

British Columbia HHW Collection Site Guidelines

AUGUST 2018



COLLECTION SITE GUIDELINE REVIEW

By signing below, I confirm that I have reviewed the manual effective the date of review and I understand the programs operation and requirements. I am aware of all health and safety requirements with regards to the program, and I understand the acceptance criteria as outlined in these guidelines.

Employee Name	Signature	Date of Review



British Columbia HHW Collection Site Guidelines

AUGUST 2018



DISCLAIMER

The Collection Site Guidelines (“Guidelines”) are intended to provide guidance to operators participating as a collection site in the British Columbia Paint Stewardship Program (“PaintRecycle”).

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 (“PCA”) 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 British Columbia (“WorksafeBC”). 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 PaintRecycle Program are dangerous goods. The handling, offering for transport or transportation of dangerous goods is 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 BC MOE office. Further information about workplace safety can be obtained from your local WorksafeBC office.

QUICK REFERENCE SHEET

Contact Information

Product Care Association

Toll Free in BC: 1.888.772.9772
Lower Mainland: 604.592.2972
Email: bcopspaint@productcare.org

Shipment Requests

Toll-free in BC: 1.888.772.9772
Lower Mainland: 604.592.2972 x355
Email: bcdispatchpaint@productcare.org

Ordering Communication Materials

Phone: 1-888-772-9772
Fax: 604.592.2982
Website: <http://www.productcare.org/promotional-materials/>

In Event of a Spill

Phone (Product Care Association): 1.888.772.9772 (24 hours) – Ext 213 (Operations Manager)

Recycling Council of BC Hotline

Toll Free in BC: 1.800.667.4321
Lower Mainland: 604-Recycle or 604.732.9253
Email: hotline@rcbc.ca

Important Information

Websites:

www.productcare.org (for service providers)
www.ReGeneration.ca (for consumers)

Important Forms

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

- Paint ReUse (formerly Paint Exchange) Form (see Appendix A)
- BC HHW Monthly Inspection Form (see Appendix B)
- Emergency and/or Incident Report Form (see Appendix C)
- BC HHW Collection Site Guidelines Quiz & Answers (see Appendix D)
- BC Paint Collection Site Notification Form (see Appendix E)
- BC Paint Pickup Request Form (see Appendix H)

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
- Monthly inspection forms
- Emergency and/or incident reports
- Training records
- Paint ReUse Liability Forms



NOTE: Keep these records for a minimum of two years

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LIST OF ABBREVIATIONS

BC	British Columbia
BCG	BC Generator Number
BOL	Bill of Lading
GHS	Global Harmonization System (formerly WHMIS)
HHW	Household Hazardous Waste
HWR	Hazardous Waste Regulation
MOE	Ministry of the Environment
NP	Non-Program
PCA	Product Care Association
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 PCA
Guidelines	Collection Site Guidelines (FKA Depot Manual)
Program	BC Paint Stewardship Program
Pesticides	Program Pesticide liquids and/or solids (Non Aerosol)
Solvents	Program flammable liquids and gasoline
Other Aerosols	Program flammable liquids and/or pesticides in aerosol cans
HHW bin	Metal bin provided for HHW materials (FKA Multi-bin or Paint plus bin)

1 PAINTRECYCLE PROGRAM

Product Care Association of Canada (“PCA”) manages the Paint and Household Hazardous Waste Stewardship Program in British Columbia, which operates under the name “PaintRecycle”. PaintRecycle is a way for consumers to return leftover household paints through local collection sites. PaintRecycle is the consumer-facing brand PCA created for the paint and household hazardous waste (HHW) recycling program. The term is used for both Paint collection and HHW collection, these Guidelines provide information for the paint collection side of PaintRecycle, as well as the collection of HHW.

PCA 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 PaintRecycle are those included within BC’s *Recycling Regulation* (BC Reg. 449/2004 as amended) (“Regulation”) under the Province’s *Environmental Management Act*. This is **NOT** a government-run program.

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

- **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 PaintRecycle collection site.
- **S**ore paint products safely for future use in properly sealed original containers.

PaintRecycle 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 our 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 or not yet sold).

Additional Information Contact

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

Operations Manager
Product Care Association
Tel: 604.592.2972 or Toll-Free 1-888-772-9772 x213
Fax: 604.592.2982
Email: OM@productcare.org

2 RESOURCES

2.1 Regulations

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

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

BC Environmental Management Act/Recycling 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 http://www.bclaws.ca/Recon/document/ID/freeside/449_2004.

BC Environmental Management Act/Hazardous Waste Regulation: HHW Collection Sites are considered to be Hazardous Waste Disposal Facilities pursuant to *BC Environmental Management Act* and therefore requires sites to be registered in the province. PCA can assist in registering your site or amending an existing registration. For more information refer to http://www.bclaws.ca/Recon/document/ID/freeside/63_88_00.

2.2 Forms and Records

Registration as a Hazardous Waste Generator: Collection sites must be registered as a Hazardous Waste Generator with the BC MOE by obtaining a *BC Waste Generator Number (BCG) number*. PCA can assist collection sites in completing this registration.

