



# **AlarmRecycle Collection Site Guidelines**



**Version 1  
October 1<sup>st</sup>, 2011**



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This guideline is intended to provide practical guidance and best management practices for collection site operators regarding staff handling and storing of program products collected under the Product Care Smoke and CO Alarm program. This guideline should be used by collection site operators to instruct staff in using required practices of the program.

The practices described in this guideline are not intended to replace any standards, acts or regulations required under Local, Provincial or Federal law; nor are the guideline intended to relieve the collection site operator or staff of requirements under the law.

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

## **Program Overview**

These Guidelines must be used as best management practises for instructing workers in the correct handling and storage practices for smoke and carbon monoxide (CO) alarm products collected under the AlarmRecycle program. Smoke and CO alarms are units used to detect the presence of smoke or CO in the air and emit a warning alarm to protect human health and property. They can be battery powered or wired to power directly. These are commonly found in households, and other locations where a warning alarm must be provided in the event of a fire.

## **The Plan**

The BC Smoke and CO Alarm Stewardship Plan has been developed by Product Care Association (PCA) to meet to the requirements of the BC Recycling Regulation.

## **How the Program works**

BC residents will bring their smoke and CO alarms to approved collection sites such as yours for proper management. There is no charge for the residents to drop off these products. The program is funded by eco-fees charged on the sale of new smoke and CO alarms. The collected alarms from the collection sites will be transported via PCA approved transporters to a PCA approved recycler, for recycling.

## Collection Site Guidelines

This guideline is written for collection sites that are part of AlarmRecycle, Product Care's BC smoke and CO alarm collection program and is intended to ensure that smoke and CO alarms are collected and handled in the proper manner. It provides direction on:

- How to set up a collection site
- Receiving, sorting, packaging and shipping smoke and CO alarms
- Paperwork and record keeping

If, after reading this guideline, you have any questions, please contact:



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## Section 1: Program Products



### Accepted Products

This program covers “stand alone” smoke and Carbon Monoxide (CO) alarms that perform both a smoke and/or CO detection and alarm sounding function. These products are typically disc, square or rectangular shaped and made of plastic. These can be powered by a battery, plugged in or hard-wired to a building’s electrical system. Batteries included in the alarm are also covered by the program.

**NOTE:** If the alarm is beeping, please remove the batteries to stop the noise.

The four types of accepted products are:

- Smoke alarms (ionization and photoelectric types)
- CO alarms
- Combination smoke/CO alarms
- Combination smoke alarms/heat detectors

Please see next page for examples of accepted products.

## Common smoke and CO alarm shapes





## Non-program products

### Other types of smoke and CO detectors:

The AlarmRecycle program does not accept devices that perform only the detection function and not the alarm function (e.g. a smoke and/or CO detector unit connected to a building-wide monitoring or alarm system). These types of units are typically installed in commercial buildings and are outside the scope of this program. The program also does not accept control boxes or fire bells associated with these products or other types of alarms and detectors (natural gas alarms, propane detectors etc.).



### **Physically damaged smoke alarms:**

Depots should not accept smoke alarms that show signs of severe physical damage or tampering. Please refer to the section on “Other Hazards” for information on potential concerns.

### **Advice for customers**

If a customer brings in a product that cannot be accepted (called non-program) it must be refused and given back to the customer. Direct the customer to the posters and advertising provided by the program to explain the types of products that may be returned. For further information, customers may be directed to:



- **Recycling Council of BC Hotline:** 604-732-9253 or toll-free 1-800-667-4321 or [www.rcbc.bc.ca](http://www.rcbc.bc.ca)
- **Product Care website** at [www.productcare.org](http://www.productcare.org)
- **Email:** [wayne@productcare.org](mailto:wayne@productcare.org)

The RCBC phone number is also on the AlarmRecycle rack card.

Abandoned non-program material or accidentally collected non-program material should be managed separate from the program.

## **Smoke and CO Alarm Return Limit**

Customers may only return 40 Smoke and CO Alarms at one time. If they have more than this amount, please ask them to contact Wayne directly.

