

Saskatchewan HHW Collection Site Guidelines

March 2022



DISCLAIMER

The Household Hazardous Waste Collection Site Guidelines (Guidelines) are intended to provide guidance to operators participating as a collection site in the Saskatchewan Household Hazardous Waste Stewardship Program (the Program). The Guidelines cover the handling of accepted products under the flammable liquids, toxics, pesticides, corrosives, physically hazardous materials and environmentally hazardous materials categories only. Additional guidelines are available for collection sites that manage paint in Appendix H

Product Care Association (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 Worksafe Saskatchewan (WSK). In addition to the Guidelines, collections sites must comply with all environmental, health and safety regulations (WorkSafe Saskatchewan) 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 and hazardous waste. The handling, offering for transport, or transportation of dangerous goods is regulated under the Transportation of Dangerous Goods (TDG) Act and Regulations. The TDG Regulations will apply to a depot operation. You A depot operator 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 Ministry of Environment (SKMOE) office. Workplace safety information can be obtained from your local WorkSafe Saskatchewan (WSK) office.

QUICK REFERENCE SHEET

Program Contact Information

	PHONE (TF: Toll Free)	FAX	EMAIL/WEBSITE
Product Care Association Head Office	TF: 1.877.592.2972	604.592.2982	saskatchewan@productcare.org ; www.productcare.org
Product Care Saskatchewan Field Coordinator	(306) 880-1488		skfieldcoordinator@productcare.org
Product Care Operations Manager	TF: 1.877.592.2972 / 604.592.2972 x213	604.592.2982	OM@productcare.org
Product Care Saskatchewan Operations Coordinator	TF: 1.866.975.2982	604.592.2982	skopspaint@productcare.org
Ordering Communication Materials	1.877.592.2972	604.592.2982	https://www.productcare.org/service-partners/promotion-and-education/
Product Care service partner website	TBA		
Saskatchewan Ministry of the Environment, Waste Stewardship and Recycling	1 (800) 567-4224		centre.inquiry@gov.sk.ca

Emergency Contact Information

	PHONE (24 hrs)
Fire Department, Police or Ambulance	911
Product Care Association Emergency Line	1.877.592.2972
Saskatchewan Government Spill Reporting Line	1-800-667-7525

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 Officer.

- Hazardous Waste Movement Documents (**Bills of Lading**)
- Monthly Inspection Form (**Form 1**)
- Incident Report Form (**Form 2**)

Important Documents

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

- Supply / Waste Pickup Form for Collection Sites: HHW (**Form 3**)
- Shipment Quick Reference Sheet: HHW (**Appendix A**)

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LIST OF ABBREVIATIONS

EMPA	Environmental Management and Protection Act, 2010
GHS	Global Harmonization System (formerly WHMIS)
HHW	Household Hazardous Waste
NP	Non-Program
Product Care	Product Care Association
PPE	Personal Protective Equipment
SK	Saskatchewan
SKMOE	Saskatchewan Ministry of the Environment
TDG	Transportation of Dangerous Goods
WHMIS	Workplace Hazardous Materials Information System Labels (now GHS)
WSK	Worksafe Saskatchewan

GLOSSARY OF TERMS

Program 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
Act	Environmental Management and Protection Act, 2010
Regulation	Household Hazardous Waste Products Stewardship Regulation
Program	Saskatchewan Household Hazardous Waste Stewardship Program

2 INTRODUCTION

Product Care Association of Canada (Product care) manages the Saskatchewan Household Hazardous Waste Stewardship Program (Program), approved by Saskatchewan Ministry of the Environment (SKMOE). The Program provides accessible options for Saskatchewan (SK) 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 include those in Saskatchewan's *Household Hazardous Waste Products Stewardship Regulation* (Regulation) under the Province's *Environmental Management and Protection Act (EMPA)*, the exception of batteries. This is **NOT** a government-run or funded Program.

These Guidelines provide information for the collection of the following HHW program product categories:

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

Additional guidelines are available for collection sites that manage paints

Additional Information Contact

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

3 RESOURCES

3.1 Regulations

Collection sites must adhere to all legal requirements. Applicable regulations include but not limited to:

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 Movement Document provided by the transporter and keep their copy at the collection site for 2 years. For further information refer to the regulations at <https://www.tc.gc.ca/eng/tdg/clear-tofc-211.htm>.

Environmental Management and Protection Act / Household Hazardous Waste Products 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://publications.saskatchewan.ca/#/products/101719>

Municipal Land Use, Zoning Bylaws and other relevant bylaws.

Local municipal bylaws may dictate the activities permitted at the site. Please consult your local bylaws for more information.

Saskatchewan Occupational Health & Safety Act/ Occupational Health & Safety Regulations: This regulation sets out the obligations for all workplaces in Saskatchewan with regards to on-site health and safety.

3.2 Forms and Records

Use of a Movement Document / Bill of Lading (BoL): Every shipment of HHW from a collection site must be accompanied by a Movement Document, often referred to as a Bill of Lading. The Product Care service provider will provide a pre-filled Movement Document for every shipment from a collection site. An example of a BoL Movement Document is illustrated in Appendix A. Completed forms must be kept in a secure location 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 in a secure location on site for a minimum of 2 years. The forms must be available for inspection at all times. An example is illustrated in **Form 1**.

4 RESPONSIBILITIES

4.1 Collection Site Operator

The operator of a HHW collection site is 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 or.
- **Employee training records are keep current**
- 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.

4.2 Collection Site Employee

All collection site employees are responsible for ensuring their work is performed correctly. Employees must:

- Take part in any instruction or training offered.
- Read and become familiar with 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.

PCA Saskatchewan Field Coordinator

The Saskatchewan Field Coordinator is a representative of PCA 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 support on:

- 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 PCA.
- Inspects collection sites to ensure that they are operating in accordance with the Guidelines.

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

5 COLLECTION SITE SET-UP

5.1 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.

5.2 Storage Space Requirements

5.2.1 Refer to the Collection Site Infrastructure Requirements: HHW in Appendix B for structural requirements needed to collect and store HHW products. Ventilation

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

5.2.2 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, e.g. 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.

5.3 Storage Area Layout

Every collection site storage area will be organized differently according to its shape, size and other requirements. It is a regulatory requirement of 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**).

All collection sites must also adhere to the following practices:

- Affix product information posters 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 3: EXAMPLE OF SIGNAGE ABOVE DRUMS



**FIGURE 2: EXAMPLE OF SEA CONTAINER STORAGE /
SIGNAGE**



FIGURE 4: EXAMPLE OF A NOTICE BOARD



FIGURE 5: EXAMPLE OF STORAGE AREA LAYOUT FOR HHW SEA CONTAINER

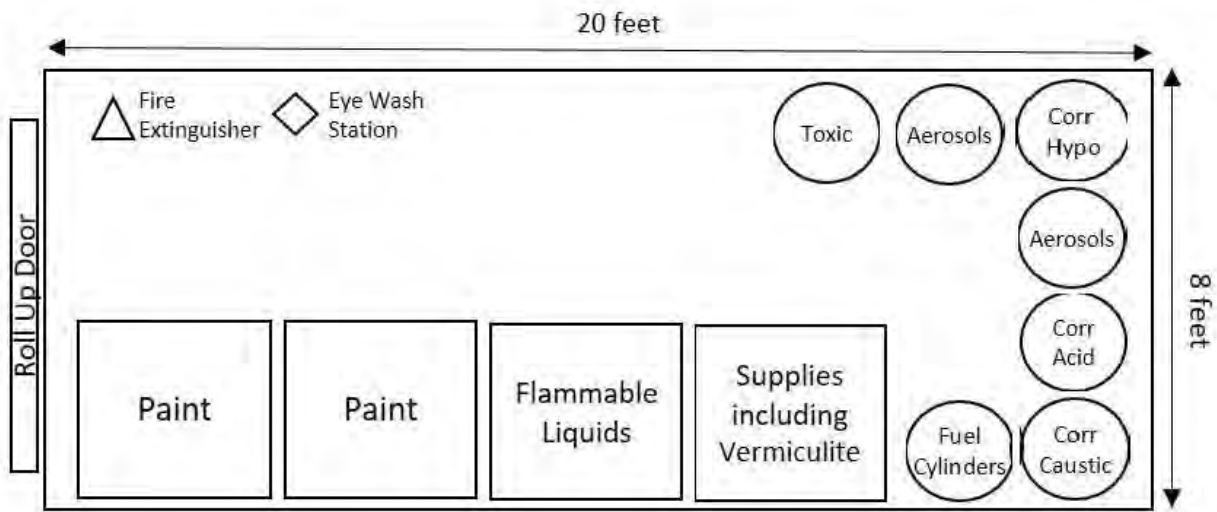
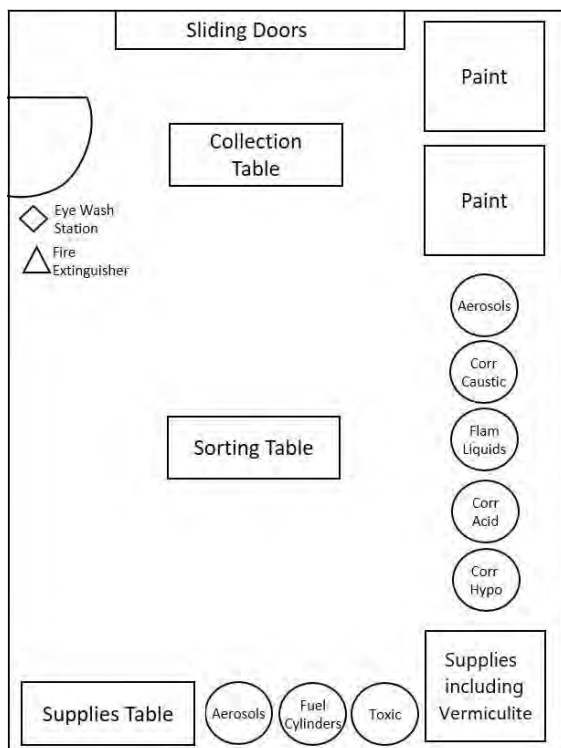


FIGURE 6: EXAMPLE OF STORAGE AREA LAYOUT FOR HHW BUILDING



5.4 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.

5.5 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.

5.6 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 for use in packing area, see **Figure 13**
- Product information posters for collection containers (to aid when sorting and packing material), see **Figure 8**

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

FIGURE 7: TYPES OF COLLECTION CONTAINERS



205 litre steel drum



205 litre plastic drum



4'x4'x3' Tubskid with lid

A collection site that accepts HHW products will require up to 20 separate collection containers to accommodate all HHW product categories (see **Table 1**). Container sizes for products are suggestions only and will depend on the volume of materials a collection site receives.

TABLE 1: COLLECTION CONTAINERS REQUIRED FOR A HHW COLLECTION SITE	
TUBSKIDS	DRUMS
PROGRAM PRODUCTS	PROGRAM PRODUCTS
<ul style="list-style-type: none"> Flammable liquids (gasoline injury cans etc.) 	<ul style="list-style-type: none"> Flammable liquids Fuel gas cylinders Toxic Corrosive caustic Corrosive acidic Non-paint aerosols Corrosive oxidizer / hypochlorite
NOTE: refer to these guidelines for product segregation requirements, as product categories are not comingled.	

TABLE 2: COLLECTION CONTAINERS REQUIRED FOR PAINT AND PAINT AEROSOLS

TUBSKIDS	DRUMS
<ul style="list-style-type: none"> Paint (non-aerosol) 	<ul style="list-style-type: none"> Paint aerosols

5.7 Storing Products

HHW products must be stored safely to ensure that containers are not knocked over, spilled or create a risk of fire or chemical reaction. Further information on category segregation, and receiving, identifying and sorting products before storage can be found in Section 7: RECEIVING, HANDLING & STORING PRODUCTS

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.

5.8 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** in **Appendix D**.

