tubskids and fifteen (15) drums allowing for one metre of aisle space for inspection of the collection containers and access with loading equipment to remove full storage containers, as well as storage area for six (6) pallets (4’x4’ blocks). Product Care may require more storage area requirements based on the population base captured by the collection site and projected collection volumes.

The storage area flooring material must be an impermeable hard surface (concrete or wood in the case of a sea container).

4. VENTILATION

The HHW storage area can be passively vented by means of venting in the walls or ceiling or by using large access doors, which can be opened to allow air movement. Forced ventilation must comply with applicable electrical and fire codes.

5. LOADING EQUIPMENT

The collection site requires an area for transporters to load full storage containers and unload supplies. If a collection site only has access to a pallet jack for loading, a solid surface outside of the collection building is required, with a minimum footprint of 200 sq ft (10’x20’). This allows containers up to the size of a pallet to be moved from the storage area to the truck tailgate to be loaded.

6. Every site requires a pallet jack and drum dolly to move storage containers.

6. RECEIVING AREA

There must be a fully supervised drop off location for residents. If this is the same as the storage area, residents cannot be permitted to drop-off unsupervised, or drop items directly into storage containers. The receiving area must have an impermeable surface, as well as weather protection.

7. SAFETY EQUIPMENT

The collection site must have an eyewash station compliant with applicable regulations. This station must be located on the facility site, but not necessarily in the HHW storage area.

A fire extinguisher must be mounted inside the building, in a location accessible from the outside of the storage area in a weather protected area, i.e. right inside the door. It is the responsibility of the collection site supervisor to ensure the fire extinguisher is inspected and serviced as per fire regulations.

Product Care will provide a spill kit for liquid spills or for leaking containers as well as for broken light bulbs. It is the responsibility of the collection site operator to provide all other necessary safety equipment to comply with applicable regulations.

8. CONSTRUCTION

The HHW storage area walls may be constructed of any material provided it has a minimum as required by building and fire codes. The HHW storage area for storage containers, at a minimum, must provide covered weather protection and meet applicable regulations.

9. OTHER

HHW collection sites must:

- Be staffed while open to the public,
- Provide building insurance to Product Care, and
- Be licensed (Product Care can assist with this process if needed)

DISCLAIMER

These Collection Site Infrastructure Requirements cannot, and are not, intended to supplement, represent or amend any existing regulations or requirements. Be advised that it is the Collection Site Operator's responsibility to comply with these Collection Site Infrastructure Requirements, in addition to any and all Federal and Provincial Acts and Regulations, and Municipal By-laws.

Appendix E: Collection Site Supplies Checklist: HHW

This form is a checklist only, use the source below for orders. Email: mbopspaint@productcare.org
Phone: 604.592.2927. **Fax:** 1.866.975.2982

COLLECTION SITE SUPPLIES CHECKLIST: HHW

It is the responsibility of staff at the collection site to ensure these supplies are always available at the collection site.

New collection sites: Use this checklist to ensure your site receives all the correct materials and equipment.

Collection sites can order more packing supplies on the monthly inspection form.

ORDER TYPE:	ORDER SOURCE:
1. PACKING:	
❑ Tubskids (4'x4'x3' plastic box with lid) ❑ Metal and plastic open top drums ❑ Plastic pails ❑ Vermiculite (absorbent for packing) ❑ TDG Labels including Class 2, 3, 4, 5, 6, 8 and 9 (to be affixed to each storage container prior to packing)	**Miller:** Form 4 of the HHW Collection Site Guidelines: 'Supply & Waste Pickup Request Form For HHW Collection Sites'.
2. SAFETY:	
Spill kits which includes: ❑ Liquid Spill Kit containing: 1 x disposal bag, 1 x spill response mini poster, 2 x 4' universal spill socks, 50 x absorbent pads, Absorbent ❑ Fluorescent Bulb Spill Kit containing: 5 plastic bags, 5 particulate masks, 5 pair chemical resistant gloves, 2 pieces cardboard per bag, 1 roll tape, 2 eye droppers. ❑ **Other safety:** ❑ Eye wash bottle kit (comes with two bottles);check regularly as they have an expiry date and can not freeze.	**Product Care Recycling:** Form 1 of the HHW Collection Site Guidelines: 'Monthly Collection Site Inspection Checklist'; or call the number above.
3. COMMUNICATION:	
❑ Information rack cards and posters ❑ Collection Site Signage ❑ Paint Collection Site Guidelines (depot manual) ❑ Lights Collection Site Guidelines (depot manual) ❑ HHW Collection Site Guidelines (depot manual) ❑ Product Information Posters (signage to be placed above the tubskids and drums to aid when sorting and packing material)	**Product Care Recycling:** 'Form 1 of the HHW Collection Site Guidelines: 'Monthly Collection Site Inspection Checklist'; online at www.productcare.org/promotional-materials/; or call the number above.