Bill of Lading (BoL): Every shipment of HHW from a collection site must be accompanied by a BoL. The PCA Service Provider will supply a pre-filled BoL for every shipment from a collection site. An example of a BoL is illustrated in Figure 16 and should be kept by the collection site for a minimum of two years per regulatory requirements.

Monthly Collection Site Inspection Form: Is to be completed monthly, on or before the 10th of each month, and mailed, emailed or faxed to PCA's Operations Coordinator (contact details are on the form) and is illustrated in Appendix B.

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 BC HHW Collection Site Guidelines Quiz (see Appendix D) to demonstrate they know the practices they must follow.
- Report to PCA, any faulty equipment belonging to PCA or any damage to PCA's equipment.

Change of Collection Site Information

Collection sites must provide PCA written notice a minimum of 30 days in advance of any changes to operating hours, location, ownership, etc. See Appendix E for the Collection Site Notification Form.

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.

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. PCA provides signage showing hours of operation. Please see section 4.4 for more details regarding this signage.

4.2 Storage Space Requirements

Paint Products

The storage area must have a minimum of two tubskids (two 4'x4'squares) for storing products. All accepted program non-aerosol paints are placed in one tubskid. Tubskids for collecting paint can be stored inside or outside in a secure (fenced) area.

Aerosol Paint Products

All aerosol paints, including automotive and industrial paints, are placed in the "AEROSOLS" tubskid or drum. Tubskids or drums for collecting paint aerosols can be stored inside or outside in a secure (fenced) area.

HHW Products

HHW products (solvents, pesticides) require the use of an HHW bin. This bin houses a tubskid for solvents, as well as 2 arms to house drums. One drum is for the collection of pesticides, and the other for the collection of other aerosols. This HHW bin must be stored outside in a secure area due to the potential for hazardous fumes to accumulate, if stored inside.

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 C)
- BC HHW Monthly Inspection Form (see Appendix B)
- BC HHW Collection Site Guidelines Quiz (see Appendix D)
- Paint ReUse Form (formerly Paint Exchange) (see Appendix A)
- Collection Site Notification Form (see Appendix E)

Collection Materials

PCA supplies the collection site with the following equipment:

- Storage containers
 - Tubskids
 - Drums (these may be provided for the collection of pesticides & paint aerosols)
- Safety equipment
 - Spill Kit
- HHW bin
 - HHW bin
 - Drum holders & pins (2)
 - Locks for the drum holders and bin
- HHW safety equipment
 - Eyewash station
 - Fire extinguisher
 - Placards

Figure 1: Tubskid Container and un Rated Drum



Tubskid



Drum



UN drum stamp on side



UN drum stamp on bottom

FIGURE 2: SAFETY EQUIPMENT



Spill Kit



Fire Extinguisher



Eyewash Station

FIGURE 3: HHW BIN



HHW Bin with Drum Holders



Locked HHW Bin



Locked Drum Holder

IMPORTANT:

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



NOTE: PCA does **NOT** provide personal protective gear that may be required by WorksafeBC safety regulations for your place of work, such as protective clothing, safety shoes, hard hats 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 (1-888-772-9772) or fax (604.592.2982) or through our website at <http://www.productcare.org/promotional-materials/>. If ordering online, choose your province and program when ordering information materials and they will be shipped to you.

PCA provides the following communications materials*:

- Main entrance sign
- Collection area sign
- Rack cards

*Signs and card may be different than pictured in manual due to updates.

Main Entrance Sign

The main entrance sign includes the collection site hours of operation, Product Care emergency contact number and a warning that abandonment of materials is prohibited.

The sign must be placed in a highly visible location at the entry of the collection site to allow the public to locate the collection site (front gates, windows and doors of collection site).



NOTE: This is a requirement of the BC Hazardous Waste Regulations.

FIGURE 4: MAIN ENTRANCE SIGN

PaintRecycle Collection Site

HOURS OF OPERATION:

MONDAY:

TUESDAY:

WEDNESDAY:

THURSDAY:

FRIDAY:

SATURDAY:

SUNDAY:

EMERGENCY CONTACT:
PRODUCT CARE ASSOCIATION
CALL: 1-877-592-2972 X213

IT IS STRICTLY PROHIBITED TO ABANDON MATERIALS AT THIS SITE. PLEASE VISIT US DURING OUR REGULAR HOURS OF OPERATION.

Collection Area Sign

The collection area sign indicates that the location is an HHW collection site and lists the products that are accepted and not accepted.

The sign must be placed in a highly visible location near the paint collection area.

FIGURE 5: COLLECTION AREA SIGN

The sign is titled "PaintRecycle+More" and is divided into four sections: PAINT, FLAMMABLE LIQUIDS, GASOLINE, and PESTICIDES. Each section lists accepted and not-accepted items and includes a warning icon (exclamation mark in a red circle) with specific instructions.