## **Service Fees**

Under the program, no fees can be charged to customers dropping off the program products. Eco-Fees which are charged at the point of purchase fund this program. The eco-fee rates vary according to the type of alarm and can be found on our website [www.productcare.org](http://www.productcare.org).

If your facility provides collection services for other products that are not included in the AlarmRecycle program (i.e.: non-program program products) and you charge a fee for that service, you may continue to charge the fees for collection of those items but not for the collection of products included in the AlarmRecycle program. The non-program products must be managed separately from this program.



## **Section 2: Collection Site Set-Up**

The collection area should be supervised. The AlarmRecycle program is not a self-drop or self-serve program. The return collection station should be:

- Convenient and provide easy access for both customers and employees.
- Well planned and allow for efficient and safe removal of full collection containers. Additionally, it should also be easy to replace full collection containers with empty ones.
- Easy for customers to identify as a return station.
- Secure from theft and tampering
- Protected from weather

### **Storage Location**

Once the collection containers are full, they can be removed from the return collection station to the storage location to stage for shipping. The storage area for collected materials should be:

- Away from high-traffic areas
- Inaccessible to the public (i.e. staff only)
- Monitored and safely maintained
- Protected from the elements
- Secured during non operating hours

## **Security**

When the site is closed, access by people or animals must be prevented to make sure that stored smoke and CO alarms are protected from improper handling, theft, or damage. Make sure that all materials are secured inside your facility and protected from weather at all times.



## **Public Access**

The collection sites must be open for the public to return smoke and CO alarms during regular business hours. If customers abandon products on property while the collection site is closed, take them inside and place them in the appropriate containers if they are acceptable items.

If they are non-program material, they should be managed according to the recommendations of your local municipality's waste management division. They should not be knowingly placed into the collection containers provided by the program.

## **Signage & Counter Cards**

In order to inform and make the consumers or customers aware that your site is a collection site for the program, PCA will be supplying you with signage. The signage will inform them of the following:

- Your location is a collection site under the program
- Materials that are/are not acceptable (i.e. the list of acceptable materials)

PCA will provide posters/signage and counter-cards for all sites. Each site will be provided with a poster to use as a sign. The poster must be installed in areas that are easily visible by the public; for example, the poster should be placed near the entrance of your facility or above the collection area.

Collection Site Poster:

# Recycle your old smoke and carbon monoxide alarms here»»



## ACCEPTED PRODUCTS

- Smoke alarms
- Carbon Monoxide (CO) alarms
- Combination smoke/CO alarms

## NOT ACCEPTED PRODUCTS

- Physically damaged smoke alarms
- Smoke/CO detector units designed for use in a building-wide monitoring/alarm system

Find your nearest drop-off location  
[www.alarmrecycle.ca](http://www.alarmrecycle.ca) | 1-800-667-4321



**Program Counter-Card (brochure):**

FRONT:

# Recycle your old **smoke and carbon monoxide** alarms.

Find your nearest drop-off location  
[www.alarmrecycle.ca](http://www.alarmrecycle.ca) | 1-800-667-4321



BACK:



**AlarmRecycle** accepts used or expired smoke alarms, carbon monoxide (CO) alarms, and combination smoke & CO alarms for recycling. To find your nearest drop-off location, visit [www.alarmrecycle.ca](http://www.alarmrecycle.ca) or call toll-free 1-800-667-4321.

**HOW THE PROGRAM IS FUNDED**

**AlarmRecycle** is funded entirely by recycling fees applied to the sale of smoke and CO alarms in BC. The fees fund the collection and recycling of returned products, and may be included in a product's price or displayed as a separate charge at check-out. For more information, visit [www.alarmrecycle.ca/fees](http://www.alarmrecycle.ca/fees).

**FEES EFFECTIVE AS OF OCTOBER 1, 2011**

Smoke Alarms*	\$1.20
Carbon Monoxide Alarms	\$0.60

\*Includes combination Smoke & CO Alarms

## Section 3: Handling, Packing & Arranging Transport

### Supplies

PCA will provide:

- Collection containers (cardboard boxes or flip-top hinged plastic totes) (these will be pre-labelled with AlarmRecycle labels on 2 sides)
- Packing tape
- Poster and counter-cards

NOTE: Boxes will require assembly prior to use. Totes are ready to use.