Forms may not be current due to changes in processes, regulations and procedures. Updates will be provided to your collection site as required and posted on www.productcare.org. Please ensure you are using the most updated version of this form.
Effective April 2018

Appendix F: Product Information Sheets

PHYSICALLY HAZARDOUS PRODUCTS / FUEL CYLINDERS

PROGRAM PRODUCTS

LOOK FOR

PRODUCTS

Compressed "Fuel Gas" Cylinders:

- ✓ Propane
- ✓ Butane

IMPORTANT

- Maximum container size: 5kg
- **NON-REFILLABLE** fuel gas pressure cylinders (single use only)
- Cylinders must have original labels and be in good condition

× Freon is not accepted

HOW TO PACKAGE

1. Use 205 litre steel drum
2. Attach TDG flammable compressed gas label to drum when packing
3. No Vermiculite required
4. Ensure fuel cylinders are sealed / tightened and are standing upright - **DO NOT** lie them on side or upside down

PACKING LABEL

TOXIC

PROGRAM PRODUCTS

LOOK FOR

PRODUCTS

- ✓ Wood preservatives (creosote, green copper preservative)
- ✓ Methylene chloride
- ✓ Weed / pest killer (Killex, Round-Up – Consumer Packaging only)

KEYWORDS

- ✓ Poison
- ✓ Toxic
- ✓ Harmful when ingested
- ✓ Avoid contact
- ✓ Avoid breathing fumes

IMPORTANT

- **Products that display a triangle or diamond consumer toxic symbol should be packed as non-program**
- Must have a consumer toxic symbol or "keywords" indicating product is toxic
- Maximum container size: 10 litres

PESTICIDES MUST HAVE:

- A poison symbol
- Pest Control Product number, typically 5 digits e.g. PCP#12345, and
- May be liquid or solid (aerosol pesticides are packed as aerosols)

HOW TO PACKAGE	PACKING LABEL
1. Use 205 litre steel drum 2. Attach TDG toxic label to drum when packing 3. Line bottom of drum with Vermiculite 4. Ensure containers are sealed / tightened and are standing upright - **DO NOT** lie them on side or upside down 5. Pack one layer of containers 6. Cover that layer with Vermiculite 7. Add second layer of containers 8. Repeat to top of drum	

TOXICS

NON-PROGRAM PRODUCTS

LOOK FOR

PRODUCTS

- ✓ Insect repellent
- ✓ Disinfectant
- ✓ Pesticides that do not meet program criteria
- ✓ Weed and feed products

IMPORTANT

- From residential sources only
- Look for a GHS / WHMIS or TDG toxic symbol on the label
- **Look for triangle or diamond consumer toxic symbol**
- May be liquid or solid (not aerosol)
- Any product that is identified as toxic or poison but is not a program product toxic category

HOW TO PACKAGE	PACKING LABEL
1. Use steel drum 2. Attach TDG toxic label to drum when packing 3. Line bottom of drum with Vermiculite 4. Ensure containers are sealed / tightened and are standing upright - **DO NOT** lie them on side or upside down 5. Pack one layer of containers 6. Cover that layer with Vermiculite 7. Add second layer of containers 8. Repeat to top of drum	

CORROSIVE

Corrosive products are classified and sorted into **three** compatibility groups: caustic, acidic, and oxidizing.

- All may display the corrosive symbol or contain warning statements such as “contents may irritate eyes or skin” or “dangerous fumes may form when mixed with other products”
- Although under the same category, they must be sorted separately so there is no danger of an inadvertent chemical reaction or fire
- Product labels contain information that indicate whether the product is caustic, acidic, or oxidizing. These are discussed below

CORROSIVE (CAUSTIC)

PROGRAM PRODUCTS

LOOK FOR

PRODUCTS

- ✓ No **Down the Drain** products
- ✓ Trisodium phosphate
- ✓ Cleaners that remove grease or soap scum
- ✓ Non-aerosol oven cleaner

KEYWORDS

- ✓ Dangerous fumes form when mixed with other products
- ✓ Corrosive may irritate skin or eyes
- ✓ Hydroxide
- ✓ Hydroxy / hydroxyl
- ✓ Alkaline / alkyl
- ✓ pH up
- ✓ Caustic

IMPORTANT

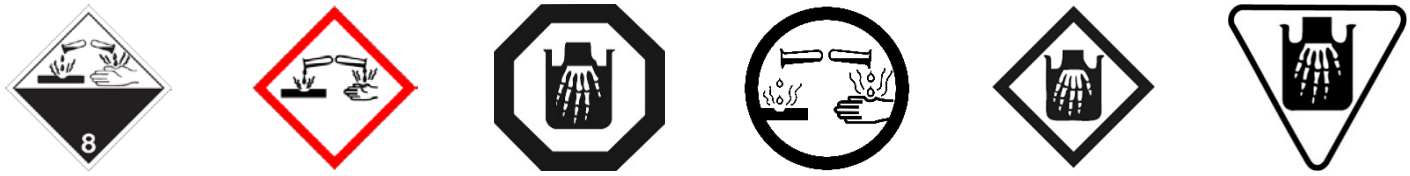
- Maximum container size: 10 litres
- Look for consumer corrosive symbol on label
- May be liquid or solid (no aerosols)
- No **Down the Drain** products