FIGURE 8: PRODUCT INFORMATION POSTERS



5.8.1 Ordering Communication Materials

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

- Online: Go to <https://www.productcare.org/service-partners/promotion-and-education/>
- Call: Toll free 1.877.592.2972
- Add your order to your **Monthly Inspection Form (Form 1)**

6 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 or agricultural uses. HHW must be classified in accordance with criteria set out in the Regulations.

All products accepted by the Program must:

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

6.1 Products Accepted

The Program accepts the following categories of HHW products as shown in **Table 3** below.

TABLE 3: PROGRAM PRODUCTS	
<i>Products included in Product Care's HHW Stewardship Plan as approved by SKMOE.</i>	
PROGRAM PRODUCTS	
<ul style="list-style-type: none"> • Fuel gas cylinders • Toxics • Corrosive caustic • Corrosive acidic • Flammable liquids) • Corrosive oxidizer / hypochlorite • Non-paint aerosols 	

Paint is not included in the Saskatchewan HHW program; however Product Care does manage the Saskatchewan Waste Paint Program and collectors may accept program paint, please refer to separate guidelines from Product Care which are available for paint, found in appendix X.

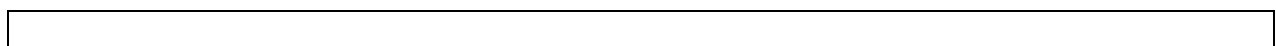
Details regarding each category, identifying symbols and keywords, maximum container sizes and packing instructions are provided in the product information sheets in **Appendix D** of these Guidelines. The product information sheets are designed so they can be a quick reference for staff. Product Information Posters containing similar information can also be ordered for free online at productcare.org/promotional-materials or through the Monthly Inspection Form (**Form 1**), and should be displayed above collection containers.

6.2 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 D** 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 E**.

TDG Labels

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

6.3 Products Not Accepted

The Program does not accept the following products. Details on how to manage customers with these products are provided in section 7 below. **Collection sites may be liable for disposal costs associated with the management of these products if they accept them.**

- ✘ **Industrial or Commercial Use Only Products**
Items designed solely for use in industrial or commercial settings. Will state on the packaging “for industrial use only” or some variation on this wording. The Program is required to accept consumer items ONLY and not industrial wastes.
- ✘ **Cosmetic or Beauty Products**
Items that are designed for consumer application to their person. Commonly known as make-up, bath products, deodorant, etc. Some examples include: nail polish, body spray, hair spray, and bath salts. These items are specifically excluded in the Regulations.
- ✘ **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 alarms¹, 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.

¹ Individual residential smoke detectors can be disposed of with regular household waste.

- ✘ **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 **11.6** for more information.
- ✘ **Products Without their Original Label**

Customers may bring in containers of product with their original labels missing. 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 unlabelled products puts the processors in danger, and thus they are not accepted.
- ✘ **Products not in their original container**

Customers may bring their products in containers that are not the original manufacturer container. For example, milk jugs, glass jars, and other similar containers that have been repurposed to hold the product. These containers are not designed for the safe transport and storage of the product now contained inside, and thus cannot be 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 F**. 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
- ✘ **Leaking or Compromised Containers**

In the event a Product is brought to a collection site in a leaking, unsealed or compromised container, it should not be accepted. Leaking containers cannot be safely handled or transported.

7 RECEIVING, HANDLING & STORING PRODUCTS

7.1 Warnings

- ✓ **ALWAYS** wear appropriate gloves and personal protective equipment, including eye protection, 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!

7.2 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 iii.

7.3 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).
 - **NEVER OPEN A CONTAINER OR GUESS AT ITS CONTENTS!**
 - **NEVER SMELL OR TOUCH THE RESIDUAL PRODUCTS!**
- ✓ Before accepting a product, examine it to ensure it is a Program Product (see **Table 3**).
- ✓ If the product is **NOT** accepted under any circumstances in the Program (see section **6.3**), 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 (see **Appendix F**), direct the customer to a collection site for that product nearest to you for more information. You may also direct the customer to the local authorities (such as the RCMP or Fire Department, see section **6.3** above for further instructions).
- **Collection sites may be liable for disposal costs associated with the management of these 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.

7.4 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 tubskids, drums or pails at the end of each business day.

DISREGARDING THIS INSTRUCTION MAY RESULT IN A CHEMICAL REACTION OR FIRE

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

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. TDG labels are provided by the Product Care service provider.
- ✓ Pack heavy products at the bottom and smaller products on top. This is a safety measure to ensure drums are not too 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.
- ✓ 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.

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

For a detailed description of packing instructions, refer to **Appendix G**. Product Care recommends that sites add this appendix to your noticeboard.

FIGURE 10: CORRECTLY PACKED TUBSKID AND DRUM



7.5 Abandoned Materials

A sign should be placed at the entry to the collection site that warns against abandoning material. Contact the Field Coordinator if you would like to obtain a sign from Product Care. 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 are the responsibility of the collector and must be disposed of through an appropriate method. Contact the Product Care Field Coordinator for assistance in determining appropriate disposal methods.

8 REQUESTING PICKUPS & MATERIALS

8.1 Requesting Materials

Complete the Supply / Waste Pickup Form (**Form 3**) to request new collection containers and Vermiculite. Use the Monthly Inspection Form (**Form 1**) to order spill kit supplies, eyewash station replacement, product information sheets and communication materials.

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

- As a general rule, request a pickup of full containers or order new supplies before all containers on hand are full. 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.
- Collection sites should ensure extra containers for high volume material are available as these containers will fill up more quickly than lower volume ones. For example, experience has shown flammable liquids are a higher volume material than corrosives so ensure you have extra 205 litre steel drums on hand. Empty containers may be stored outdoors.
- 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.

8.2 Requesting Pickups

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

To request a pickup, complete the **Supply / Waste Pickup Form for Collection Sites: HHW (Form 3)** and submit it via the contact information on the form. If you have any questions regarding pickups contact the service provider, as per the contact details on page **iii**.



NOTE: you cannot store more than **one** drum of pesticides so you **MUST** request a pick-up when pesticide collections near 1 full drum. If you have a full drum, you must halt collection until it is picked up.

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

8.3 Preparing Collection Containers for Removal

Complete the following steps when preparing storage containers for pickup:

- Pack collection containers following the directions in section 7.4 above.
- Ensure the lids of all collection containers are secured.
- Do not overfill collection containers. Lids must fit tight and be level in order for loads to be properly secured for transport. To ensure this, do not stack products above the rim of the container. If a lid cannot be closed, the service provider will either ask you to put the overflow into a different collection container or will refuse to accept it.
- Keep the loading area clear.
- Ensure that the collection containers have a packing label (**Figure 11**) affixed. This is a requirement under the regulations.
- Movement documents (bill of lading - BoL) will be provided by the service provider to sign. The person signing the BoL, must be appropriately trained in TDG. By signing the BoL, 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 BoL 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 the 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. 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 such a pallet jack and drum dolly) is available to assist.

FIGURE 11: TDG PACKING LABEL



FIGURE 12: TDG CONTAINER LABEL

WASTE PAINT 1451-1263A			
Profile:	SO:	Product description (shipping name)	
Shipping Name:	WASTE PAINT		
PWC:	1451	Class:	3 TDG Class
UN Number:	UN1263	Packing Group:	II
Safe Handling Procedures:	Keep material away from heat sources and other combustible materials. Never smoke when working with or near the material. Store in a cool, fireproof area.		
SEE MATERIAL SAFETY DATA SHEETS			

In cases of a third-party carrier being utilized, the service provider will send the BoL, 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 BoL.
- 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.

8.4 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. If the container is being transported to another province, a manifest is required. .
- Movement document(s) (bill of lading) 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:

- Provide a signature, date and time of pick up on the bill of lading.
- Keep a copy of the bill of lading 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.

9 COLLECTION SITE MANAGEMENT

9.1 Completing Monthly Inspection Form

Product Care requires you to completely inspect 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 1).**

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 (**Form 1**) or print a copy online at productcare.org/service-partner-support/.

9.2 Document Retention

It is important to keep copies of all documents associated with products collected under the program. Bills of lading 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 and be available for inspection, for at least two years.

10 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 WSK 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 6.1 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

10.1.1 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

10.1.2 Safety Equipment

- Collection Site Guidelines
- Spill kit
- Personal eyewash bottles and / or eyewash stations

10.1.3 Spill Kits

Product Care provides each collection site with a spill kit to deal with emergency spills of Program Products. It is the operator's responsibility 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:

- 1 x disposal bag
- 1 x spill response mini poster
- 2 x 4' universal socks
- 50 x oil pads

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.

10.1.4 Eyewash Bottle and Eyewash Station

Ensure you know the location and proper procedures for using the compressed eyewash bottles. Product Care issues a replacement compressed eyewash bottle every three years or as required. If a compressed eyewash bottle is used, it must be replaced. Please check your bottles regularly to ensure the eyewash has not expired. 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.

FIGURE 13: SAFETY EQUIPMENT



Spill Kit



Spill Kit Contents



Personal Eyewash Station

Replacement supplies can be requested from Product Care, free of charge for spill kits and eyewash bottles in three ways:

- When you call for a pickup
- On monthly inspection forms when they are submitted
- On incident report forms following an incident

10.1.5 First Aid

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

Collection site operators should also ensure that, where a spill may occur, 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.

10.1.6 Personal Protective Equipment (PPE)

PPE is the gear and clothing worn to protect against hazards such as leaking products coming into contact with a person, or accidental splashes from a dropped or broken container. It includes gloves, safety goggles, protective clothing, safety shoes/boots, hard hats, long-sleeved clothing, respirator, or other equipment, which may be needed in the event of a fire or other emergency PPE must be worn 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.

If uncertain about what hazards are present or what gear is needed, assistance can be obtained from the local WSK office or in-house safety specialist.

At a minimum, Product Care recommends the following PPE be provided to all workers. This is only a recommendation and additional equipment may be required by regulation or to respond to workplace needs.

Chemical resistant gloves: To prevent contact with HHW products that may 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 can absorb liquids and keep them in contact with the skin. This can be very dangerous because some poisonous substances are absorbed into the body through the skin
- Gloves should be inspected regularly and replaced immediately if damaged.
- Gloves can become cut or torn on a rough edge or surface.
- Certain gloves can rapidly fall apart when exposed to a flammable or corrosive liquid
- Products may penetrate the glove after several exposures or exposure to a large amount of product.

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



- Safety goggles 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

10.1.7 Clear Well-Lit Pathways

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

10.1.8 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

10.1.9 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 WSK or your safety procedures.

11 EMERGENCIES

11.1 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 |
| • SKMOE Spill Line (24 hrs) | 1.800.667.7525 |

11.2 Emergency Planning

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.

11.3 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.

11.4 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 8.1** for instructions on how to order replacement materials).

11.5 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 (see **Form 2**) 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.

11.6 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 all sizes must be reported to Product Care.

In addition, the Province of Saskatchewan has spill reporting requirements. Spills in quantities equal to or greater than the list in **Table 4** below, must be reported to SKMOE at 1.800.667.7525:

TABLE 4: REPORTABLE SPILL QUANTITIES		
Product Classification	Product	Minimum Spill Quantity
Class 3	flammable materials	100 litres
Class 6.1	toxic materials	1 kg
Class 8	corrosive materials	50 kg

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

11.6.1 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.

11.6.2 Control and Clean-Up:

If you are not comfortable dealing with the spill, call the fire department (911) and the SKMOE 24 hour emergency line 1.800.667.7525.

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 SKMOE 24 hour emergency line 1.800.667.7525

11.6.3 After Clean-Up:

- Place all used spill kit materials, contaminated personnel protective equipment and collected spill 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 (**Form 2**) or by contacting Product Care

11.6.4 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 (**Form 2**) 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

11.6.5 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

12 FORMS

Form 1: Monthly Inspection Form

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

Email: skopspaint@productcare.org

Fax: 1.866.975.2982

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 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?

- 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:

Form 2: Incident Report Form

Send completed form to either:

Email: skopspaint@productcare.org

Phone: 604.592.2927.