If you need more of any of these items, please contact Product Care at 1-888-772-9772 ext 216 or order them when you contact us for a pickup

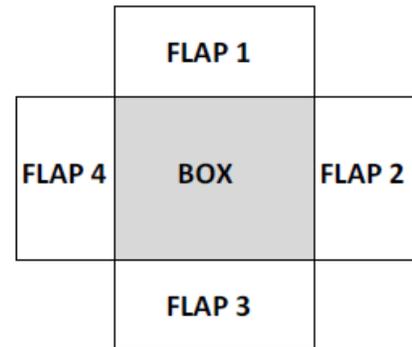
Collection containers sent by Product Care have been pre-labeled with a sticker that reads “Radioactive Material – Excepted Package – Articles, UN2911.” as required under Federal Law. **Do not remove this label.** See Section 6 below for explanation.



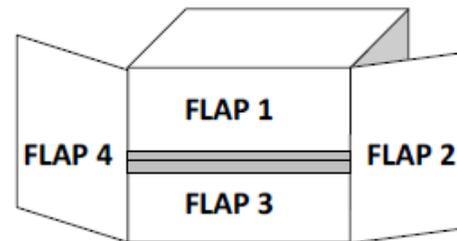
## Packaging

### Collection Box Assembly:

1. Start by unfolding the flattened box into a square shape.

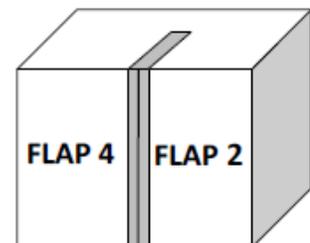


2. Fold Flap 1 and Flap 3 over the box opening until they meet in the middle.



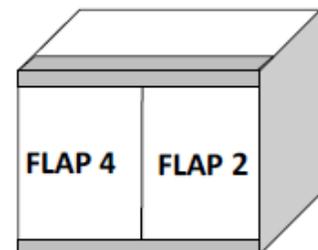
3. Affix two (2) strips of packing tape down the middle of the flaps.

4. Fold Flap 2 and Flap 4 until they meet in the middle.



5. Affix two (2) strips of packing tape down the middle of the flaps. Make sure that the strips of tape reach down the side of the box at least six (6) inches (15 cm).

6. Affix two (2) strips of packing tape along each side of the box where the flaps were closed.



Upon completion of steps 1-6, the box is now ready for use.

## Handling

After the smoke and CO alarms are dropped off at a collection site station or front service counter, the items should be taken from the customer and placed in the collection containers provided.

The following methods will ensure safe handling and minimization of risk:

- The collection containers must remain structurally sound and lack evidence of damage
- Collection containers should be set up to be stable (i.e. they don't tip over easily)
- Collection containers should not be left on counters or places that they could easily be knocked over or down.
- Smoke and CO alarms are to be stored in AlarmRecycle supplied collection containers only.

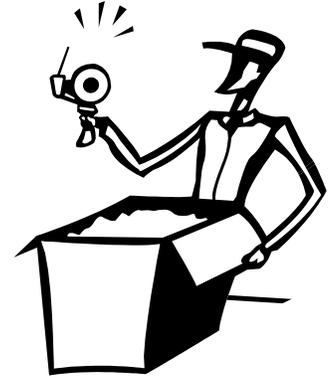
Correctly filling collection containers protects against shifting and breakage during transport. Full smoke and CO alarms containers should be stored and packaged in a way that avoids breakage:

- Do not force smoke and CO alarms into the collection containers. If it does not easily fit within the container and/or the lid will not close then the container is full.
- Do not over fill the collection containers. Overfilled collection containers will be difficult to close during shipping preparations.
- Containers should be stored in such a way that they won't easily tip over or get damaged
- Do not stack boxes of smoke and CO alarms more than 2 high because the smoke and CO alarms on the bottom could be crushed by the weight of the pile.

## Preparing for Shipment

### To pack the boxes:

- Check that the box is structurally sound and has no evidence of damage
- Check that the container is not overfilled.
- Seal boxes with packing tape in preparation for ship-out. Seal boxes using the same method as assembling them.