HOW TO PACKAGE	PACKING LABEL
1. Use 205 litre **PLASTIC** drum 2. Attach TDG corrosive label to drum when packing 3. Line bottom of drum with Vermiculite 4. Ensure containers are sealed / tightened and are standing upright - **DO NOT** lie them on side or upside down 5. Pack one layer of containers 6. Cover that layer with Vermiculite 7. Add second layer of containers 8. Repeat to top of drum	

CORROSIVE (CAUSTIC)

NON-PROGRAM PRODUCTS

LOOK FOR



PRODUCTS

- ✓ Cleaners that remove grease or soap scum
- ✓ Ammonia
- ✓ Tub and tile cleaner
- ✓ Cleaning products with GHS / WHMIS or TDG symbols on the label

KEYWORDS

- ✓ Corrosive
- ✓ Caustic
- ✓ May irritate skin or eyes
- ✓ Hydroxide / hydroxy
- ✓ Alkaline / alkyl
- ✓ pH up
- ✓ Dangerous fumes form when mixed with other products
- ✓ Do not mix with bleach

IMPORTANT

- From residential sources only
- Look for consumer, GHS / WHMIS or TDG corrosive symbol on label
- May be liquid or solid (not aerosol)
- Includes **Down the Drain** corrosive products
- Do not pack with corrosive acids
- **CHECK THE MANUAL OR READ THE LABEL TO BE SURE!**

HOW TO PACKAGE	PACKING LABEL
1. Use 205 litre **PLASTIC** drum 2. Attach TDG corrosive label to drum when packing 3. Line bottom of drum with Vermiculite 4. Ensure containers are sealed / tightened and are standing upright - **DO NOT** lie them on side or upside down 5. Pack one layer of containers 6. Cover that layer with Vermiculite 7. Add second layer of containers 8. Repeat to top of drum	

CORROSIVE (ACID)

PROGRAM PRODUCTS

LOOK FOR

PRODUCTS

- ✓ Concrete stain remover
- ✓ Muriatic acid
- ✓ Battery acid
- ✓ Anything that reduces pH or has a low pH
- ✓ Can be solid or liquid – no aerosols
- ✓ Any cleaner that removes rust, cleans mineral stains, removes scale or dissolves lime

KEYWORDS

- ✓ Acid or acidic
- ✓ Rust remover
- ✓ Lime and scale remover or dissolves lime
- ✓ pH reducer or pH down
- ✓ Contents may irritate eyes or skin
- ✓ Dangerous fumes may form when mixed with other products

IMPORTANT

- Maximum container size: 10 litres
- Must display the "corrosive" consumer label
- Many corrosive materials are cleaners
- Acidic materials dissolve metal and minerals
- Acidic program products DO NOT INCLUDE materials designed for use **Down the Drain**
- If the product contains hypochlorite, pack as an oxidizer
- **READ THE LABEL TO BE SURE**

HOW TO PACKAGE

1. Use 205 litre plastic drum
2. Attach TDG corrosive label to drum when packing
3. Line bottom of drum with Vermiculite
4. Ensure containers are sealed / tightened and are standing upright - **DO NOT** lie them on side or upside down
5. Pack one layer of containers
6. Cover that layer with Vermiculite
7. Add second layer of containers
8. Repeat to top of drum

PACKING LABEL

CORROSIVE (ACID)

NON-PROGRAM PRODUCTS

LOOK FOR

PRODUCTS

- ✓ Products that remove rust, scale or mineral stains
- ✓ Products that dissolve lime
- ✓ Products with GHS / WHMIS or TDG symbols on the label
- ✓ Acidic drain openers

KEYWORDS

- ✓ Acid / acidic
- ✓ Rust remover
- ✓ Lime and scale remover
- ✓ pH reducer / pH down
- ✓ Corrosive
- ✓ May irritate skin or eyes
- ✓ Dangerous fumes when mixed with other products
- ✓ Do not mix with bleach

IMPORTANT

- From residential sources only
- Look for a consumer, GHS / WHMIS or TDG corrosive symbol on label
- Includes **Down the Drain** acidic products
- Do not pack with corrosive caustics
- If the product contains hypochlorite, pack as an oxidizer
- **CHECK THE MANUAL OR READ THE LABEL TO BE SURE!**