PAINT

- Interior and exterior water-based (e.g., latex, acrylic) and oil-based (e.g., oil-based enamel, oil-based primer)
- Deck and floor coating (including epoxy resin)
- Varnish and urethane single-component
- Concrete and masonry paint
- Drywall paint
- Undercoats and primers (e.g., metal, wood, etc.)
- Stucco paint
- Masonry paint (unless registered under Pest Control Products Act)
- Wood finishing oil
- Mechanics, metal and anti-rust paint, stains and sealers
- Sweating pool paint (single-component)
- Stain blocking paint
- Tinted paint
- Block filler
- Wood, masonry, driveway sealer or water repellent (non-UV based or silicon based)
- Already-sealed paint containers
- Aerosol paint of all types including automotive, craft and industrial
 - Maximum container size is 25 litres
 - Aerosol paint spray cans 680 grams or 24 ounces
 - Products must be in their original container with label intact
 - Container must be tightly sealed
 - Do not mix different types of paint products together

FLAMMABLE LIQUIDS

- Acetone
- BBQ lighter fluid
- Camping fuel
- Furniture seal
- Furniture oil/wax
- Kerosene
- Flammable degreasers
- Flammable lubricants
- Flammable topcoat adhesives
- Flammable fuel treatment and additives
- Methanol
- Methyl hydrate
- Mixed alcohols
- Paint thinner
- Paint thinner
- Paint and varnish remover
- Turpentine
- Varnish
- Other flammable solvents

Maximum container size is 25 litres
Flammable liquids must display the flammable symbol, or a phrase similar to "Keep away from open spark or flame" on the label.

GASOLINE

Gasoline will only be accepted in an approved U.E.C. container. For safety reasons, the gasoline container cannot be returned to the consumer at drop off.

Maximum container size is 25 litres

PESTICIDES

Consumer products only. No industrial or specialty products.
Must have:

- The poison symbol (skull and crossbones)
- The Pest Control Product (P.C.P.) registration number and
- The word "domestic" on the label

Maximum container size for liquid and solid pesticides is 93 litres
Maximum size for aerosols is 680 grams or 24 ounces

ReGeneration.ca



Promotional Materials

PCA supplies promotional materials (brochures, rack cards, etc.) containing important information about PaintRecycle and the products that may be returned.

The rack card offers information about PaintRecycle, including a list of accepted products and encourages the consumer to follow the B.U.D Rule: **B**uy what you need, **U**se what you buy, **D**rop off any leftovers for recycling.

Containers to hold these rack cards are also available and can be requested when ordering rack cards.

FIGURE 6: RACK CARD FRONT (LEFT) AND BACK (RIGHT)



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.

The paint tubskids and HHW bin should be located in an area that is relatively flat, on solid ground, have easy access for staff and trucks for shipment. It is preferred to have the paint tubskids and HHW bin on paved ground.

Abandoned Materials

If items are abandoned on-site 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 RCBC (Recycling Council of BC) at:

Lower Mainland: **604-732-9253**
Toll-free BC: **1.800.667.4321** (outside Lower Mainland)
Fax: 604-683-7255
Email: hotline@rcbc.ca

PAIN T ACCEPTANCE FLOW CHART



5 ACCEPTED AND NOT ACCEPTED PRODUCTS

5.1 Paint Products We Accept

Paint products accepted by PaintRecycle 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.



WARNING: An improperly sealed container poses a fire, health and safety and environmental risk. **NO** containers should be opened 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 repellent (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: 660 grams (24 ounces)

5.2 Products Not Accepted as Paint

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

- × Unlabelled containers
- × Brushes, 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
- × Automotive paint (non-aerosol)
- × Two-part or component paints containing a catalyst or activator
- × Roofing products (i.e. patch, tar or repair)
- × Tar or tar/bitumen-based products
- × Traffic or line marking paint
- × Resins, fibre-glass
- × Paint thinner, mineral spirits or solvents
- × Deck cleaners
- × Colourants and tints
- × Caulking compound, epoxies, glues or adhesives
- × Other household chemicals
- × Nitro-cellulose based paints and lacquers
- × Lubricants, oils and antifreeze
- × Windsheild Washer Fluid
- × Oil & Latex paints that are mixed in the same container
- × Spray Foam
- × Spray Gun Cleaners
- × Line Marking Paint in paint form

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

Additional training is available at our Member Support Page on our website www.productcare.org

It is illegal to send non-accepted product to PCA for Disposal

5.3 Flammable Liquids & Gasoline (solvent) Products We Accept

Solvent products accepted by PaintRecycle are liquids with a flash point greater than 61°C, in labeled containers under 10 litres in size. All acceptable products under the flammable liquids category must be a liquid and have a flammable symbol or have a warning such as “keep away from open flame or spark” (see Figure 7: Flammable Acceptance Criteria).

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.



WARNING: An improperly sealed container poses a fire, health and safety and environmental risk. **NO** containers should be opened on site.

FIGURE 7: FLAMMABLE ACCEPTANCE CRITERIA



Flammable Symbol



Flammable Warning Phrase



NOTE: The product must be flammable **AND** a liquid in its original state.

ALL gasoline products must be returned in a properly sealed Underwriters' Laboratories of Canada (ULC) or Canadian Standards Association (CSA) approved container (see Figure 8).



NOTE: Gas containers **MUST** have both caps on them; plastic wrap or tape is **NOT** an acceptable method to seal a container.

