

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

Email: mbospaint@productcare.org

Fax: 1.866.975.2982



MONTHLY INSPECTION FORM

1. Collection Site Details

MONTH:	_____	YEAR:	_____
DEPOT NAME:	_____	TODAY'S DATE:	_____
YOUR NAME (Please Print):	_____	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 PCA

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 PCA (provide date and circle how they were submitted below)

If no, complete section 3 below

Date:

Emailed / Faxed

3. Need spill kit / safety 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'

Oil Pads x 50

Eye Wash Bottle x 1

4. Need promotional materials?

• Order online productcare.org/promotional-materials/, call the number below, or select the material and circle your quantity

Product Information

Guidelines: HHW

Guidelines: Lamps

Guidelines: Paint

Rack Cards (50 / 100)

Poster (1 / 2 / 3 / 4 /

Collection Site Sign (1 / 2)

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