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)			
<input type="checkbox"/> SPILL?			
<input type="checkbox"/> Spill in parking lot	<input type="checkbox"/> Customer caused the spill		
<input type="checkbox"/> Spill in reception area	<input type="checkbox"/> Type of surface spilled on: <input type="checkbox"/> gravel <input type="checkbox"/> asphalt <input type="checkbox"/> concrete <input type="checkbox"/> wood <input type="checkbox"/> other		
<input type="checkbox"/> Spill reported to the regulatory authority MSD at 204.944.4888 (as per Sect 10.5 of collection manual)?			
<input type="checkbox"/> Chemicals involved in spill: _____			
<input type="checkbox"/> FIRE?			
<input type="checkbox"/> Fire in paint aerosol drum	<input type="checkbox"/> Fire in paint tubskids		
<input type="checkbox"/> Fire in HHW drum	<input type="checkbox"/> Fire in HHW tubskid		
<input type="checkbox"/> Fire in parking lot	<input type="checkbox"/> Fire in reception area		
<input type="checkbox"/> Fire department called	<input type="checkbox"/> Fire extinguishers used *If yes, the unit(s) must be serviced		
<input type="checkbox"/> Fire in other location: _____			
<input type="checkbox"/> PROPERTY DAMAGE?			
<input type="checkbox"/> Tubskid / drums / pails	<input type="checkbox"/> Building		
<input type="checkbox"/> Other equipment	<input type="checkbox"/> Other property damaged		

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'

☐

Oil Pads x 50

☐

Absorbent

☐

Eye Wash Bottle x 1

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.

Effective April 2018

Form 3: Supply / Waste Pickup Form for Collection Sites: HHW



SUPPLY / WASTE PICKUP REQUEST FORM FOR COLLECTION SITES: HHW

PLEASE SEND COMPLETED FORMS TO Product Care VIA EMAIL skospaint@productcare.org

1. Collection Site Details

Depot Location:			
Depot Name:		Employee Name:	
Telephone Number:		Date:	
Depot Operation Hours:			
Loading Equip Available:			

2. Requesting Supplies:

#	Tubskids	#	Vermiculite
#	Poly Open Top Drums	#	Metal Open Top Drums
#	TDG Drum Labels		

3. Requesting Waste Pickup:

Indicate the number of the following you require. (TS = Tubskid, DM = Drum)

[illegible]

13 APPENDICIES

Appendix A: Shipment Quick Reference Sheet: HHW

To request a pickup:

Email: SKops@productcare.org

Phone: 604.592.2972 Fax: 604.592.2982

SHIPMENT QUICK REFERENCE SHEET: HHW

NOTE: Depending on your location, you should allow up to 10 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.



WASTE PAINT 1493-1263A	
Profile:	SO:
Shipping Name:	WASTE PAINT (shipping name)
PNC:	1493
UN Number:	UN1263
Class:	3
Packing Group:	II
TDG Class	
Safe Handling Procedures: Keep material away from heat sources and other combustible materials. Never smoke when working with or near the material. Store in a cool, fireproof area.	
SEE MATERIAL SAFETY DATA SHEETS	



3. Complete the Bill of Lading (BoL):

- Complete the shipping document, sign and date the BoL. Ensure:
 - The shipment matches the BoL.
 - Placards are used.
 - You keep a signed copy of BoL.
- For shipments 3rd party shipments a partially pre-filled BoL, 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 BoL.
 - 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 B: Collection Site Infrastructure Requirements: HHW

HHW COLLECTION SITE INFRASTRUCTURE REQUIREMENTS

The requirements listed in this document are used by Product Care Association of Canada (Product Care) as part of the application process to operate a Household Hazardous Waste (HHW) Collection Site. The requirements will be 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, provided that the lighting level 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 be moved 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.

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 C: Collection Site Supplies Checklist: HHW

This form is a checklist only, use the source below for orders.

Email: skopspaint@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:	
<input type="checkbox"/> Tubskids (4'x4'x3' plastic box with lid) <input type="checkbox"/> Metal and plastic open top drums <input type="checkbox"/> Plastic pails <input type="checkbox"/> Vermiculite (absorbent for packing) <input type="checkbox"/> TDG Labels including Class 2, 3, 4, 5, 6, 8 and 9 (to be affixed to each storage container prior to packing)	Product Care: Form 4 of the HHW Collection Site Guidelines: 'Supply & Waste Pickup Request Form For HHW Collection Sites'.
2. SAFETY:	
Spill kits which includes: <input type="checkbox"/> 1 x disposal bag <input type="checkbox"/> 1 x spill response mini poster <input type="checkbox"/> 2 x 4' universal spill socks <input type="checkbox"/> 50 x oil pads <input type="checkbox"/> Absorbent Other safety: <input type="checkbox"/> Eye wash bottle (check regularly as they have an expiry date)	Product Care: Form 1 of the HHW Collection Site Guidelines: 'Monthly Collection Site Inspection Checklist'; or call the number above.
3. COMMUNICATION:	
<input type="checkbox"/> Information rack cards and posters <input type="checkbox"/> Collection Site Signage <input type="checkbox"/> Paint Collection Site Guidelines (depot manual) <input type="checkbox"/> Lights Collection Site Guidelines (depot manual) <input type="checkbox"/> HHW Collection Site Guidelines (depot manual) <input type="checkbox"/> Product Information Posters (signage to be placed above the tubskids and drums to aid when sorting and packing material)	Product Care: '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 D: Product Information Sheets

PHYSICALLY HAZARDOUS PRODUCTS / FUEL CYLINDERS

PROGRAM PRODUCTS

LOOK FOR	
 	
  	
PRODUCTS	
Compressed "Fuel Gas" Cylinders: ✓ Propane ✓ Butane	
IMPORTANT	
<ul style="list-style-type: none"> Maximum container size: 5kg NON-REFILLABLE fuel gas pressure cylinders (single use only) Cylinders must have original labels and be in good condition 	<ul style="list-style-type: none"> ✗ Freon is not accepted 
HOW TO PACKAGE	COLECTION CONTAINER LABEL
<ol style="list-style-type: none"> Use 205 litre steel drum Attach TDG flammable compressed gas label to drum when packing No Vermiculite required Ensure fuel cylinders are sealed / tightened and are standing upright - DO NOT lie them on side or upside down 	

TOXIC PROGRAM PRODUCTS

LOOK FOR	
	
PRODUCTS	
<ul style="list-style-type: none"> ✓ Wood preservatives (creosote, green copper preservative) ✓ Methylene chloride ✓ Weed / pest killer (Killex, Round-Up – Consumer Packaging only) 	
KEYWORDS	
<ul style="list-style-type: none"> ✓ Poison ✓ Toxic ✓ Harmful when ingested ✓ Avoid contact ✓ Avoid breathing fumes 	
IMPORTANT	
<ul style="list-style-type: none"> • Products that display a triangle or diamond consumer toxic symbol are non-program and NOT accepted • Must have a consumer toxic symbol or "keywords" indicating product is toxic • Maximum container size: 10 litres 	
<div style="display: flex; justify-content: space-between; align-items: center;"> <div> <p>PESTICIDES MUST HAVE:</p> <ul style="list-style-type: none"> • A poison symbol • Pest Control Product number, typically 5 digits e.g. PCP#12345, and • The word "Domestic" • May be liquid or solid (aerosol pesticides are packed as aerosols) </div> <div>  </div> </div>	
HOW TO PACKAGE	PACKING LABEL
<ol style="list-style-type: none"> 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 	

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)

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) 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
-
- 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 (OXIDIZER/HYPOCHLORITE) PROGRAM PRODUCTS

LOOK FOR



PRODUCTS

- ✓ Algae remover
- ✓ Deck cleaner
- ✓ Bleach or products with bleach
- ✓ Hypochlorite containing products
- ✓ Hydrogen peroxide
- ✓ Chlorine and bromine pucks

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

•

HOW TO PACKAGE

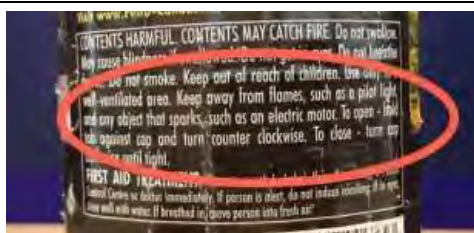
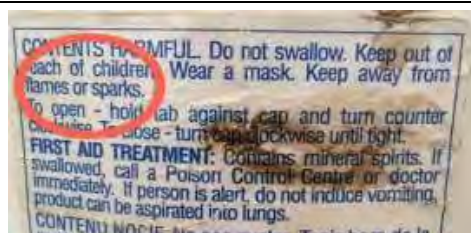
1. Use 205 litre **PLASTIC** drum
2. Attach TDG corrosive AND TDG oxidizer label to drum when packing
3. Line bottom of drum with Vermiculite
4. Ensure containers are sealed / tightened and are standing upright - **DO NOT** lie them on side or upside down
5. Pack one layer of containers
6. Cover that 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 | ✓ Varsol | ✓ Engine additives (any product except engine oil used in an engine or gas tank) | ✓ Camp stove fuel |
| ✓ Paint stripper | ✓ Gasoline | | ✓ Acetone |
| ✓ Mineral spirits | ✓ Adhesives | | |
| ✓ Turpentine | ✓ Kerosene | | |

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



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

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



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



Appendix E: 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 immedi-
ate 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

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

TDG SYMBOLS



Flammable Gas



Non-Flammable Gas



Oxygen & Oxidizing Gas



Toxic Gas



Flammable Liquids



Flammable Solid



Spontaneously Combustible



Dangerous When Wet



Oxidizer



Organic Peroxide



Toxic Substances



DANGER



Corrosives



Miscellaneous Products

Appendix F: Other Stewardship Programs in Saskatchewan

OTHER STEWARDSHIP PROGRAMS IN SASKATCHEWAN

PRODUCTS	MB STEWARDSHIP PROGRAM	CONTACT INFORMATION
Batteries - Single use and rechargeable household batteries	 A Rechargeable Battery Recycling Corporation program	Call2Recycle 1.877.273.2925 customerservice@call2recycle.ca call2recycle.ca
Batteries - Lead acid and industrial	 Canadian Battery Association REPRESENTING THE INDUSTRY SINCE 1970	Canadian Battery Association 250.216.3664 recyclemybattery.ca
Agricultural chemicals and empty containers, veterinary pharmaceuticals		Clean Farms Inc. 1.877.622.4460 info@cleanfarms.ca cleanfarms.ca
Electronic products	 Manitoba Electronic Products Recycling Association	Electronics Products Recycling Association 1.888.567.4535 info@recycleMYelectronics.ca recyclemyelectronics.ca
Prescription drugs, over the counter medication and natural health products sold in oral dosage form		most pharmacies
Oil, oil filters, oil containers, antifreeze, and antifreeze containers	 SARRC Saskatchewan Association for Resource Recovery Corp.	Saskatchewan Association for Resource Recovery Corp. 306.652.7217 usedoilrecyclingsk.com
Packaging and printed paper		Multi-Material Stewardship Western 1.855.886.4558 info@multimaterialsw.ca mmsk.ca
Beverage containers		SARCAN www.sarcan.ca
Thermostats including mercury containing, electronic and mechanical	 TRP THERMOSTAT RECOVERY PROGRAM	Thermostat Recovery Program 1.800.267.2231 ext. 224 hraimail@hrai.ca hrai.ca/trp
Tires	 TIRE STEWARDSHIP OF SASKATCHEWAN	Tire Stewardship of Saskatchewan 306.721.8473 / 1.833.790.1894 contactus@tssk.ca tssk.ca

Appendix G: Packing and Storing Accepted Products

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.