FIGURE 8: ULC OR CSA APPROVED GASOLINE CONTAINER



Examples of accepted flammable liquids include:

- ✓ Paint thinners
- ✓ Camp fuels
- ✓ Liquid adhesives
- ✓ Gasoline

Maximum size: 10 litres

5.4 Gasoline Can Vouchers

For safety reasons gasoline cannot be transferred to a bulk container at the depot. This means that consumers must leave their ULC containers in order to dispose of their leftover gasoline. To offset some of the cost to replace these containers, the program provides a \$6.00 mail-in voucher for consumers.

A photograph of a "\$6.00 Gas Container Refund Voucher" form. The form is divided into two main sections. The left section, titled "Customer to mail voucher to", contains fields for "Claimant Name", "Address", "Postal Code", and "Telephone". A large red box is drawn around these fields, and the text "Customer to complete" is printed in the center. The right section, titled "Validation (please print)", contains fields for "Staff Name", "Depot Name", "Site Location & Depot #", and "Date". A large red box is drawn around these fields, and the text "Depot to complete" is printed in the center. At the top right, there is a "Mail To:" address: "7781 Vantage Way, Delta, BC, V4E 1A6". At the bottom, there is a note: "Limit 3 vouchers per address per year. Not valid in-store. Refund takes 10-12 weeks to process." The "productcare" logo is in the top left corner.

You may offer the consumer one voucher per gas container returned (Not for empty gasoline cans as empty gas cans are not accepted) and a maximum of 3 vouchers per customer per year. Depot staff must complete the right side of the voucher and the consumer must mail it to PCA.

5.5 Products NOT Accepted under the Flammable Liquids Category

NOTE: Flammable liquids are **NOT** accepted if they are corrosive.

- × Non-liquid flammable products
- × Cosmetic, beauty products and health products
- × Butane, propane, diesel and solid fuels
- × Products labelled commercial or industrial
- × Tile adhesives, caulking tube
- × Coatings formulated for industrial or automotive use
- × Empty containers
- × Diesel

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

Additional training is available at our Member Support Page on our website www.productcare.org

It is illegal to send non-accepted product to PCA for Disposal

5.6 Pesticide Products We Accept

Pesticide products accepted by PaintRecycle are may be in a solid form or liquid form, in labeled containers under 10 litres in size. In order to be accepted into the program, all pesticide products **must have the following** on the label:

- POISON (Skull & Cross Bone) SYMBOL
- PEST CONTROL PRODUCT REGISTRATION (PCP) NUMBER

Figure 9: Pesticide Acceptance Criteria



Poison Symbol



PCP Number



NOTE: The only exception to the rule is products containing DDT. All **CONSUMER** DDT is accepted.

5.7 Products NOT Accepted under the Pesticide Category

- × Pesticide products without the combination of a poisonous (skull & cross bone symbol) and the Pest Control Product Registration (PCP) number
- × Pesticides labelled agricultural, commercial or industrial
- × Insect repellents
- × Sanitizers and disinfectant
- × Pet products
- × Fertilizers
- × Empty containers

5.8 Flammable and Pesticide Aerosols (Other Aerosols) We Accept

As with paint aerosols, the Paintrecycle program accepts both flammable liquid (solvent) aerosols and pesticide aerosols.

Flammable liquid aerosols must have:

- ✓ Flammable symbol or
- ✓ Warning similar to “keep away from open flame or spark”

FIGURE 10: FLAMMABLE AEROSOL ACCEPTANCE CRITERIA



Flammable Symbol



Flammable Warning Phrase

Pesticides aerosols must have:

- ✓ The poisonous (skull & cross bones) symbol *and*
- ✓ The PCP Registration number

FIGURE 11: PESTICIDE AEROSOL ACCEPTANCE CRITERIA



Poison Symbol



PCP Number

5.9 Products Not Accepted Under the Flammable and Pesticide Aerosol Category

Flammable liquid aerosols:

- ✗ Non-flammable aerosols such as oven cleaners, fire extinguishers etc.
- ✗ Any cosmetic or hair-care products
- ✗ Propane or Butane canisters (e.g. lighter refills)
- ✗ Compressed gases, air horns etc.

Pesticide aerosols:

- ✗ Pesticides without the combination of a poison (skull & cross bone) symbol & a PCP Registration Number
- ✗ Disinfectant & Sanitizers
- ✗ Insect repellents
- ✗ Pet products

6 CATEGORIZING MULTIPLE HAZARD PRODUCTS BY PRIORITY

Some products may belong to more than one class of product and must be categorized as follows:

- If a product is a pesticide **AND** it contains a flammable liquid, treat it as a pesticide
- If a product is a paint **AND** it contains a flammable hazard symbol, treat as paint
- If a product is a paint **AND** it contains a pesticide, treat as a pesticide
- If a product is a flammable liquid or pesticide **AND** in an aerosol can, treat it as a flammable liquid aerosol or pesticide aerosol
- If a product is a paint **AND** it is an aerosol, treat as paint aerosol

Shipment Quick Reference Sheet

To Request Pickup:

- Phone: Toll-free in BC: 1.888.772.9772 x355
Lower Mainland: 604.592.2972 x355
- Email: bcdispatchpaint@productcare.org
- Fax: 604-592-2982

When ordering a pick-up please indicate:

- Depot name and address
- Your name
- Number of containers, product type and container type
 - Type: Paint, Aerosol, Other Aerosol, Solvent or Pesticide and if it's a tubskid or a drum
- Any supplies required (Absorbent, spill pads or socks for refilling spill kit, paint exchange or tubskid labels, placards, etc.)
- For collection sites in Northern BC, indicate the tubskid stamp numbers



Preparing collection containers for pickup:

- Tubskids - Packed correctly. NOT overfilled, not above the rim, lids must fit tight.
- Write the Depot # and the BOL Number on labels.
- Attach subsidiary labels for HHW as required



Solvent



Pesticide



Other Aerosol

- 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. Labels provided
- Give placards to the driver

Product CARE **BILL OF LADING** Bol Number 9401
 Plant 2334 Heritage Way Delta, BC V4L 1A6 **BILL OF LADING NO.** 9401
 Tel: 1-800-773-8733 Fax: 604-950-2862

CARRIER Vancouver Bolid Depot Ltd		DEPT 9401	
CLASS 0370 Standard Ship		SHIP CARES 0240	
CITY Delta	PROV BC	PC 11881 MY	ADSR 9947204811

SHIPMENT 099000		SEARCHED FOR: Risk vs Everything Along BOL 9401-999999-9999	
DATE 05/14/2022		Depot Number	
CITY	PROV	PC	ADSR

ENTER QUANTITY SHIPPING **Estimate Volume**

NO OF DESCRIPTIONS OF PRODUCTS OR SERVICES	QUANTITY	DESCRIPTION	UNIT	WEIGHT
	11			
	1			

Description of material shipping

NO OF DESCRIPTIONS OF PRODUCTS OR SERVICES	QUANTITY	DESCRIPTION

DATE/TIME	PLACARD NO.	PLACARD TYPE	QUANTITY

CARRIER Vancouver Bolid Depot Ltd	SHIPMENT 099000	SEARCHED FOR: Risk vs Everything Along	DATE 05/14/2022
CLASS 0370 Standard Ship	SHIP CARES 0240	SHIPMENT NO. 9401-999999-9999	

Print and Sign Above

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



Paint Pickup sheet

E-mail BCdispatchpaint@productcare.org
Fax 604-592-2982
Phone:
Toll-free in BC: 1-888-772-9772 x 355
Lower Mainland: 604-592-2972 x 355

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

Product	Amount	Container	tubskid #'s
Paint		Tubskid	
Aerosol		Tubskid/Drum	
Solvent		Tubskid	
Pesticide		Drum	
Other Aerosol		Drum	
Supplies needed:			

6 COLLECTION SITE OPERATIONS

6.1 Receiving and Handling Products from Consumers

Receiving, Examining and Handling Products

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 lid will not seal, or so rusty that it can easily be punctured).
2. If the paint is suitable for the Paint ReUse Program, put it aside for reuse (see section 6.4 on paint reuse). 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.



NOTE: This Program is **NOT** a self-drop system. Do **NOT** let consumers place products directly into tubskids. They may choose the wrong collection container, drop off unacceptable items or may pack the products incorrectly.

Drop-Off Volumes

If a customer returns 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 PCA in the future if they have large numbers of items to return.

If you accept large volumes that hinder your day-to-day collections, PCA 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.

Wear appropriate gloves and personal protective equipment when handling products.

Dealing With an Unacceptable Product

DO **NOT** accept unacceptable product.

1. Provide the consumer with a PCA rack card.
2. Direct the consumer to call the Recycling Council of BC (RCBC) Recycling Hotline for information regarding alternative disposal.

Lower Mainland: **604-732-9253**

Toll-free BC: **1.800.667.4321** (outside Lower Mainland)

Fax: 604-683-7255

Email: hotline@rcbc.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.
- 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.
- Do not mix other aerosols with paint aerosols, pesticides, or solvents. Place other aerosols **ONLY** into a separate drum designated for other aerosols.
- When packing solvent tubskids, place 2 bags of absorbent on the bottom. This is to absorb any spilled liquids, should a container break.
- When packing pesticide drums, place 1 bag of absorbent on the bottom. This is to absorb any spilled liquids, should a container break.
- Pack the tubskids and drums as tight as possible. This helps to keep containers in place and avoids spillage.
- Never overfill a tubskid. Make sure the lid sits flat on top.
- Always keep lids on tubskids to protect the contents from rain and snow.



IMPORTANT: All products must be stored in the correct tubskids or drums at the end of each business day.

FIGURE 12: CORRECTLY PACKED TUBSKIDS



6.3 Shipping and Transport

Requesting a Shipment

Shipments should be ordered when:

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

To request a pickup:

- Phone:
 - Toll-free in BC: 1.888.772.9772 x355
 - Lower Mainland: 604.592.2972 x355
- Email: bcdispatchpaint@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, paint aerosol, other aerosol, solvent and/or pesticide)
- Any supplies required (spill pads or socks for refilling spill kit, paint exchange and/or tubskid labels, placards, etc.)
- For collection sites in Northern BC, provide the numbers stamped on the tubskids (tubskid numbers) and the product contained in these tubskids

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

It is important to contact PCA 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. The depot may incur a severe penalty should a spill occur or risk of closure.