HOW TO PACKAGE	PACKING LABEL
1. Use 205 litre **PLASTIC** drum 2. Attach TDG corrosive label to drum when packing 3. Line bottom of drum with Vermiculite 4. Ensure containers are sealed / tightened and are standing upright - **DO NOT** lie them on side or upside down 5. Pack one layer of containers 6. Cover that layer with Vermiculite 7. Add second layer of containers 8. Repeat to top of drum	

CORROSIVE (OXIDIZER/HYPOCHOLRITE)

PROGRAM PRODUCTS

LOOK FOR

PRODUCTS

- ✓ Algae remover
- ✓ Deck cleaner
- ✓ Bleach or products with bleach not intended as **Down the Drain** products
- ✓ Hypochlorite containing products not intended as **Down the Drain** products
- ✓ Hydrogen peroxide

KEYWORDS

- ✓ Bleach
- ✓ Hypochlorite
- ✓ Produces dangerous gases when mixed with other products
- ✓ Produces dangerous gases when mixed with ammonia
- ✓ Do not mix with other products

IMPORTANT

- Oxidizer / Hypochlorite program products DO NOT INCLUDE materials designed for use **Down the Drain** (example: household bleach, toilet bowl cleaner, hot tub chemicals)

HOW TO PACKAGE

1. Use 205 litre **PLASTIC** drum
2. Attach TDG corrosive AND TDG oxidizer label to drum when packing
3. Line bottom of drum with Vermiculite
4. Ensure containers are sealed / tightened and are standing upright - **DO NOT** lie them on side or upside down
5. Pack one layer of containers
6. Cover that layer with Vermiculite
7. Add second layer of containers
8. Repeat to top of drum

PACKING LABELS

CORROSIVE (OXIDIZER/HYPOCHOLRITE)

NON-PROGRAM PRODUCTS

LOOK FOR

PRODUCTS

- ✓ Household bleach
- ✓ Hot tub chemicals
- ✓ Pool chemicals
- ✓ Products containing hypochlorites that are intended as **Down the Drain** products

KEYWORDS

- ✓ Bleach
- ✓ Hypochlorite
- ✓ Produces dangerous gases when mixed with other products
- ✓ Produces dangerous gases when mixed with ammonia
- ✓ Do not mix with other products

IMPORTANT

- From residential sources only
- Includes products designed for use **Down the Drain**

HOW TO PACKAGE

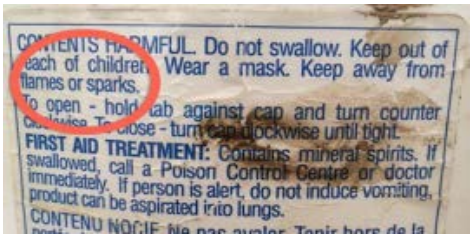
1. Use 205 litre **PLASTIC** drum
2. Attach TDG corrosive AND TDG oxidizer label to drum when packing
3. Line bottom of drum with Vermiculite
4. Ensure containers are sealed / tightened and are standing upright - **DO NOT** lie them on side or upside down
5. Pack one layer of containers
6. Cover that layer with Vermiculite
7. Add second layer of containers
8. Repeat to top of drum

PACKING LABELS

FLAMMABLE LIQUIDS

PROGRAM PRODUCTS

LOOK FOR



PRODUCTS

- ✓ Paint thinner
- ✓ Paint stripper
- ✓ Mineral spirits
- ✓ Turpentine
- ✓ Varsol
- ✓ Gasoline
- ✓ Adhesives
- ✓ Kerosene
- ✓ Engine additives (any product except engine absorbent used in an engine or gas tank)
- ✓ Camp stove fuel
- ✓ Acetone

KEYWORDS

- ✓ Flammable
- ✓ Keep away from flame

IMPORTANT

- Maximum container size: 10 litres. Gasoline: 25 litres
- Look for the consumer flammable hazard and / or toxic symbol
- Some flammable products will display a toxic symbol - check the label for keywords
- If keywords indicate the product is flammable, pack as a flammable liquid
- Gasoline must be received in a UL approved container (commonly red plastic “jerry can”)
  - Vent and spout must be sealed
  - Gasoline containers are NOT returned to the consumer – NEVER bulk gasoline or open ANY container

HOW TO PACKAGE

1. Use 205 litre steel drum
2. Attach TDG flammable liquid label to drum when packing
3. Line bottom of drum with Vermiculite
4. Ensure containers are sealed / tightened and are standing upright - **DO NOT** lie them on side or upside down
5. Pack one layer of containers
6. Cover that layer with Vermiculite
7. Add second layer of containers
8. Repeat to top of drum

   *** For large containers e.g. 20 litre pails, a tubskid can be used. **DO NOT** put small containers in a tubskid. **DO NOT** use Vermiculite in a tubskid

PACKING LABEL

FLAMMABLE LIQUIDS (1 of 2)