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 product 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



8. Clamp lid on container and stage for shipment.

remove them entirely. Bung plugs can remain tight for other products.		
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Appendix H: Paint Collection Site Guidelines

Saskatchewan Paint Collection Site Guidelines

FEBRUARY 2021



DISCLAIMER

The Collection Site Guidelines (“Guidelines”) are intended to provide guidance to operators participating as a collection site in the Saskatchewan Paint Stewardship Program (the “Paint Recycling Program”). Agreements or contracts referencing Product Care training, collection site or depot manual, guide, or guidelines are all referring to these guidelines.

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 requirements under the law.

Product Care Association (“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 collection site is a place of work regulated by the Worker’s Compensation Board of Saskatchewan (“WorksafeSK”). Further information should be provided by your supervisor. In addition to the Guidelines, collection 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 Paint Recycling Program are dangerous goods. The handling, offering for transport (shipping) and transportation of dangerous goods are regulated under the Transportation of Dangerous Goods (TDG) Regulations. Some or all parts of the regulations may apply to your operations. Further information should be provided by your supervisor.

Further information about environmental requirements can be obtained from your local SK Ministry of the Environment (“MOE”) office. Further information about workplace safety can be obtained from your local WorksafeSK office. Further information about the TDG Regulations can be obtained from Transport Canada.

QUICK REFERENCE SHEET

Contact Information

Product Care Association

Toll-free: 1.877.592.2972 x360

Email: skopspaint@productcare.org

Shipment Requests

Toll-free: 1.877.592.2972 x360

Email: skopspaint@productcare.org

Ordering Communication Materials

Toll-free: 1.877.592.2972 x360

Fax: 604.592.2982

Website: <https://www.productcare.org/service-partners/promotion-and-education/>

In Event of a Spill

Phone (Product Care Association): 1.877.592.2972 (24 hours) – Ext 6

Important Information

Websites:

www.productcare.org

Important Forms

The Guidelines include several important forms to use and photocopy as needed:

- Emergency and/or Incident Report Form (see Appendix C)
- SK Paint Collection Site Guidelines Quiz & Answers (see Appendix D)
- SK Paint Collection Site Notification Forms (see Appendix E)
- SK Paint Pickup Request Form (see Appendix H)

For additional copies, photocopy the form

Keep Important Records On Hand

The following records must be kept in a secure location so they can be produced when requested by a Product Care representative or a regulatory compliance officer:

- Bills of lading
- Emergency and/or incident reports
- Training records



NOTE: Keep these records for a minimum of two years

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LIST OF ABBREVIATIONS

SK	Saskatchewan
BOL	Bill of Lading
GHS	Global Harmonization System (formerly WHMIS)
MOE	Ministry of the Environment
NP	Non-Program or unacceptable material
OHS	Occupational Health and Safety
PPE	Personal Protective Equipment
TDG	Transportation of Dangerous Goods
WHMIS	Workplace Hazardous Materials Information System

GLOSSARY OF TERMS

Program Products	Products accepted at collection sites operating under an agreement with Product Care
Guidelines	Collection Site Guidelines
Program	SK Paint Stewardship Program

1 PAINTRECYCLE PROGRAM

Product Care Association of Canada (“Product Care”) manages the Paint and Household Hazardous Waste Stewardship Program in Saskatchewan (the “Paint Recycling Program”). The Paint Recycling Program is a way for consumers to return leftover household paints through local collection sites. The Paint Recycling Program is the consumer-facing brand Product Care created for the paint recycling program. These Guidelines provide information for the Paint Recycling Program.

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 Paint Recycling Program are those included within SK’s *Waste Paint Management Regulation (SK Reg E-10.21 Reg 3)* (“Regulation”) under the Province’s *Environmental Management and Protection Act*. This is **NOT** a government-run program.

Product Care encourages consumers to do their part in protecting our environment by using the following practices (B.U.D):

- **B**uy only the amount of paint needed for the job.
- **U**se up all paint or give leftovers to friends or neighbours who can use them.
- **D**ispose of leftover paint containers safely and responsibly at a Paint Recycling collection site.

For any left-over paint, remember to store paint products safely for future use in properly sealed, original containers.

The Paint Recycling Program is funded by Environmental Handling Fees (also referred to as EHF or Eco-Fees), and therefore products where an Eco-Fee has not been paid are not acceptable in the Paint Recycling Program. This program is:

- Not meant for commercial or industrial products, except aerosol paint.
- Not meant for Non-Household Paint products (for example roofing products, etc.).
- Meant for **POST-CONSUMER** products **ONLY** (no materials that are returned to stores, part of an insurance claim or not yet sold).

Additional Information Contact

For more information regarding the Program, or if you have any questions after reading these Guidelines, please contact:

Operations Manager
Product Care Association
Tel: 604.592.2972 or Toll-Free 1.877.592.2972 x213
Fax: 604.592.2982
Email: OM@productcare.org

2 RESOURCES

2.1 Regulations

Collection sites must adhere to all legal requirements. The following lists some applicable regulations that relate directly to the Paint Recycling Program. Please ensure you review ALL your legal requirements.

Federal Transportation of Dangerous Goods Act/Transportation of Dangerous Goods Regulation: Federal Transportation of Dangerous Goods Regulations (TDG Regulations) applies to all dangerous goods collected, handled and transported from collection sites. The collection site operator must sign the Manifest/Movement Document (also referred to as a BOL) provided by the transporter and keep their copy at the collection site for 2 years. For more information, refer to <https://www.tc.gc.ca/en/transport-canada/corporate/acts-regulations/regulations/transportation-dangerous-goods.html>

SK Environmental Management and Protection Act/Waste Paint Management 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://publications.saskatchewan.ca/#/products/11239>

Occupational Health & Safety Regulation: The Occupational Health and Safety Regulation contains legal requirements that must be met by all workplaces under the inspectional jurisdiction of WorkSafeSK. The purpose of the Regulation is to promote occupational health and safety and to protect workers and other persons present at workplaces from work-related risks to their health, safety, and well-being. Compliance with the requirements provides the basis on which workers and employers, in cooperation, can solve workplace health and safety problems. For more information, refer to <https://publications.saskatchewan.ca/#/products/677>

2.2 Forms and Records

Bill of Lading (BOL): Every shipment Paint from a collection site must be accompanied by a BOL. The Product Care Service Provider will supply a pre-filled BOL for every shipment from a collection site. An example of a BOL is illustrated in Figure 7 and must be kept by the collection site for a minimum of two years per regulatory requirements.

3 RESPONSIBILITIES

3.1 Collection Site Operator

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

- The requirements described in the Guidelines are applied correctly at the collection site.
- Employees have read the Guidelines and successfully completed the SK Paint Collection Site Guidelines Quiz (see Appendix B) to demonstrate they know the practices they must follow.
- Employees are supervised to ensure they follow the Guidelines, and use any supplied equipment
- Report to Product Care, any faulty equipment belonging to Product Care or any damage to Product Care's equipment
- Evaluate their complete site operations to ensure they are in compliance with the OHS Regulations, including developing a site-specific spill response plan, and completing a site specific risk assessment to evaluate their emergency wash facilities
- Items are accepted at no charge to the consumer

Change of Collection Site Information

Collection sites must provide Product Care written notice a minimum of 90 days in advance of any changes to contact and/or site info including email addresses, operating hours, location, ownership, etc. Failure to report in timely fashion may result in delay of service or temporary even closure of site. See Appendix C for the Collection Site Notification Forms. Please choose the appropriate form for the change you are making.

3.2 Collection Site Employee

All collection site employees are responsible for ensuring their work is performed correctly. Employees must:

- Take part in any instruction or training offered
- Have read the Guidelines and successfully completed the quiz
- Be aware of and apply the work practices and requirements described in the Guidelines correctly
- Report any condition to their supervisor and/or collection site operator that may be dangerous
- Ensure you are following the Guidelines and are using any supplied equipment

4 COLLECTION SITE SET-UP

4.1 Access to the Collection Site

The collection site must be open for the public during regular business hours to return leftover products. The Paint Recycling Program is not a self-drop system and so public must be supervised when returning leftover products.

4.2 Storage Space Requirements

Paint Products

The storage area must have a minimum space of two tubskids (two 4'x4'squares) for storing products. All accepted program non-aerosol paints are to be placed in one tubskid. Tubskids for collecting paint can be stored inside or outside in a secure (ex. fenced) area. If stored outside, the lid must be kept on so to minimize water entry.

Aerosol Paint Products

All aerosol paints, including automotive and industrial paints, are placed in the paint aerosol tubskid or drum. Tubskids or drums for collecting paint aerosols can be stored inside or outside in a secure (ex. fenced) area. If stored outside, the lid must be kept on so to minimize water entry.

4.3 Supplies

Important Forms

The Guidelines includes several important forms to use and photocopy as needed:

- Emergency and/or Incident Report Form (see Appendix A)
- SK Paint Collection Site Guidelines Quiz (see Appendix B)
- Collection Site Notification Forms (see Appendix C)

Collection Materials

Product Care supplies the collection site with the following equipment:

- Storage containers
 - Tubskids
 - Drums (these may be provided for the collection of paint aerosols)
- Safety equipment
 - Spill kit

FIGURE 1: TUBSKID CONTAINER AND UN RATED DRUM



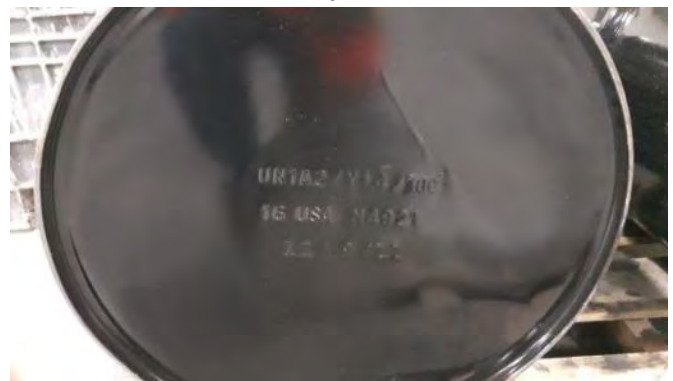
Tubskid



Drum



UN drum stamp on side



UN drum stamp on bottom

FIGURE 1: SAFETY EQUIPMENT



Spill Kit

IMPORTANT:

- All equipment remains the property of Product Care and must be returned upon closure of the collection site
- Report any equipment damaged or service requirements
- Approval is required for equipment maintenance or repairs
- Only use equipment provided by the program for the program
- All Product Care provided equipment including collection containers are NOT to be used for any other reason



NOTE: Product Care does **NOT** provide personal protective gear that may be required by WorksafeSK safety regulations for your place of work, such as protective clothing, safety shoes, hard hats for regular day to day tasks or special equipment that may be needed in a fire or other emergency.

4.4 Communication Materials and Collection Site Signage

Ordering Communication Materials

Communication materials may be obtained by phone (1.877.592.2972), fax (604.592.2982) or through our website at <https://www.productcare.org/service-partners/promotion-and-education/>. If ordering online, choose your province and program when ordering information materials and they will be shipped to you.

Product Care provides the following communications materials*:

- Paint Collection area sign (1). Second one for main entrance is available upon request
- Brochures

*Signs and brochure may be different than pictured in guidelines due to updates.

Collection Area Sign

Collection sites must provide signage showing the hours of operation, items accepted and not accepted in the Paint Recycling Program, and that abandonment is prohibited. Your site is responsible for providing signage at entrance showing hours of operation; Product Care provides signage fulfilling the other requirements. Do not cross off, block or change any information on the sign.