Preparing Tubskids for Removal

Complete the following steps when preparing collection containers for pickup:

- Pack tubskids following the directions in 6.2 of the Guidelines.
- Keep the loading area clear.



FIGURE 13: LABELS



FIGURE 14: LABEL PLACEMENT AND INFORMATION

FIGURE 15



Solvent Labels



Pesticide Labels



Other Aerosol Label

- Write the depot number and the BOL number on hazardous (tubskid) labels.
 - This information can be found on the BOL that is either provided by PCA 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 12 & 13).
 - This is a requirement under the *Transportation of Dangerous Goods Regulation*. The labels have the product name on the bottom of them.
- Complete the labels for solvent (Class 3 (6.1)), pesticide (Class 6.1 (3)), or other aerosols (class 2.1 (6.1)) and place on the appropriate collection containers for shipping (see Figure 14).
 - This is a requirement under the *Transportation of Dangerous Goods Regulation*. The labels have the product name on the bottom of them.
- The hazardous (tubskid) label is to be placed to the left of the tubskid number on the outside of the tubskid.
 - Please see Figure 13 for tubskid label placement.
 - For solvent, pesticide, and other aerosol containers, remember to add the secondary class label per Figure 14.
 - 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 tubskid label (or subsidiary 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 tub skids 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 tubskids. 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 tubskid. If a lid cannot be closed, the transporter will either ask you to put the overflow into a different tubskid 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 15)
- Collection container labels (Hazardous Tubskid)
- TDG Placards (see Figure 16)

Figure 16: Bill of Lading



BILL OF LADING

Plant: 7781 Vantage Way, Delta, BC V4G 1A8
Tel: 1-866-772-9772 Fax: (204) 292-2932

BoL Number

BILL OF LADING NO. 90425

CARRIER: Vanguard Tools (Japan) Ltd.				PERMIT NOS.:			
ADDRESS: 1175 Carnot Way				DEPARTMENT: Goods			
CITY: Delta		PROV: BC	PO: V4G 1A8	PHONE: (204) 233-0111		FAX: (204) 230-0451	
CONSIGNEE (FROM): Save the Planet, Recycle Everything (depot)				CONSIGNEE (TO): Product Care			
ADDRESS: 1111 80 Street				ADDRESS: 1781 Vantage Way			
CITY: Banff		PROV: BC	PO:	CITY: Delta		PROV: BC	PO: V4G 1A8
PHONE:		FAX:		PHONE: (204) 463-2672		FAX: (204) 463-2682	

NO. OF PIECES	DESCRIPTION OF PERSONAL ARTICLE	DG	UNR	SHIPPING NAME	CLASS	PO	VOL	UNIT
	NA		NA	NA	NA	NA		kg
	NA		NA	NA	NA	NA		kg
	Waxed Paper	S	UN150	WAXPAPER	II			L
	Paper (Individual Use)	S	UN120	PAPER	I	II		L

Description of material shipping

NO. OF PIECES	DESCRIPTION OF ARTICLE	WT.	UNIT	COMMENTS
	NA			
	NA			
	DRUM, Paper, 100 Gallons		kg	
	Drum Trolleys		kg	

SHIPPER NUMBER: COMPUTED: 1 BIN 236 8832	FORWARDED: NO	REWARD TYPE:	QUANTITY:
--	-------------------------	---------------------	------------------

Dangerous Goods Permit No. SU 6811 and SU 7133 - expiry date: May 31, 2019

SHIPPER: Save the Planet, Recycle Everything	CONSIGNEE: Product Care	CARRIER: Vanguard Tools (Japan) Ltd.	DRIVER NAME:	DRIVER NO.:
Name (Please Print):	Name (Please Print):	Name (Please Print):	TRAILER:	
PER:	PER:	PER:	UNIT:	PIECES:
DATE:	DATE:	DATE:	DATE:	DATE:

I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, are properly classified and packing have dangerous goods safety marks properly affixed or displayed on them, and are in all respects in proper condition for transport according to the Transport of Dangerous Goods Regulations.

Print and Sign Above

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

FIGURE 17: TDG PLACARDS



Class 2.1 placard



Class 3 placard



Class 6.1 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 PCA 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 PCA when making your pickup request and advise what products you require.
- Only send the amounts and types of tubskid 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 PCA of when calling in for pick up.
 - If you do not have the quantity available listed on this Bill of Lading, please contact PCA 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 tubskid with collection container (hazardous tubskid) 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 PCA, fax or email a copy of the signed BOL to PCA.
- If requested, open tubskids 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 PCA 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 Paint Re-Use Program

The Paint Re-Use program (formerly Paint Exchange) allows consumers to take selected containers of leftover paint from the collection site free of charge.

By signing up for the Paint Program you are also enrolled in representing the Paint Re-Use program. The Paint Re-Use program is a popular initiative that helps to protect the environment while at the same time supporting consumers happy with using leftover paint for their small home projects.

Collection sites are encouraged to provide shelving for reusable, leftover paint. Place shelving in a visible and easily accessible location for customers, but within sight of staff.



Do **NOT** let customers open paint containers.