NON-PROGRAM PRODUCTS

LOOK FOR

PRODUCTS

- ✓ Diesel fuel
- ✓ Industrial resin
- ✓ Roof tar
- ✓ Caulking
- ✓ Industrial or automotive paint
- ✓ Craft paint
- ✓ Other flammable products

KEYWORDS

- ✓ Flammable
- ✓ Combustible
- ✓ Keep away from flame

IMPORTANT

- From residential sources only
- Liquids only - no gels or solids
- **WILL NOT** display **CONSUMER** symbols:

HOW TO PACKAGE

1. Use 205 litre steel drum, or tubskid for large quantities and containers over 20 litres
2. Attach TDG flammable liquid label to drum when packing
3. Line bottom of drum with Vermiculite
4. Ensure containers are sealed / tightened and are standing upright - **DO NOT** lie them on side or upside down
5. Pack one layer of containers
6. Cover that layer with Vermiculite
7. Add second layer of containers
8. Repeat to top of drum

   *** For large containers e.g. 20 litre pails, a tubskid can be used. **DO NOT** put small containers in a tubskid. **DO NOT** use Vermiculite in a tubskid

PACKING LABEL

FLAMMABLE LIQUIDS (2 of 2)

NON-PROGRAM PRODUCTS

LOOK FOR

PRODUCTS

- ✓ Traffic marking paint
- ✓ Non-aerosol craft paint
- ✓ Non-aerosol automotive paint
- ✓ Resin
- ✓ Mixed oil based paint with latex paint
- ✓ Roof patch, tar, grease
- ✓ Paint labelled “Industrial use only”

KEYWORDS

- ✓ Two-part paint (part A, or B)
- ✓ Reducer
- ✓ Catalyst
- ✓ Quick dry / QD
- ✓ Fast dry / rapid dry
- ✓ Baked on coating
- ✓ Hardener
- ✓ Under coat
- ✓ Top coat

IMPORTANT

- Lubricant or oil are included in the used oil stewardship program and are not part of this program
- Brushes, rags and rollers are household refuse and not accepted
- Paint containing foreign objects are packed as non-program flammable liquids

HOW TO PACKAGE

1. Use 205 litre steel drum
2. Attach TDG flammable liquid label to drum when packing
3. Line bottom of drum with Vermiculite
4. Ensure containers are sealed / tightened and are standing upright - **DO NOT** lie them on side or upside down
5. Pack one layer of containers
6. Cover that layer with Vermiculite
7. Add second layer of containers
8. Repeat to top of drum

   *** For large containers e.g. 20 litre pails, a tubskid can be used. **DO NOT** put small containers in a tubskid. **DO NOT** use Vermiculite in a tubskid

PACKING LABEL

FLAMMABLE SOLIDS

NON-PROGRAM PRODUCTS

LOOK FOR

PRODUCTS

- ✓ Yule logs
- ✓ Solid fire starter
- ✓ Solid fuels in cans (chafing fuel)
- ✓ Charcoal briquettes
- ✓ Activated aquarium carbon

KEYWORDS

- ✓ Combustible
- ✓ Keep away from flame

IMPORTANT

- From residential sources only
- Must be solid - products that are originally liquid that have solidified should be packaged as flammable liquids
- Look for consumer, GHS / WHMIS or TDG flammable symbol and / or consumer, GHS / WHMIS or TDG toxic symbol
- **Some flammable solids can be highly reactive and may combust spontaneously. If you are unsure of proper handling and packing techniques, contact Product Care Recycling for more information**

NOTE: Products with this symbol on the packaging MUST be packed separately. Contact Product Care Recycling for more information

HOW TO PACKAGE

1. Use 205 litre steel drum
2. Attach TDG flammable solid label to drum when packing
3. Line bottom of drum with Vermiculite
4. Ensure containers are sealed / tightened and are standing upright - **DO NOT** lie them on side or upside down
5. Pack one layer of containers
6. Cover that layer with Vermiculite
7. Add second layer of containers
8. Repeat to top of drum

PACKING LABEL

AEROSOL PRODUCTS

The following three categories of aerosols should be sorted and packaged into separate drums for shipment to the treatment facility. This means you should have **three** separate aerosol drums at your collection site at any given time:

- One for aerosol paint products
- One for non-paint flammable, corrosive or toxic (or combination) products
- One for non-program aerosol products that only display the explosive hazard symbol

NON-PAINT AEROSOLS

PROGRAM PRODUCTS

LOOK FOR

PRODUCTS

- ✓ All non-paint aerosols are accepted (with the exception of cosmetics, insect repellents, disinfectants and pet products which are packaged with non-program aerosols)

KEYWORDS

- ✓ Must be an aerosol
- ✓ Look for one or more of the corrosive, toxic or flammable symbols AND the container may explode symbol

IMPORTANT

- Maximum container size: 680 grams / 24 ounces
- Aerosol containers must have original labels and be in good condition