### To pack the plastic totes:

- Check that the tote is structurally sound and has no evidence of damage
- Check that the container is not overfilled.
- Close the hinged flip-top lids inward so that both sides interlock



**\*\* NOTE: Tote may not exactly as pictured \*\***

## **Arranging Transport**

You should order a pickup once one of your collection containers have been filled. Do not wait until you are down to your last collection container.



When you have full collection containers and would like them picked up you can call, fax or email your information to us.

### **BY PHONE:**

Please call Product Care at 604-592-2972 or toll-free at 1-888-772-9772 ext 216 to place your order. You can also request any supplies needed at this time.

OR

### **BY EMAIL:**

Please email Product Care at [wayne@productcare.org](mailto:wayne@productcare.org) to place your order. You can also request any supplies needed at this time.

OR

### **BY FAX:**

1. Please complete the 'Container Request Form' as shown on the next page. The form is also found in Appendix B: Forms. Please keep this form blank and photocopy as needed. Please request any supplies needed at this time using this form.
2. Please fax the completed form to Product Care at 1-604-592-2982.

Whether you choose to phone, fax or email your order to us, we will send the carrier to pick up the full collection containers and deliver empty replacement ones to you.

### **For the FULL collection containers:**

1. The carrier will arrive at your location. They will either have a bill of lading or the shipping labels with them. This will already be completed with the number of pieces they are picking up. This is based on your request.  
**NOTE:** You can not ship more than the number of pieces recorded on their bill of lading or labels. If you have more collection containers ready to ship - do not ship them. You will need to arrange for another pickup.
2. Review the bill of lading that the driver has brought. Confirm that both your address (as the shipper) and the number of pieces are correct. It is your responsibility to make sure that the information on the bill of lading or shipping labels is correct. This includes the quantity and contents.
3. Once confirmed everything is correct, please sign as the Shipper. The driver will sign as the Carrier. You will be given one copy of the bill of lading. Please keep this bill of lading on file.

Within a few days of the pick-up you should receive your replacement EMPTY collection containers if they are not brought to you by the pick-up transporter. If you have not received please call 604-592-2972 ext. 216.

Please note: the pickup of full collection containers and the drop off of empty collection containers may not be done at the same time. Supplies may also be delivered at a separate time.

### **For Supplies:**

Make sure to order any supplies that you need and at the time you place your order for pickup. These supplies may be delivered to you separately from the replacement collection containers. Ensure that you place an order for supplies before you run out as it could take several days from the time you place an order to when you receive your order.





## AlarmRecycle Container Request Form

Please fax this form to 1-604-592-2982

**TODAY'S DATE:** \_\_\_\_\_

**COLLECTION  
SITE NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**SHIPPING HOURS:** \_\_\_\_\_

**CONTACT NAME FOR DRIVER:** \_\_\_\_\_

**# OF FULL CONTAINERS TO BE PICKED UP:** \_\_\_\_\_

**# OF EMPTY CONTAINERS NEEDED:** \_\_\_\_\_

**SUPPLIES:**

TAPE (For Boxes) \_\_\_\_\_

COUNTER CARDS (Packages of 50) \_\_\_\_\_

POSTERS \_\_\_\_\_

**SPECIAL SHIPPING INSTRUCTIONS:**

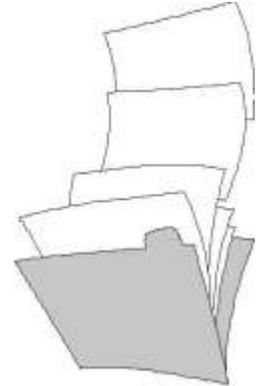
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**Please note: the pickup of full collection containers and the drop off of empty collection containers may not be done at the same time. Supplies may also be delivered at a separate time.**



## Section 4: Record Keeping and Reporting



### Bill of Lading (Waybill)

If the transporter has given you a copy of the bill of lading when delivering empty collection containers and/or picking up full ones, these must be kept in a file available for audit for at least two years.

### Training Records

Ensure that documentation is kept showing that staff had been trained on the information contained in these Guidelines. Have staff review this guideline and sign and date the review form at the back of this guideline.