Examples of Paint Re-Use storage areas

Paint reuse must be supervised at all times to reduce liability, health and safety and environmental risks.



NEVER allow the consumer to take paint from a tubskid or open the cans on site. Most returned cans of paint have been used, so there are almost always markings and labels on the can indicating the colour and type of the paint within.

NEVER provide any other products for paint reuse. Aerosols, pesticides and flammable liquids are **NOT** permitted for reuse.

This program is advertised on the Regeneration.ca website along with your depot information so you will benefit from an increased interest in your location and all the Recycling programs it offers.

As the operator, you are authorized to select paint cans received that appear to be still suitable for reuse and staging them in a well-marked area for consumers to collect them free of charge. Consumers must be made

aware that the paint is on a “AS IS” basis and quality cannot be guaranteed. They must read the Paint Re-Use form prior to signing it.

Paint Containers Suitable for Paint ReUse

- Select paint containers only in good condition with no rust or damage. Do not give away aerosols or non-paint items.
- Select 4 litre containers or larger **ONLY**.
- Shake container to ensure its contents are still liquid (**NOTE: Do NOT** open the container.)
- Select containers that are >50% full (**NOTE: Do NOT** open the container).



NEVER Open cans to verify contents.

Paint ReUse Rules:

- Paint is offered on a “AS IS” basis. There is no quality guarantee.
- Do not allow consumers to open any containers.
- Containers may be returned if the consumer does not like the quality or colour.

Procedure for Taking Paint

1. Have the consumer read and understand the Paint Re-Use Label orange waiver label before signing the form.
2. Have the consumer complete the information required on a paint reuse form (Appendix A):
 - a. Use blue or black, ball-point pen.
 - b. Print your collection site name and full collection site address at the top of the form.
 - c. Have consumer fill in the date, their name, signature and phone number.
 - d. Determine if the paint is latex (water-based) or alkyd (oil-based).
 - e. Record the number of containers taken based on paint type and container size.
 - f. At the end of the page, add up the total number of containers taken.
 - g. Stop writing when all lines are used. Start a new form, even if all the items are for one person.
3. Attach an orange paint Re-Use sticker to each can (see Figure 17). It is best to put the label on top of the can (over the lid) so that it doesn’t cover the instructions and warnings.

FIGURE 18: PAINT REUSE STICKER IN USE



Waiver Sticker



Waiver Sticker on can

Submitting Forms

Send completed Paint Re-Use forms to PCA via email to BCopspaint@productcare.org or via fax to 604-592-2982 no later than the 10th of the following month. See figure 18 for an example of a completed paint reuse form or appendix A for a blank version.

FIGURE 19: PAINT REUSE FORM (SAMPLE)

productcare MONTHLY PAINT EXCHANGE FORM 7751 Westgate Way, Delta, BC V9G 3A8 Fax: 604-592-2982

THIS DOCUMENT IS A LIABILITY RELEASE FORM - PLEASE READ IT CAREFULLY

TO: Product Care Association AND TO: **Generic Bottle Depot 1111 small town, BC**
Depot Owner/Operator - Depot Name and Address (Full Mailing Address)

- I confirm that the product (the "Product") received by me today is offered as part of a free "Paint Exchange". I have acknowledged that Product Care, the Depot Owner/Operator and all other organizers, sponsors and contractors of the Paint Exchange (collectively the "Sponsors") make **NO REPRESENTATION OR WARRANTY AS TO THE MERCHANTABILITY, QUALITY, CONTENTS OR ORIGINS OF THE PRODUCT OR TO THE FITNESS OF THE PRODUCT FOR ANY PURPOSE.**
- I accept the Product "as is" and I acknowledge that the Product has not been inspected by any of the Sponsors. I **ACCEPT ALL RISKS ASSOCIATED WITH ANY USE OF THE PRODUCT WHATSOEVER.** In consideration for the Product, I **releasing** the Sponsors from all claims, damages, losses, causes of action, or actions arising from the receipt and/or use of the Product. I am aware that by signing this release, I am **waiving** all legal rights against the Sponsors in relation to the acceptance and use of the Product.
- The term "Product Care" as used in this release includes the Product Care's members, officers, directors, employees, agents and contractors.
- I acknowledge that if I have any reason to suspect that the Product has been altered in any way or that the labels are not represented by the original label information, I should not use the Product and I may return it to any Product Care Authorized Paint Collection Depot in my area without charge.

DATE: (Please Print)	NAME: (Please Print)	SIGNATURE: (Confirming Release of Liability)	PHONE NUMBER: (Please Print)	LATEX Container Size		ALKYD (OIL) Container Size	
				5 GAL	1 GAL	5 GAL	1 GAL
July 17, 2017	Jane Doe		604 555 5555	2			4
July 22, 2017	John Doe		604 444 4444		0		
July 28, 2017	Jim Doe		604-333-3333			1	3
				CONTAINER TOTALS:			

Bob bottle depot
Depot Operator's Name (Please print)

Signature

July 31, 2017
Date

6.5 Completing the Monthly Inspection Form

The BC Hazardous Waste Regulation requires a collection site to perform a physical inspection every month. Collection site staff must physically inspect all PaintRecycle equipment, including signs, tubskids and safety supplies such as the spill kit contents. The staff must also check inventory on such items as promotional materials, tubskids, etc. A copy of the monthly inspection form is provided in Appendix B. For additional copies, photocopy the form.