HOW TO PACKAGE	PACKING LABEL
1. Use 205 litre steel drum 2. Attach TDG flammable gas label to drum when packing 3. No Vermiculite required 4. Remove drum bung plug during storage	

NON-PROGRAM AEROSOLS

NON-PROGRAM PRODUCTS

LOOK FOR

PRODUCTS

- ✓ All aerosols that are not covered under program products

KEYWORDS

- ✓ Must be an aerosol
- ✓ Look for the container may explode symbol

IMPORTANT

- Maximum container size: 680 grams / 24 ounces
- From residential sources only

HOW TO PACKAGE	PACKING LABEL
1. Use 205 litre steel drum 2. Attach TDG flammable gas label to drum when packing 3. No Vermiculite required 4. Remove drum bung plug during storage	

PAINT AEROSOLS

PROGRAM PRODUCTS

LOOK FOR

PRODUCTS

- ✓ All paint aerosols are accepted
- ✓ All paint aerosols (spray paints) regardless of industrial or household products including automotive and industrial products

KEYWORDS

- ✓ Paint
- ✓ Spray Paint
- ✓ Spray Coating
- ✓ Truck Bed Paint
- ✓ Rust Paint
- ✓ Undercoat

IMPORTANT

- Maximum container Size: 680 grams / 24 ounces
- Must be aerosol
- Aerosol containers must have original labels and be in good condition

HOW TO PACKAGE

1. Use 205 litre steel drum
2. Attach TDG flammable gas label to drum when packing
3. No Vermiculite required
4. Remove drum bung plug during storage

PACKING LABEL

FIRE EXTINGUISHERS

NON-PROGRAM PRODUCTS

LOOK FOR

PRODUCTS & KEYWORDS

✓ Hand held fire extinguishers up to 30lbs

IMPORTANT

- From residential sources only
- Any fire extinguisher under pressure with a nozzle for directing fire extinguishing spray at a fire
- All types acceptable (A, B, ABC, D, CO_2) and foam
- Full, partial or empty fire extinguishers
- Any colour (white, red, green, yellow)
- Accept only hand held sizes

HOW TO PACKAGE

1. Use 205 litre steel drum and attach TDG compressed gas label to drum when packing
2. Line bottom of drum with Vermiculite
3. Pack one layer of fire extinguishers on bottom of the drum. Ensure the fire extinguishers are standing upright – **DO NOT** lie them on side or upside down
4. Fill to the top of the fire extinguisher layer with Vermiculite
5. Add a second layer of fire extinguishers
6. Fill to the top of the fire extinguisher layer with Vermiculite. Repeat to top of drum
7. **IMPORTANT:** DO NOT clamp lid on drum during storage
8. For transport be sure to clamp lid on drum AND loosen bung plugs to relieve pressure build up - DO NOT remove them

PACKING LABEL

NON-HAZARDOUS

NON-PROGRAM PRODUCTS

LOOK FOR

NON-HAZARDOUS PRODUCTS WILL NOT HAVE WARNING SYMBOLS DISPLAYED ON THE LABEL

PRODUCTS

- ✓ Plant food
- ✓ Non-toxic insect killer – diatomaceous earth, safer's soap
- ✓ Non-hazardous cleaners
- ✓ Car wax
- ✓ Non-hazardous adhesives
- ✓ Non-hazardous caulking
- ✓ Shoe polish
- ✓ Non-hazardous drywall compound
- ✓ Non-hazardous wood filler
- ✓ Items intended to be used on humans
- ✓ Items intended to be in cooking

KEYWORDS

- ✓ Non hazardous
- ✓ Non-toxic

HOW TO PACKAGE	PACKING LABEL
1. SMALL VOLUMES: Use 20 litre plastic pail 2. LARGE VOLUMES: Use 205 litre steel drum 3. No TDG label required 4. Line bottom of container with Vermiculite 5. Ensure containers are sealed / tightened and are standing upright - **DO NOT** lie them on side or upside down 6. Add non-hazardous products to top of container 7. No need to add additional Vermiculite to top of container	No label required

MERCURY

NON-PROGRAM PRODUCTS

LOOK FOR

PRODUCTS

- Products such as mercuric acid or mercuric chloride or other mercury compounds are non-program toxic products
- ✓ Broken mercury thermometers (should be placed into a sealable plastic bag) - refer to your manual for more information
- ✓ Elemental mercury or devices or material that contains or used to contain mercury

KEYWORDS

- ✓ Mercury
- ✓ Contains Mercury

IMPORTANT

- ✓ Products containing mercury such as thermometers will come in various sizes and shapes
- ✓ Mercury compounds and products with a label that contains wording such as "*mercury*" or "*mercuric*" are not elemental mercury and should be packed as non-program toxic products