The sign must be placed in a highly visible location near the paint collection area. **We recommend that these signs are installed where you are accepting these products so the consumers and your staff can easily refer to them.**

FIGURE 2: COLLECTION AREA SIGN¹



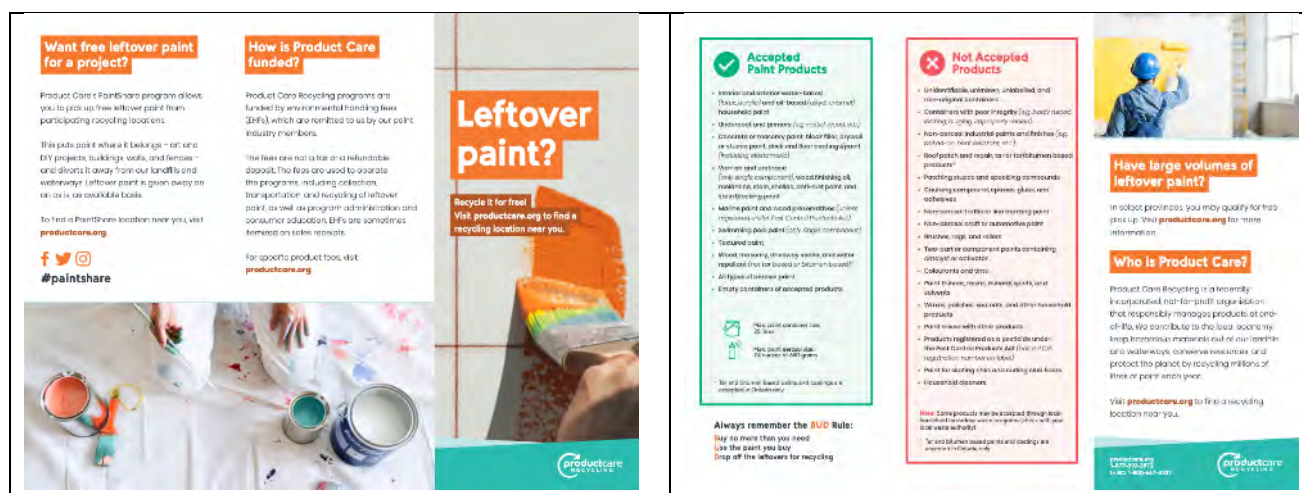
¹ The above image is as of July 2020. This may not be same as what you have on site due to updates.

Promotional Materials

Product Care supplies promotional materials (brochures, etc.) containing important information about the Paint Recycling Program and the products that may be returned.

The brochure offers information about the Paint Recycling Program, including a list of accepted products and encourages the consumer to follow the B.U.D Rule: **Buy** what you need, **Use** what you buy, **Drop** off any leftovers for recycling.

FIGURE 3: BROCHURE (LEFT) AND BACK (RIGHT)¹



¹ The above image is as of July 2020. This may not be same as what you have on site due to updates.

4.5 Security & Access

When the collection site is closed or not attended, people or animals must be prevented from accessing the site to ensure that stored products are protected from incorrect handling or damage. All collection containers must be either secured inside a locked and fenced enclosure or inside the collection site.



NOTE: Do **NOT** allow public access to the collection area without supervision.

NOTE: This Program is **NOT** a self-drop system. Do **NOT** let consumers leave items without reviewing them with your staff or place products directly into the collection containers. They may choose the wrong collection container, drop off unacceptable items or may pack the products incorrectly.

The collection containers are to be located in an area that is relatively flat, on solid ground and have easy access for staff and trucks for shipment. It is preferred to have the collection containers on paved ground.

Abandoned Materials

If items are abandoned on-site during or after hours, take them inside, inspect and sort appropriately. Products not accepted by the program that are abandoned on-site must be disposed of through an appropriate method. For advice on how to manage this material, contact Recycle Saskatchewan at

<https://www.recyclesaskatchewan.ca>

5 ACCEPTED AND NOT ACCEPTED PRODUCTS

5.1 Paint Products We Accept

Paint products accepted by the Paint Recycling Program are architectural (household) paints and coatings in labeled containers under 25 litres (5 gallons) in size and all aerosol paints (automotive, craft and industrial). There are two main types of architectural paints sold to consumers: latex (water-based, often titled “acrylic”) paints and alkyd (oil-based) paints. Both types are accepted by the program regardless of the sheen (gloss, eggshell, matte), or transparency.

ALL containers accepted for collection must:

- Be properly sealed with no leaks.
- In original container for the product.
- Have original, manufacturer labels, clearly identifying their contents.
- Be accepted at no charge



WARNING: An improperly sealed container poses a fire, health and safety and environmental risk. **DO NOT** open containers on site.

Paint Products Accepted by the Program:

- ✓ Interior and exterior water-based (e.g. latex, acrylic) and oil-based (e.g. alkyd, enamel) architectural paint
- ✓ Deck, porch and floor coating (including elastomeric)
- ✓ Varnish and urethane (single-component)
- ✓ Concrete and masonry paint
- ✓ Drywall paint
- ✓ Undercoats and primers (e.g. metal, wood, etc.)
- ✓ Stucco paint
- ✓ Marine paint (unless registered under Pest Control Products Act)
- ✓ Wood finishing oil
- ✓ Wood preservatives (unless registered under the Pest Control Products Act)
- ✓ Melamine, metal and anti-rust paint, stain and shellac
- ✓ Swimming pool paint (single-component)
- ✓ Stain blocking paint
- ✓ Textured paint
- ✓ Block fillers and sealers
- ✓ Wood, masonry, driveway sealer or water repellant (non-tar based or bitumen based)
- ✓ Already empty paint containers

Maximum size: 25 litres (5 gallons)

Paint Aerosols Accepted by the Program:

- ✓ Paint aerosols of all types including automotive, craft and industrial products
- ✓ Empty paint aerosol containers

Maximum size: 680 grams (24 ounces)

5.2 Products Not Accepted as Paint

The following products are **NOT** accepted by the Program:

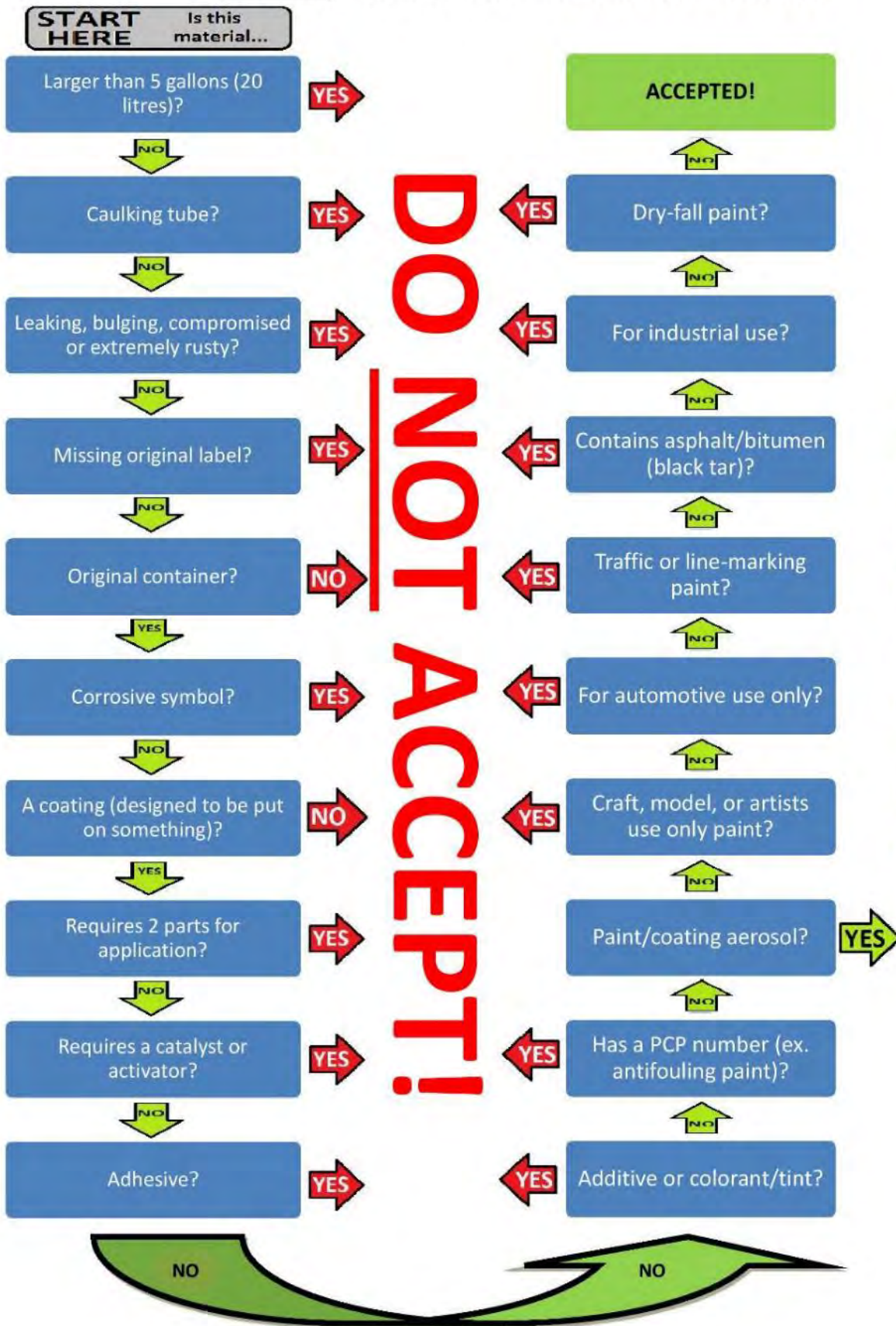
- ✖ Unlabelled containers
- ✖ Brushes, trays, rags and rollers
- ✖ Paint not in their original containers (e.g. glass jars)
- ✖ Leaking or improperly sealed paint containers
- ✖ Paint containers with poor integrity (e.g. badly rusted, burnt, bulging or leaking)
- ✖ Mixed paint (e.g. oil-based with latex)
- ✖ Unidentifiable, unknown or unlabelled products
- ✖ Industrial paint and finishes
- ✖ Paints or wood preservatives that are registered as a pesticide under the Pest Control Products Act (has a P.C.P Registration number on the label)
- ✖ Non-aerosol craft paint
- ✖ Non-aerosol automotive paint
- ✖ Two-part or component paints often containing a catalyst or activator
- ✖ Roofing products (i.e. glue, patch, tar or repair)
- ✖ Asphalt, tar or tar/bitumen-based products
- ✖ Non-aerosol traffic, field, zone or line marking paint
- ✖ Resins, fibre-glass
- ✖ Paint thinner, mineral spirits or solvents
- ✖ Deck cleaners
- ✖ Colorants and tints
- ✖ Caulking compound, epoxies, glues or adhesives
- ✖ Other household chemicals
- ✖ Nitro-cellulose based paints and lacquers
- ✖ Lubricants, oils and antifreeze
- ✖ Windshield Washer Fluid
- ✖ Oil & Latex paints that are mixed in the same container
- ✖ Spray Foam
- ✖ Spray Gun Cleaners
- ✖ Line Marking Paint in paint form (Non-Aerosol)

See Appendix F for detailed photos of products not accepted by the program.

Additional training is available at our Service Partners Page on our website www.productcare.org

It is illegal, as per Federal TDG to send non-accepted product to Product Care for disposal. Doing so may result in your closure as a collection site.

PAINT ACCEPTANCE FLOW CHART



Shipment Quick Reference Sheet

To Request Pickup:

- Phone: Toll-free 1.877.592.2972 x360
- Email: skopspaint@productcare.org
- Fax: 604.592.2982

Please complete and submit Pickup Request Sheet. See Appendix E. For additional copies, photocopy the form.



Paint Pickup Request Sheet

E-mail: skopspaint@productcare.org
Fax: 804-592-2982
Phone: Toll-free 1-888-772-9772 x 360

Today's Date: _____

Depot Name: _____

Depot Address: _____

Depot Phone #: _____

Contact Name: _____

Product	Amount	Container	Tubskid #'s (found on outside of tubskid)
Paint		Tubskid	
Aerosol		Tubskid / Drum	
Supplies needed:			

Please Note: Pick up is based upon transport carrier convenience, when there is space in the truck and when that the truck can be routed to the region of pick up.

When ordering a pick-up please indicate:

- Depot name and address
- Your name
- Number of containers, product type and container type
 - Type: Paint or Aerosol, and if it's a tubskid or a drum
- Any supplies required (Absorbent, spill pads or socks for refilling spill kit, etc.)