### Reporting Incidents or Fines

The collection site will provide notice of the following to the program:

- Any incidents that required the assistance of first responders within 24 hours of the occurrence
- Any regulatory orders or fines within 48 hours of receiving such orders or fines.



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## Section 5: Health & Safety

**IMPORTANT:** The Health and Safety section of these Guidelines is a supplement to your facility's existing Occupational Health and Safety Manual and is not intended to replace any standards, acts or regulations required under Provincial or Federal legislation nor are these Guidelines intended to relieve the depot operator or workers of any obligations under this or other legislation.

The section only includes health and safety issues as they pertain to the AlarmRecycle BC Smoke and CO Alarm Program and NOT the other services offered or activities conducted at your facility.



For further information on general health and safety issues, including accident prevention and procedures, please consult the Occupational Health and Safety manual as applicable at your facility or Worksafe BC.

### Lifting Hazard

Moving collection containers of smoke and CO alarms requires bending and lifting which can cause injury if done incorrectly. Simple precautions should be used as a means of prevention.



- When lifting, bring objects near to the body; do not try to lift at arm's length.
- Bend your knees and keep the back straight.
- Only lift what you can manage safely; ask for assistance if it is needed.

Ensure that collection containers are not overfilled to avoid unsafe lifting.

## Other Hazards

Smoke and CO alarms are commonly used in households and are considered safe under normal conditions of use; though some smoke alarms contain a very small amount of radioactive material. The level of radioactivity emitted by the unit in any state is well below background levels and is not a hazard. According to research compiled by the program, a worker could spend 24 hours a day for an entire year two meters away from more than 30,000 smoke alarms and still receive an exposure level less than half of the Worker Compensation limit. There is no feasible scenario that would involve a depot stockpiling the quantity of alarms to reach even half of that limit.

A smoke alarm needs to be physically crushed in order to potentially increase the hazard associated with the product. The robust nature of the casing of smoke alarms ensures that regular wear and tear from consumer use, depot operation or transportation would not cause physical damage to the plastic casing of the smoke alarm. Even if the casing is damaged, the radioactive material is contained in a sealed and extremely robust source within the alarm. Regardless of this low potential risk level, the program will not accept damaged smoke alarms. Depots should not accept smoke alarms that show signs of severe physical damage or tampering.

Although they pose minimal risk, Federal Transportation of Dangerous Goods Regulations requires a simple sticker placed on the box during transport to confirm that they are exempted from relevant Transportation of Dangerous Goods regulations. Collection containers sent by PCA have been pre-labeled with a sticker that reads “[Radioactive Material – Excepted Package – Articles, UN2911.](#)” **Do not remove this label.**



## Section 6: Training

All collection site workers must understand the information provided in these Guidelines and provide a clear understanding of:

- the handling and management of smoke and CO alarms.
- the operations training program and policies/procedures set by the program
- the identification of which products are accepted and not accepted by the program
- the completion of proper shipping documentation and record keeping

Newly hired employees must also be instructed on the information in these Guidelines before they are permitted to handle smoke and CO alarms.

Collection Site Operators should schedule regular training sessions with staff members. This will help staff to regularly practice the correct response actions and be informed up to date on recommended response measures.





## AlarmRecycle Container Request Form

Please fax this form to 1-604-592-2982

**TODAY'S DATE:** \_\_\_\_\_

**COLLECTION  
SITE NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**SHIPPING HOURS:** \_\_\_\_\_

**CONTACT NAME FOR DRIVER:** \_\_\_\_\_

**# OF FULL CONTAINERS TO BE PICKED UP:** \_\_\_\_\_

**# OF EMPTY CONTAINERS NEEDED:** \_\_\_\_\_

**SUPPLIES:**

TAPE (For Boxes) \_\_\_\_\_

COUNTER CARDS (Packages of 50) \_\_\_\_\_

POSTERS \_\_\_\_\_

**SPECIAL SHIPPING INSTRUCTIONS:**

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**Please note: the pickup of full collection containers and the drop off of empty collection containers may not be done at the same time. Supplies may also be delivered at a separate time.**