HOW TO PACKAGE	PACKING LABEL
1. Use 20 litre pail 2. Attach TDG corrosive label to pail when packing - refer to manual for more information 3. No Vermiculite required *** TAKE CARE NOT TO BREAK THERMOMETERS! NOTE: PACK PRODUCTS WITH MERCURY COMPOUNDS AS NON-PROGRAM TOXIC	

REACTIVE PRODUCTS
NON-PROGRAM PRODUCTS

LOOK FOR

PRODUCTS

- ✓ Any lab chemicals or chemistry set chemicals
- ✓ Products in amber glass jars or lab equipment (glass flasks or graduated cylinders)
- ✓ Could be liquid or solid
- ✓ This category comprises products that may require special handling or treatment due to their reactive or dangerous nature

KEYWORDS

Any product that contains the following chemical names or wording in their description:

- ✓ Pyrophoric
- ✓ Cyanide
- ✓ Sulfide
- ✓ Dangerously reactive or unstable
- ✓ Isocyanate
- ✓ Sodium cyanide
- ✓ Sodium sulphide
- ✓ Zinc dust
- ✓ Aluminum dust
- ✓ Ethyl ether
- ✓ Calcium carbide
- ✓ *Picric acid (very unstable) handle with extreme caution
- ✓ Perchloric acid

HOW TO PACKAGE

- **Lab chemicals can be very dangerous and should only be packed by trained professionals**
- If reactive products are brought to your collection site, put them aside (separate from other products) and notify Product Care Recycling immediately for further instruction

LIGHT BALLASTS WITH PCB'S

NON-PROGRAM PRODUCTS

LOOK FOR

PCB CONTAINING

Ballast has no label or label is unreadable

Ballast label does not contain words indicating no PCB's

KEYWORDS

✓ Non-PCB words not on label

IMPORTANT

- PCB shipments require separate approval under the PCB storage site regulations. Contact Product Care Recycling for additional information

HOW TO PACKAGE

FOR SMALL VOLUMES:

1. Use 20 litre plastic pail
2. Attach TDG Class 9 miscellaneous label to PCB containing ballast pail when packing
3. Line bottom of pail with Vermiculite
4. Add light ballasts to top of pail (maximum 20 ballasts per pail)
5. No need to add additional Vermiculite to top of pail

FOR LARGE VOLUMES:

1. Use 205 litre steel drum (fill drum to a maximum of ¾ to avoid excessive weight)
2. Attach TDG Class 9 miscellaneous label to PCB containing ballast drum when packing
3. Line bottom of drum with Vermiculite
4. Add light ballasts to maximum of ¾ of drum
5. No need to add additional Vermiculite to top of drum

PACKING LABEL

LIGHT BALLASTS NON PCB

NON-PROGRAM PRODUCTS

LOOK FOR

NON PCB CONTAINING

DOES NOT CONTAIN PCB

KEYWORDS

- ✓ Look for Non-PCB / No PCBs on the label
- ✓ Does not contain PCB
- ✓ GE or CGE ballasts with a date code ending in an E or W are not PCB

HOW TO PACKAGE	PACKING LABEL
FOR SMALL VOLUMES: 1. Use 20 litre plastic pail 2. Non PCB containing pail does not require a label or Vermiculite 3. Add light ballasts to top of pail (maximum 20 ballasts per pail)	No label required
FOR LARGE VOLUMES: 1. Use 205 litre steel drum (fill drum to a maximum of ¾ to avoid excessive weight) 2. Non PCB containing drum does not require a label or vermiculite 3. Add light ballasts to maximum of 34 of drum	

ORGANIC PEROXIDE

NON-PROGRAM PRODUCTS

LOOK FOR

PRODUCTS

- ✓ Catalysts (e.g. resin and bondo)
- ✓ Hardeners
- ✓ Curing agents

KEYWORDS

- ✓ Organic peroxide
- ✓ Accelerator
- ✓ Activator
- ✓ Promoters

IMPORTANT

- May be a solid, liquid or paste
- For resin and bondo containers, remove the plastic caps (usually opaque and
- white) and pack the small tube of catalyst in a pail with other organic peroxides

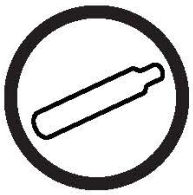
HOW TO PACKAGE

1. Use 20 litre pail
2. Attach TDG organic peroxide label to pail when packing
3. Line bottom of pail with Vermiculite
4. Ensure containers are sealed / tightened and are standing upright - **DO NOT** lie them on side or upside down
5. Pack one layer of products
6. Cover that layer with Vermiculite
7. Add second layer of containers
8. Repeat to top of pail

