

British Columbia Smoke and Carbon Monoxide Alarm LVEU Guidelines

July 2016



DISCLAIMER

The LVEU Guidelines (“Guidelines”) are intended to provide practical guidance and best management practices for station operators regarding staff handling and storing of program products collected under the Product Care Smoke and Carbon Monoxide (CO) Alarm Program (“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.

CONTACT INFORMATION

Product Care Association

Toll Free in BC: 1.888.772.9772

Lower Mainland: 604.592.2972

Email: BCalarms@productcare.org

Shipment Requests

Toll-free in BC: 1.888.772.9772 x353

Lower Mainland: 604.592.2972 x353

Email: alarmpickup@productcare.org

Website: www.productcare.org

1 INTRODUCTION

1.1 Program Overview

The 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 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.

1.2 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.

1.3 Large Volume End User Guidelines

The Guidelines are written for large volume end users (LVEU) that are not part of Product Care's BC smoke and CO alarm collection Program, but that may have large quantities of smoke alarms for recycling. The Program is intended to ensure that smoke and CO alarms are collected and handled in the proper manner.

The Guidelines provide direction on:

- How to set up a collection station
- Receiving, sorting, packaging and shipping smoke and CO alarms

If, after reading the Guidelines, you have any questions, please contact:

Jeremy Smith

Service & Logistics Coordinator

Product Care Association

Tel: 604.592.2972 ext.353 Fax: 604.592.2982

Email: alarmpickup@productcare.org

Website: www.productcare.org

2 Included Products

2.1 Smoke and CO Alarms

The Program covers residential-use “stand alone” smoke alarms, as defined by the CAN/ULC-S531 standard¹, and carbon monoxide (CO) alarms, as defined by the CAN/CSA 6.19 standard. Included alarms 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.

The four types of accepted products are:

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

Common Brands: Dicon, Kidde, Garrison, Fire-X, First Alert, American Sensor, BRK

Examples:



¹ Underwriters Laboratory of Canada (ULC) Standards develops and publishes standards and specifications for specific product types, including those having a bearing on fire safety. Fire alarms installed in dwelling units must conform to the CAN/ULC-S531-02 standard.

3 COLLECTION STATION SET-UP

The collection station should be:

- Convenient and provide easy access to drop off and pick up materials.
- 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.
- Secure from theft and tampering
- Protected from weather

4 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

5 HANDLING, PACKING & ARRANGING TRANSPORT

5.1 Supplies

PCA provides:

- Collection containers (cardboard boxes or flip-top hinged plastic totes). These will be pre-labelled with AlarmRecycle labels on 2 sides.
- Packing tape
- Rack cards

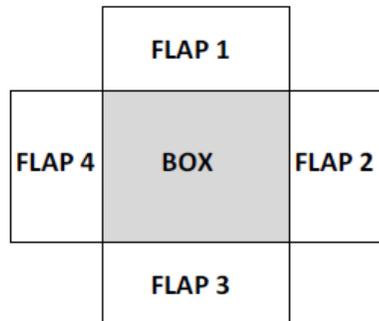
NOTE: Boxes will require assembly prior to use. Totes are ready to use.

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!**

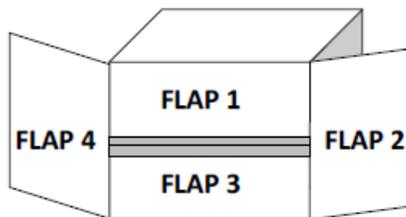


5.2 Packaging: Collection Box Assembly

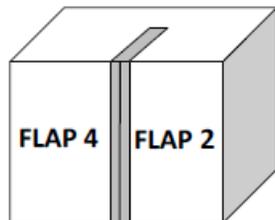
1. Start by unfolding the flattened box into a square shape:



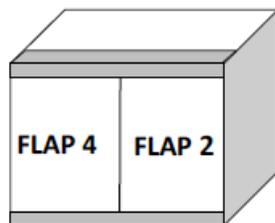
2. Fold Flap 1 and Flap 3 over the box opening until they meet in the middle. Affix two (2) strips of packing tape down the middle of the flaps:



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



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



5.3 Handling

After the smoke and CO alarms are dropped off at a collection station, the items should be 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.

5.4 Preparing for Shipment

To pack the boxes:

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

To pack the plastic totes:

1. Check that the tote is structurally sound and has no evidence of damage.
2. Check that the container is not overfilled.
3. Close the hinged flip-top lids inward so that both sides interlock.
4. Affix two (2) strips of packing tape along the hinged flip top where the lids are closing and around the container perimeter to secure the lid in place.

5.5 Arranging Transport

You should order a pickup once one of your collection containers is 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:

Toll-free in BC: 1.888.772.9772 x353
Lower Mainland: 604.592.2972 x353
Fax: 604.592.2982
Email: alarmpickup@productcare.org

If sending your request by fax, please complete the Container Request Form as shown in Appendix A. Keep this form blank and photocopy as needed. Request any supplies needed at this time using this form.

We will then send the carrier to pick up the full collection containers and deliver empty replacement ones to you:

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 cannot 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.
4. 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 x353.

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.

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.

APPENDIX A: ALARMRECYCLE CONTAINER REQUEST FORM



ALARMRECYCLE CONTAINER REQUEST FORM

Please fax this form to: 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) _____

Rack cards (pack of 50) _____

Posters _____

Outdoor Signage _____

Special Shipping Instructions: _____