Preparing collection containers for pickup:



- Tubskids - Packed correctly. NOT overfilled, not above the rim, lids must fit tight.



- Complete the shipping document, sign and date the BOL.
 - Shipment matches the BOL.
 - Placards are used.
 - Keep a signed copy of BOL

For shipments that have received a partially pre-filled BOL, collection container labels and placards would have also been sent to your depot.

Make sure that:

- You have enough labels for the products
- That the amounts and types of tubskid match that what is already pre-filled on the BOL.
- If quantities do not match, do not ship extra items.
- Label each tubskid and drum. Labels provided
- Give placards to the driver

Product Care **BILL OF LADING** BOL Number

Plant: 7781 Vantage Way, Delta, BC V4G 1A6
Tel: 1-888-772-6772 Fax: (604) 592-2982

BILL OF LADING NO. **108173**

CARRIER Vanguard Bottle Deposits Ltd.				PERMIT NO.			
STREET 1175 Denwood Way				DISPATCHER Gavin			
CITY Delta	PROV BC	PC V4G 1A6	PHONE 604-520-0333	FAX 604-520-0360			
CONSIGNOR (FROM) Save the Planet, Recycle Everything Etc. Co.				CONSIGNEE (TO) Product Care			
STREET 111 - 2345 Hwy Street				STREET 7781 Vantage Way			
CITY Vancouver	PROV BC	PC	CITY Delta	PROV BC	PC V4G 1A6		
PHONE 604-123-4567	FAX		PHONE 604-592-2982	FAX 604-592-2982			

Depot Number

NO. OF PIECES	DS	LN #	SHIPPING NAME	CLASS	PG	DESCRIPTION OF RESIDUAL / ARTICLE	VOL	UNIT
		NA	NA	NA	NA	NA		NA
		NA	NA	NA	NA	NA		NA
	X	1/01255	CANOL	3	B	Food (Fish Food) (22)		L
	X	1/01038	AEROSOLS	2.1		Aerosol Paints		L

Enter the number of containers **Estimate Volume**

Description of the material shipping

NO. OF PIECES	DESCRIPTION OF ARTICLE	WT	UNIT	COMMENTS
	Empty Tubskids		Ka	
	DRUM Empty 55G Approved		Ka	
	NA			
	NA			

24-HOUR NUMBER CANUTRC: 1-888-226-8832	PLACARD REQ. NO	PLACARD TYPE	QUANTITY
--	---------------------------	---------------------	-----------------

Equivalency Certificate SU 7133 (Rev. 11) expiry date: May 31, 2024

I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, are properly classified and packaged, have appropriate hazard labels properly affixed or displayed on them, and are in all respects in proper condition for transport according to the Transportation of Dangerous Goods Regulations.

SHIPPER Save the Planet, Recycle Everything Name (Please Print)	CONSIGNEE Product Care Name (Please Print)	CARRIER Vanguard Bottle Deposits Ltd. Name (Please Print)	DRIVER NAME TRAILER	DRIVER NO
PER	PER	PER	UNIT	PIECE
DATE	DATE	DATE	TIME-START	AT SITE
TIME	TIME	TIME-START	AT SITE	FINISH TIME

Print and sign above

White Copy - Shipper • Yellow Copy - Transporter • Pink Copy - Consignee

6 COLLECTION SITE OPERATIONS

6.1 Receiving and Handling Products from Consumers

Receiving, Examining and Handling Products



When handling and examining products, keep the products at waist level or as close as possible, to lower the risk of getting any liquid product in your eyes.

1. Before accepting a product, examine it to ensure it is:
 - Accepted program product
 - In its original container and clearly labelled
 - The container is sealed and leak proof (i.e. not dented such that the cap or lid will not seal, or so rusty that it can easily be punctured)
2. If the paint is suitable for the Paint Share Program, put it aside for reuse (see section 5.4 on Paint Share). Otherwise, if the container is acceptable, place it in a transfer area.
3. At regular intervals, take the products from the transfer area and place them in the correct collection containers.

FOR PAINT-IN-A-BAG CONTAINERS

Some paint is sold from the manufacturer in bags. The material is considered a program product; and so should be accepted at your collection site, whether it is full, partially full, or empty. The same restrictions apply as with regular paint containers (no leaks, with a cap, and original label) as well as ensuring no rips or tears. Once verified as acceptable, please pack the paint- in-a-bag in to your collection tub/skid. Please see section 6.2 for detailed instructions on packing collection containers.



NOTE: This Program is **NOT** a self-drop system. Do **NOT** let consumers leave items without reviewing them with your staff or place products directly into the collection containers. They may choose the wrong collection container, drop off unacceptable items or may pack the products incorrectly.

Drop-Off Volumes

If a customer wants to return a large number of items that are more than your site can handle:

1. Accept what you can manage.
2. Ask the customer to return another time with the remainder of the items.
3. Direct the customer to contact Product Care if they are unable to return or in the future if they have large numbers of items to return.

If you accept large volumes that hinder your day-to-day collections, Product Care cannot guarantee immediate service.



WARNING:

NEVER open a product to see what is inside.

NEVER transfer or pour products on site.

NEVER open a container to verify its contents.

NEVER guess at what is contained inside the container.

ALWAYS wear appropriate gloves and PPE when handling products

Dealing with an Unacceptable Product

DO **NOT** accept unacceptable product.

1. Provide the consumer with a Product Care brochure.
2. Direct the consumer to contact Recycle Saskatchewan for information regarding alternative disposal (<https://www.recyclesaskatchewan.ca>).

6.2 Storing Products

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

Rules for packing tubskids:

- Pack all products with the lids upright so they do not leak or spill.
- As Paint-in-a-Bag containers are non-rigid plastic nothing can be stacked on top of them. Keep bags on top of the pails and cans in the tubskid.
- Ensure the bag is not pinched when stacking containers into the tubskid
- When packing tubskids, pack heavy items at the bottom with additional smaller products packed on top.
- Do not mix regular paint and aerosol paint cans. Place aerosol paints **ONLY** into separate collection container (tubskid or drum) designated for aerosol paints.
- Pack the collection containers as tight as possible. This helps to keep containers in place and avoids spillage.
- Never overfill the collection container. Make sure the lid sits flat on top.
- Always keep lids on the collection containers to protect the contents from rain and snow.



IMPORTANT: All paint products must be stored in the correct collection containers at the end of each business day.

FIGURE 4: CORRECTLY PACKED TUBSKIDS



6.3 Shipping and Transport

It is important to contact Product Care for a pick-up prior to filling all your empty collection containers. If you do not have any empty collection containers remaining to receive acceptable products, you must discontinue accepting products until empty collection containers arrive. Explain to the public that this is for environmental and safety reasons and that they can return at a later date with their products. Continuing to accept products after all your tubskids or drums 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. Your depot may incur a severe penalty should a spill occur or risk of closure.

Depending on your location, please allow up to 7 (seven) business days for a pick-up.

Requesting a Shipment

Transport time can take up to 7 (seven) business days so shipments should be ordered when:

- Half of the tubskids on your site are full
- The aerosol tubskid or drum is three-quarters full

To request a pickup:

- Complete and submit Pickup Request Sheet. See Appendix G. For additional copies, photocopy the form.
- Phone:

- Toll-free: 1.877-592.2972 x360
- Email: skopspaint@productcare.org
- Fax: 604.592.2982

When ordering a shipment for pick-up please indicate:

- Your collection site name and address
- Your name
- Number and type of collection containers (tubskid or drum)
- Number and type of product (paint and/or aerosol)
- Any supplies required (spill pads or socks for refilling spill kit, tubskid labels, brochures, etc.)

Depending on your location, allow up to 7 (seven) business days for a pick-up.

Preparing Collection Containers for Removal

Complete the following steps when preparing collection containers for pickup:

- Pack collection containers following the directions in 5.2 of the Guidelines.
- Keep the loading area clear.



FIGURE 5: HAZARDOUS COLLECTION CONTAINER LABELS



Figure 6: Label placement and information

- Write the depot number and the BOL number on hazardous collection container labels.
 - This information can be found on the BOL that is either provided by Product Care prior to the pick-up or provided by the driver at the time of pickup. More information on documentation is provided below.
- Complete the labels for paint (Class 3) or aerosols (Class 2.1), per requirements (see below) and place on the appropriate collection containers for shipping (see Figure 5).
 - This is a requirement under the *Transportation of Dangerous Goods Regulation*. The labels have the product name on the bottom of them.
- The hazardous collection container label is to be placed to the left of the tubskid number on the outside of the tubskid or on the side of a drum between the first and second 'ridge'.
 - Please see Figure 5 for tubskid label placement.
 - If the label will not stick to the outside of the tubskid or drum, please use an additional adhesive such as spray glue.
 - Please do not place the hazardous collection container label on the lid or inside the tub, change the size of the labels or cut the labels in half.
 - Under no circumstances should you ship full collection containers without the correct labels.
- Complete the shipping document and sign.
 - By signing the shipping document (bill of lading – BOL), you are declaring that the goods shipped are as indicated and the markings on the label are correct. Ensure you understand the statement at the bottom of each BOL you are signing to ensure shipments are compliant with the *Transportation of Dangerous Goods Regulations*.

NOTE: Do **NOT** overfill collection containers. Lids must fit tight and be level for loads to be properly secured for transport. To ensure this, do not stack products above the rim of the collection containers. If a lid cannot be closed, the transporter will either ask you to put the overflow into a different collection container or will refuse to accept it.

You may be required to assist the transporter to load and unload. Ensure a forklift (or other loading equipment) is available to assist the transporter.

Documentation & Visual Identification

The following documents are associated with the collection of program products:

- Bill of Lading (BOL): this is the shipping document (see Figure 7)
- Collection container labels
- TDG Placards (see Figure 8)

Figure 7: Bill of Lading

Product Care		BILL OF LADING		BILL OF LADING NO. 108173				
CARRIER Vanguard Bottle Depots Ltd.				PERMIT NOS.				
STREET 1175 Derwent Way				DISPATCHER Gavin				
CITY Delta	PROV BC	PC V3M 5V9	PHONE 604-520-0333	FAX 604-520-0363				
CONSIGNOR (FROM) Save the Planet, Recycle Everything Eco-Choice			CONSIGNEE (TO) Product Care					
STREET 111 - 2345 Busy Street			STREET 7781 Vantage Way					
CITY Vancouver	PROV BC	PC	CITY Delta	PROV BC	PC V4G 1A			
PHONE 604-123-4567	FAX		PHONE 604-592-2972	FAX 604-592-2982				
FROM SHIPPER:								
NO. OF PIECES	DG	UN #	SHIPPING NAME	CLASS	PG	DESCRIPTION OF RESIDUAL / ARTICLE	VOL	UNIT
		NA	NA	NA	NA	N/A		n/a
		NA	NA	NA	NA	N/A		n/a
	X	UN1263	PAINT	3	II	Paint (Flash Point <23)		L
	X	UN1950	AEROSOLS	2.1		Aerosol Paints		L
TO SHIPPER:						Description of the material shipping		
NO. OF PIECES	DESCRIPTION OF ARTICLE			WT.	UNIT	COMMENTS		
	Empty Tubskids				Kg			
	DRUM, Empty, UN Approved				Kg			
	n/a							
	n/a							
24-HOUR NUMBER		PLACARD REQ.		PLACARD TYPE		QUANTITY		
CANUTEC 1-888-226-8832		NO						
Equivalency Certificate SU 7133 (Ren. 11) expiry date: May 31, 2024								
I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, are properly classified and packaged, have dangerous goods safety marks properly affixed or displayed on them, and are in all respects in proper condition for transport according to the Transportation of Dangerous Goods Regulations.								
SHIPPER		CONSIGNEE		CARRIER		DRIVER NAME		DRIVER NO.
Save the Planet, Recycle Everything		Product Care		Vanguard Bottle Depots Ltd.				
Name (Please Print)		Name (Please Print)		Name (Please Print)		TRAILER		
PER.		PER.		PER.		UNIT		PIECES
DATE		DATE		DATE		AT SITE		FINISH TIME
TIME		TIME		TIMES-START				
Print and sign above								
White Copy - Shipper • Yellow Copy - Transporter • Pink Copy - Consignee								

FIGURE 8: TDG PLACARDS



Class 2.1 placard



Class 3 placard

In most cases, the transporter will have the BOL, the required collection container labels, and the placards with them at the time of pick up. As required by the TDG Regulations, make sure that:

- The shipment matches the information found on the BOL.
- The appropriate collection container labels are attached to each shipping container.
- The appropriate placards are supplied to the transporter.