PACKING LABEL

Appendix G: Examples of WHMIS, GHS and TDG Labels

WHMIS 1988

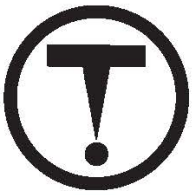


CLASS A
Compressed Gas

CLASS B
Flammable and Combustible Material

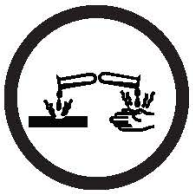
CLASS C
Oxidizing Material

CLASS D-1
Poisonous and Infectious Material (causing immediate and serious effects)



CLASS D-2
Poisonous and Infectious Material (causing other toxic effects)

CLASS D-3
Poisonous and Infectious Material (Biohazardous Infectious Material)



CLASS E
Corrosive Material

CLASS F
Dangerously Reactive Material

productcare RECYCLING

GHS SYMBOLS

Explosives

Flammable Liquids

Oxidizing Liquids

Compressed Gas

Corrosive to Metals

Acute Toxicity

Skin Corrosion

Skin Irritation

Aspiration Hazard

Hazardous to the Aquatic Environment

productcare

productcare RECYCLING

TDG SYMBOLS

Flammable Gas

Non-Flammable Gas

Oxygen & Oxidizing Gas

Toxic Gas

Flammable Liquids

Flammable Solid

Spontaneously Combustable

Dangerous When Wet

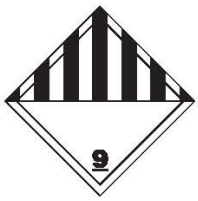
Oxidizer

Organic Peroxide

Toxic Substances

DANGER

Corrosives



Miscellaneous Products

productcare

Appendix H: Other Stewardship Programs in Manitoba

Contact Information for Manitoba Stewardship Program Access		
GENERAL PRODUCTS	**STEWARDSHIP ORGANIZATION**	**CONTACT INFORMATION**
Household Batteries - Single use and rechargeable batteries	call2recycle® Leading the charge for recycling.™	Call2Recycle 1-888-224-9764 customerservice@call2recycle.ca call2recycle.ca
Batteries - Lead acid automotive and industrial batteries	CBA Canadian Battery Association Representing the Industry Since 1970	Canadian Battery Association 250-216-3664 executivedirector@canadianbatteryassociation.ca canadianbatteryassociation.ca
Agricultural - Expired Farm Chemicals, Empty Farm Chemical Container, Storage Bags, Baler Twine, Livestock, Equine Medications	cleanfarms	Cleanfarms Inc. 1-877-622-4460 info@cleanfarms.ca cleanfarms.ca
Electronics - Household Electronic Devices, Accessories, Photocopiers, Microwaves	EPRA RECYCLE MY ELECTRONICS	Electronic Products Recycling Association Recycle My Electronics Manitoba 1-204-415-5947 dennis.neufeld@epra.ca EPRA.ca | recycleMYelectronics.ca
Mobile Devices & Mobile Device Accessories	recyclemycell.ca	Canadian Wireless Telecommunications Association (CWTA) Recycle My Cell 1-888-797-1740 info@RecycleMyCell.ca RecycleMyCell.ca
Automotive Products - Oil, Oil Filters, Antifreeze, DEF Fluid Containers, Empty Oil Containers, Empty Antifreeze Containers		Manitoba Association for Resource Recovery Corp. (MARRC) 204-632-5255 or 1-888-410-1440 marrc@mts.net usedoilrecycling.com
Household Hazardous Consumer designated Materials - Paint, Paint Products, Flammable, Toxic, Pesticide, Corrosives, Aerosols, Physically hazardous materials	productcare RECYCLING	Product Care Association Phone: 1-877-592-2972 ext: 367 204-318-5150 mbfieldcoordinator@productcare.org productcare.org
Thermostats - Mechanical thermostats containing mercury, Electronic thermostats	TRP THERMOSTAT RECOVERY PROGRAM	Heating, Refrigeration and Air Conditioning Institute of Canada (HRAI) Thermostat Recovery Program 1-800-267-2231 x 108 trp@hrai.ca
Tires	TIRE STEWARDSHIP Manitoba	Tire Stewarship Manitoba 204-661-3242 or 1-866-724-5002 info@tsmb.ca tirestewardshipmb.ca
Residential Blue Box - Packaging and Printed Paper	MMSM Multi-Material Stewardship Manitoba Industry funding recycling	Multi-Material Stewardship Manitoba 1-888-410-1440 204-632-5255 info@simplyrecycle.ca simplyrecycle.ca
Medical - Prescription Drugs, Over-the-Counter Medications, Natural Health Products, Medical Sharps	HEALTH PRODUCTS STEWARDSHIP ASSOCIATION	Health Products Stewardship Association 1-844-535-8889 info@healthsteward.ca healthsteward.ca
Contact information for Manitoba Non-Stewardship Program Access		
Propane Cylinders - 5lb - 100lb cylinders		Prairie Propane Ltd. 1-204-999-2146 or 1-204-392-0989 JP@Prairiepropane.ca prairiepropane.ca