In certain locations, a partially pre-filled BOL, collection container labels and placards are sent by Product Care to the collection site operator directly in advance of pick up. If you have received these documents in advance:

- Please confirm you have enough labels for the products you are shipping. Every item being shipped must have the appropriate collection container label. If you do not have enough, please contact Product Care when making your pickup request and advise what products you require.
- Only send the amounts and types of collection containers that are already pre-filled on the BOL. Note that the required placards and weights listed on the BOL are based on the quantities you had advised Product Care of when calling in for pick up.
 - If you do not have the quantity available listed on this Bill of Lading, please contact Product Care to help determine what quantities will need to be changed. If you have more than the quantity listed, do not ship these extra items. They will need to be put aside and shipped at a later date.
- Label each collection containers with the collection container labels provided.
- Supply the placards provided to the driver for the shipment as per the information on the bill of lading.

In addition, when the transporter picks up the products, you must:

- Provide a signature, date, and time of pick-up on the shipping documents.
- Keep a copy of the shipping documents for your records.

- For collection sites that receive paperwork directly from Product Care, fax or email a copy of the signed BOL to Product Care.
- If requested, open collection containers for the driver to verify the contents.
- Ensure a staff member is available to handle these requirements to avoid shipping delays.

Document Retention

It is important to keep copies of all documents associated with products collected under the Program. The BOLs are required to provide proof to Product Care of products collected and to confirm that the monthly payments are accurate. All documents should be kept for a minimum of two years per regulatory requirements.

6.4 Health & Safety Hazards



NOTE: This section is only provided as an additional reference and guidance for your company/organization's Health and Safety Program and Emergency Plan; follow those instructions.

General safety guidelines for handling paint:

- No smoking near the paint collection and storage area.
- Do **NOT** open paint containers.
- Do **NOT** accept improperly sealed containers or unknown materials.
- Do **NOT** accept non-program materials.
- Read the label on each container to confirm the product is accepted by the program.
- Follow basic hygienic procedures.
- Follow the procedures outlined in these Guidelines.

Tripping Hazards

Since products must be carried from the customer vehicle to the staging area, and then to the collection containers, pathways must be well lit and kept clear of obstructions.

Lifting Hazards

Removing products from a customer's vehicle and/or staging areas and placing them in collection containers requires bending and lifting. Handling containers 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.
- All items must be carried at waist level or as close as possible.

Hazard Symbols

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

Poison Hazard



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

Avoid breathing vapours, ingestion and skin contact.

Explosive Hazard



A compressed gas is a product whose contents are under pressure (e.g., an aerosol can).

Do **NOT** throw the container and store the product in appropriate containers. It may be dangerous if the container is accidentally heated, punctured or crushed.

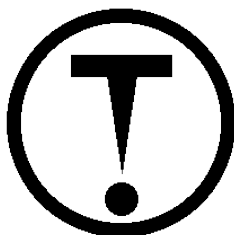
Flammable Hazard



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

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

Toxic Hazard



This symbol is a warning that the product has other affects that could be toxic over time or with consistent exposure.

Avoid ingestion and skin contact.

Protection from Other Hazards

At the collection site, there may be physical hazards such as moving vehicles or objects that could fall and cause an injury. These hazards are different in every collection site so it is very important for the operator to identify them and ensure workers are able to take necessary precautions.

First Aid

A first aid program is required in all places of work. First aid requirements are regulated by WorkSafeBC and depend on the type of business and the number of workers present.

7 EMERGENCIES

7.1 Emergency Plan

It is important for the operator and collection site workers to know what actions must be taken 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. Accordingly, please follow your own emergency plan and use the information below as a reference.

7.2 Emergency Training

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

7.3 Fire

Every work site must have a fire safety plan in place. The following are some suggestions for procedures in case of a fire.

- Ensure safety by evacuating the site and moving everyone to a predetermined safe location up wind of the fire.
- Call the fire department.
- If it is safe to do so, use a fire extinguisher to put out the fire.
- Report the fire to the program office at the number shown on the list of Emergency Contacts.
- Complete the Emergency and/or Incident Report form and send it to Product Care immediately, when it is safe to do so



NOTE: Your local fire department will be able to assist in recommending fire incident procedures for your site.

7.4 Dealing with a Spill

It is important that all collection site workers know the correct steps to take in the event of a spill when a product is dropped or damaged during handling (collection, storage, and shipment).

Spill Kits

Product Care provides each collection site with a spill kit to deal with emergency spills of program products. It is the operator's responsibility to ensure the spill kit location is known to staff, contains all of the required supplies originally provided and is quickly and easily accessible to collection site staff at all times. Storage of spill kit in the same place over long periods of time can accumulate in dust and dirt/debris being on top. Please clean off bag regularly to avoid build-up and risk of injury to staff when retrieving the bag.

Spill kits come equipped with:

- 1x disposal bag (to place used materials in)
- 1x spill response mini poster
- 2x 4' universal absorbent socks
- 50x oil absorbent spill pads

FIGURE 9: SPILL KIT SUPPLIES



Spill Response

A spill response plan must be created that is site specific. The following steps outline the basic procedures when handling a spill, and can be used in your site-specific spill response plan.



NOTE: Large spills that cannot be safely managed by your staff, escapes containment, spills that reach waterways, chemical reactions or fires should be handled by qualified professionals. Do not attempt to respond to such incidents. Follow the collection site emergency response procedure in your Emergency Plan.

Your local fire department is trained in handling dangerous goods incidents. We strongly suggest developing a response plan with their assistance and cooperation.

1. **CARE:** Ensure personal safety by evaluating the spill or incident. For spills that can be managed by collection site staff, wear any protective gear required to perform regular site activities, and secure the area.

2. **CONTROL:** Stop the flow by placing the spilling container in a position where the least amount will spill
Examples: an open container on its side would be placed upright, placing the leaking container into another container, or placing a spill sock around the container to catch the spill.



- Determine if there is a drain near the spill. If so, wrap the absorbent sock around the drain to stop any potential liquid from entering. Absorbent socks can also be used to circle spills to contain liquids and prevent further spread. Make sure to overlap the ends of socks to create leak-proof barriers.



- Sprinkle floor dry around the spill to avoid springing as well as over the spill to help with clean-up



- Absorbent pads should be placed directly on spills to absorb liquids quickly.



3. CLEAN-UP:

- Use the materials in the spill kit to contain and clean up the spill.
- Collect all the spilled material with absorbent and/or absorbent pads and place it in the plastic bag(s), along with any used spill control supplies, contaminated protective clothing you may be wearing (i.e. gloves) and cleaning materials.





- Seal the plastic bag(s) containing the recovered spilled material.
- Label the bag(s) to identify the contents and contaminates and place it in the collection container that the spilled container would have been packed into.



- Remove any contaminated clothing. Wash thoroughly to remove spilled material from your hands or body.
- Replace any used spill control supplies. Additional replacement supplies can be ordered from Product Care (indicate so on your Incident Report form).

4. **CONTACT:**

- Report ALL spills where the spill kit supplies are used, and all other incidents involving program materials or program equipment, to Product Care at 1.877.592.2972 Ext 6 (24 hours).
- After reporting the incident, complete the Emergency and/or Incident Report Form with all the details of the spill and send it to Product Care immediately:

Fax: 604.592.2982

Email: SKopspaint@productcare.org

Replacement supplies can be requested for free* from Product Care in three ways:

- When you call for pickup
- On your monthly inspection form
- On the incident report form

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

8 VISITS BY PRODUCT CARE'S REPRESENTATIVE

Product Care representatives may visit your location. Please assist the representative by having your records readily available. These visits are also a valuable opportunity to discuss any concerns or questions you may have about the Paint Recycling Program. If between visits you have any concerns or questions, please contact Product Care rather than waiting until a Product Care rep comes to visit. Please see contact info on Quick Reference sheet located at the beginning of these guidelines to determine the correct person to contact.

APPENDIX A. EMERGENCY AND/OR INCIDENT REPORT FORM

EMERGENCY and/or INCIDENT REPORT

Collection Site Name:			
Collection Site Location:			
Employee Name:			
Phone Number:			
Date of incident:		Time of incident:	
Were other programs involved? If yes, please list:		Were regulators involved/contacted? If yes, please list:	
Instructions:	Check one of the following emergencies and fill out the appropriate information. Attach a separate form if you need more space.		

☐ **SPILL?**

<input type="checkbox"/> Spill in parking lot <input type="checkbox"/> Spill in reception area <input type="checkbox"/> Spill in other area: _____ <input type="checkbox"/> Spill caused chemical reaction Chemicals involved in reaction (if known): _____	<input type="checkbox"/> Customer caused spill Quantity Spilled: _____ Type of surface spilled on: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Gravel <input type="checkbox"/> Asphalt </div> <div> <input type="checkbox"/> Concrete <input type="checkbox"/> Wood </div> </div>
--	--

☐ **FIRE?**

<input type="checkbox"/> Fire in parking lot <input type="checkbox"/> Fire in reception area <input type="checkbox"/> Fire in aerosol paint tubskids or drums <input type="checkbox"/> Fire in paint tubskids	<input type="checkbox"/> Fire in other area: _____ <input type="checkbox"/> Fire Department called <input type="checkbox"/> Fire extinguishers used (if so, the unit(s) must be serviced)
--	---

☐ **PROPERTY DAMAGE?**

<input type="checkbox"/> PCA Equipment damaged <input type="checkbox"/> Tubskid damaged	<input type="checkbox"/> PCA drum damaged <input type="checkbox"/> Other property damaged: _____
--	---

☐ **OTHER?**

<input type="checkbox"/> Lifting or carrying injury <input type="checkbox"/> Slip & fall accident	<input type="checkbox"/> Inhalation or exposure to chemicals or fumes <input type="checkbox"/> Other: _____
--	--

Describe in detail the incident or accident including any events leading up to and immediately following. This also includes exposure to chemicals, smoke, chemical inhalation and bodily injuries, as well as property damage. If a spill occurred, what was spilled, and any other information that is important to this incident:

Describe your response effort (what did you do?):

Was staff wearing protective gear?

- ☐ Yes
☐ No

Was anyone hurt?

- ☐ Yes
☐ No

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

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

Phone and report the incident immediately on the emergency phone line. Once form is complete, please email or fax to Product Care using the contact information below.

Email: SKopspaint@productcare.org

Emergency Telephone: 1-877-592-2972, Ext 6 (available 24 hours)

Fax: 604-592-2982

Employee Name: **Signature:**

Manager Name: **Signature:**

APPENDIX B. SK PAINT COLLECTION SITE GUIDELINES QUIZ



SK PAINT COLLECTION SITE GUIDELINES – QUIZ

This quiz lets you see how much you have learned by reading the manual. There may be more than one correct answer to each question. Circle the best answer, for example b. If you do not know an answer, look it up in the manual. When finished, give the quiz to the depot operator to mark and discuss any mistakes you may have made.

1. If a customer brings a product you cannot accept, who do you refer them to?

- a. Product Care
- b. Recycle Saskatchewan
- c. Another depot
- d. Where they purchased the product

2. Who requires TDG Training & Certification?

- a. Anyone who collects dangerous goods like Paint or Aerosol Paints
- b. Anyone who handles dangerous goods like Paint or Aerosol Paint
- c. Anyone who ships out dangerous goods like Paint or Aerosol Paint
- d. All of these

3. Depot workers are responsible for

- a. Reporting conditions that may be dangerous
- b. Using work procedures described in these guidelines
- c. Taking part in safety instructions
- d. All of these

4. Some paint from the store is brought to you from a damaged shipment to a store. Is it acceptable?

- a. Yes
- b. No

5. Which of these products are not accepted in this program?

- a. Industrial products
- b. Roofing materials
- c. Leaking or poorly sealed containers
- d. Unlabelled Containers
- e. Containers larger than 20 Litres
- f. All of these

6. Do not accept container if it

- a. Does not have original label
- b. Is not in its original container
- c. Is extremely rusty
- d. All of these

SK PAINT COLLECTION SITE GUIDELINES QUIZ CONTINUED

7. Which of these leftover consumer products are accepted in the Paint program?

- | | |
|---|--|
| a. Gasoline, diesel fuel and propane | b. Pesticides, cosmetics and pet products |
| c. Paint and paint aerosols | d. Paint for crafts, cars or colorant |
| e. Aerosol adhesives, cosmetics and beauty products | f. Cleaning products, solvents and insect repellants |

8. What are indicators that paint may be industrial and not accepted?

- | | |
|-----------------|-----------------|
| a. WHMIS Label | b. 2 Part |
| c. Quick Drying | d. All of these |

9. What is one thing you should always do

- | | |
|--|--|
| a. Open a product to see what's inside | b. Transfer or pour products on site |
| c. Put returned products on their sides in the collection containers | d. Wear appropriate PPE when handling products |

10. In case of a spill, you must quickly

- | | |
|----------------------------|-------------------------------------|
| a. Determine size of spill | b. Secure area and put on PPE |
| c. Grab spill kit | d. Follow spill clean-up procedures |
| e. Advise Product Care | e. All of these |

Staff Name (Please print)

Depot Name (Please print)

Staff Signature

Date

SK PAINT COLLECTION SITE GUIDELINES – ANSWERS TO QUIZ

This information is provided for the depot operator to check a completed quiz and discuss any mistakes that the worker may have made.

- 1. If a customer brings a product you cannot accept, who do you refer them to?**
b. RCBC
- 2. Who requires TDG Training & Certification?**
d. All of these
- 3. Depot workers are responsible for**
d. All of these
- 4. Some paint from the store is brought to you from a damaged shipment to a store. Is it acceptable?**
a. No
- 5. Which of these products are not accepted in this program?**
f. All of these
- 6. Do not accept container if it**
d. All of these
- 7. Which of these leftover consumer products are accepted in the Paint program?**
c. Paint and paint aerosols
- 8. What are indicators that paint may be industrial and not accepted?**
d. All of these
- 9. What is one thing you should always do**
d. Wear appropriate PPE when handling products
- 10. In case of a spill, you must quickly**
e. All of these

APPENDIX C. SK PAINT COLLECTION SITE NOTIFICATION FORMS (Change in Name, Address, Owners and Depot Closure)

NOTIFICATION OF NAME CHANGE

Current Name of Depot: _____

Depot Phone No.: _____

Depot Address: _____

Depot Contact: _____

Effective Date: _____

CHANGE DETAILS

With the name change, is this an “operating as” or a legal name change? Will the corporation named on the contract remain same or will it be changing? This will help determine if new contracts are required.

☐ **Corporate (Legal) name is staying the same; just the operating name is changing**

☐ **Corporate (Legal) name is changing**

NEW DEPOT NAME INFO:

New name of Depot: _____

Email: _____

Phone: _____

Reason for the name change: (please give details):

Please provide the steps involved in making this decision to close: (Please use additional paper if required)

If you had the opportunity would you participate in our program again? ☐ Yes ☐ No

What comments do you have on our program? (Please use additional paper if required)

What could we do to improve the program in the future? (Please use additional paper if required)

Other Comments: (Please use additional paper if required)

Have you had any spills at this site? Yes No

If yes – please advise date _____ Was spill reported? Yes No

If not reported, why not? _____

By signing this form, I verify the above information is correct and complete.

Print Name

Position

Signature

Date

**Please send this completed form to skopspaint@productcare.org
or via fax to 604-592-2982. Thank you.**

NOTIFICATION OF ADDRESS CHANGE

Name of Depot:

Depot Phone No.:

Depot Address:

Depot Contact:

Effective Date:

NEW ADDRESS – this is very important, as we have to give 30 days' notification to the Ministry of Environment before you can start collecting at new site

Name: _____

Address: _____

Email: _____

Phone: _____

Hours: _____

Reason for change of location (Please use additional paper if required):

Please provide the steps involved in making this decision to change locations: (Please use additional paper if required)

What comments do you have on our program? (Please use additional paper if required)

What can we do to improve the program in the future? (Please use additional paper if required)

Other Comments: (Please use additional paper if required)

Have you had any spills at this (old) site?

Yes

No

If yes – please advise date(s) _____ Was spill reported? Yes

No

If not reported, why not?

By signing this form, I verify the above information is correct and complete.

Print Name

Position

Signature

Date

Please send this completed form to skopspaint@productcare.org

or via fax to 604-592-2982. Thank you

NOTIFICATION OF OWNER CHANGE

Name of Depot:

Depot Phone No.:

Depot Address:

Depot Contact:

Effective Date:

SALE DETAILS

With the new ownership, will the corporation named on the contract remain same or will it be changing? This will help determine if new contracts are required.

☐ Corporate name is changing

☐ Corporate name is staying same

NEW OWNER CONTACT INFO:

Name: _____

Address: _____

Email: _____

Phone: _____

CURRENT OWNER CONTACT INFO:

Forwarding address, email & phone number (soon to be Previous Owner):

Reason for change of owner: (please give details):

Please provide the steps involved in making this decision to close: (Please use additional paper if required)

If you had the opportunity would you participate in our program again? ☐ Yes ☐ No

What comments do you have on our program? (Please use additional paper if required)

What could we do to improve the program in the future? (Please use additional paper if required)

Other Comments: (Please use additional paper if required)

Have you had any spills at this site? Yes No

If yes – please advise date _____ Was spill reported? Yes No

If not reported, why not? _____

By signing this form, I verify the above information is correct and complete.

Print Name

Position

Signature

Date

Please send this completed form to skopspaint@productcare.org

or via fax to 604-592-2982. Thank you

NOTIFICATION OF DEPOT CLOSURE

Name of Depot:

Depot Phone No.:

Depot Address:

Depot Contact:

Effective Date:

CURRENT OWNER - Forwarding address, email & phone number:

Reason for depot closure:

- ☐ Financial
- ☐ Lack of resources or support
- ☐ Selling business
- ☐ Lack of time
- ☐ Other

Details: (please use additional paper if required)

Please provide the steps involved in making this decision to close: (Please use additional paper if required)

If you had the opportunity, would you participate in our program again? ☐ Yes ☐ No

What comments do you have on our program? (Please use additional paper if required)

What could we do to improve the program in the future? (Please use additional paper if required)

Other Comments: (please use additional paper if required)

Have you had any spills at this site? Yes No

If yes – please advise date(s) _____ Was spill reported? Yes
No

If not reported, why not?

By signing this form, I verify the above information is correct and complete.

Print Name

Position

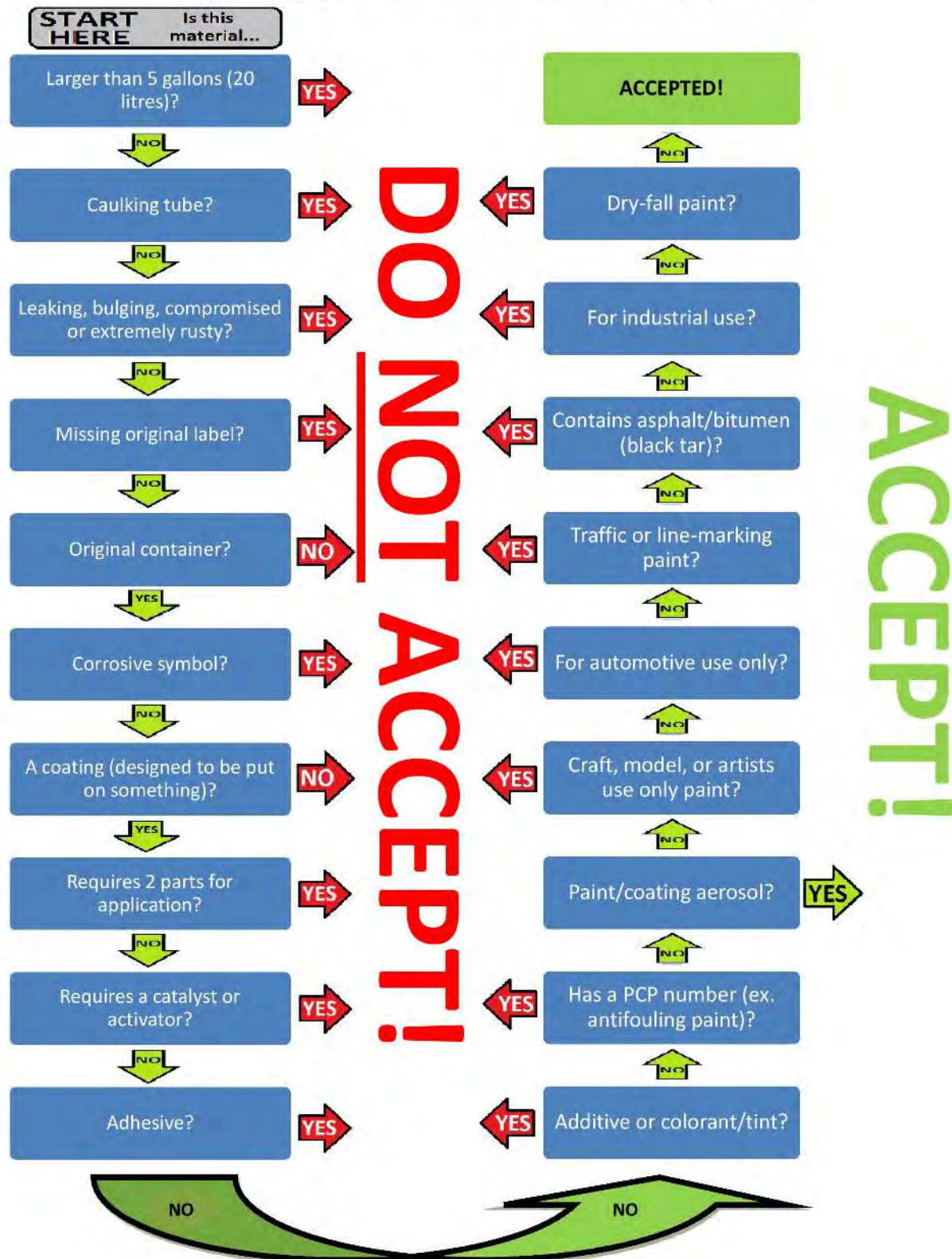
Signature

Date

***Please send this completed form to skopspaint@productcare.org
or via fax to 604-592-2982. Thank you***

APPENDIX D. PAINT ACCEPTANCE FLOW CHART

PAINT ACCEPTANCE FLOW CHART



APPENDIX E. PAINT PICKUP REQUEST SHEET



Paint Pickup Request Sheet

E-mail skopspaint@productcare.org
Fax 604-592-2982
Phone:
Toll-free 1-888-772-9772 x 360

Today's Date: _____
Depot Name: _____
Depot Address: _____
Depot Phone #: _____
Contact Name: _____

Product	Amount	Container	Tubskid #'s (found on outside of tubskid)
Paint		Tubskid	
Aerosol		Tubskid / Drum	
Supplies needed:			

Please Note: Pick up is based upon transport carrier convenience, when there is space in the truck and when that the truck can be routed to the region of pick up.

Updated copies of this document can be found on the Product Care website <https://www.productcare.org/service-partners/forms/>