Email the completed form to PCA following the instructions at the top of the form. Forms must be received before the 10th of the following month.

6.6 Health & Safety Hazards



NOTE: 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.

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.

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 depot, there may be physical hazards such as moving vehicles or objects that could fall and cause an injury. These hazards are different in every depot 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 Planning

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 if you already have one and use this as a reference.

7.2 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 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 should have a fire 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 the program office 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 where a product is dropped or damaged during handling. Spill response depends on the product type and quantity spilled. A paint spill does not require the same level of action as a gasoline, flammable liquid or pesticide spill.

Spill Kits

PCA 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 contains all of the required supplies originally provided and is accessible to collection site staff at all times.

Spill kits come equipped with:

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

FIGURE 20: SPILL KIT SUPPLIES



Spill Clean-up

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

1. **CARE:** Ensure personal safety by evaluating the spill or incident. For spills that can be managed by collection site staff, put on appropriate protective gear 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.
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 place it in the plastic bag(s), along with any used spill control supplies, contaminated protective clothing 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 PCA (indicate so on your Incident Report form).
4. **REPORT:**
 - Report all spills where the spill kit supplies are used, and all other incidents involving program materials or program equipment, to PCA at 1.888.772.9772 (24 hours).
 - After reporting the incident, complete the Emergency and/or Incident Report Form with all the details of the spill (0) and send it to PCA immediately:
Fax: 604.592.2982
Email: BCopsaint@productcare.org
 - According to the provincial Hazardous Waste Regulations, spills of the following sizes must also be reported to the Provincial Emergency Program at 1-800-663-3456 or 604-387-5956.

Alkyd paint, flammable liquids or gasoline	100L
Pesticides	5kg

NOTE: Large spills, 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.



NOTE: If the spill escapes containment and/or reaches waterways, treat it as a large spill.

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

Replacement supplies can be requested for free from PCA in three ways:

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

PCA charges for replacing lost or misused spill kits and/or supplies that are lost or used for non-PCA tasks. Replacement supplies are only free if incident report forms have been provided to indicate appropriate spill kit use.

8 VISITS BY PCA'S REPRESENTATIVE

PCA 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 Program. If between visits and you have any concerns or questions, please contact PCA rather than waiting until a PCA rep comes to visit.

APPENDIX A. PAINT REUSE FORM



MONTHLY PAINT EXCHANGE FORM

7781 Vantage Way, Delta, BC V4G 1A6

Fax: 604-592-2982

THIS DOCUMENT IS A LIABILITY RELEASE FORM – PLEASE READ IT CAREFULLY

TO: Product Care Association AND TO: _____
Depot Owner/Operator – Depot Name and Address (Full Mailing Address)

- I confirm that the product (the "Product") received by me today is offered as part of a free "Paint Exchange". I also acknowledge that Product Care, the Depot Owner/Operator and all other organizers, sponsors and contractors of the Paint Exchange (collectively the "Sponsors") make **NO REPRESENTATION OR WARRANTY AS TO THE MERCHANTABILITY, QUALITY, CONTENTS OR ORIGINS OF THE PRODUCT OR TO THE FITNESS OF THE PRODUCT FOR ANY PURPOSE.**
- I accept the Product "as is" and I acknowledge that the Product has not been inspected by any of the Sponsors. I **ACCEPT ALL RISKS ASSOCIATED WITH ANY USE OF THE PRODUCT WHATSOEVER.** In consideration for the Product, I release the Sponsors from all claims, damages, losses, causes of action, or actions arising from the receipt and/or use of the Product. I am aware that by signing this release, I am waving all legal rights against the Sponsors in relation to the acceptance and use of the Product.
- The term "Product Care" as used in this release includes the Product Care's members, officers, directors, employees, agents and contractors.
- I acknowledge that if I have any reason to suspect that the Product has been altered in any way or that the contents are not represented by the original label information, I should not use the Product and I may return it to any Product Care Authorized Paint Collection Depot in my area without charge.

DATE: (Please Print)	NAME: (Please Print)	SIGNATURE: (Confirming Release of Liability)	PHONE NUMBER: (Please Print)	LATEX Container Size		ALKYD (OIL) Container Size	
				5 GAL	1 GAL	5 GAL	1 GAL
CONTAINER TOTALS:							

 Depot Operator's Name (Please print)

 Signature

 Date

APPENDIX B. MONTHLY INSPECTION FORM



BC PAINT MONTHLY COLLECTION SITE INSPECTION FORM

MONTH _____ YEAR _____

SEND COMPLETED FORM AT MONTH END TO:

Email: bcospaint@productcare.org
Fax: 604.592.2982
Mail: 7781 Vantage Way, Delta, BC V4G 1A6

Please mark each box – check (✓) if ok or cross (X) if attention needed

Number of tubskids (T) and drums (D) on site:

	Paint	Paint Aerosol	
Full		(D)	(D)
Empty		(D)	(D)

- Guidelines are available to staff
- All current staff have been trained and tested
- Tubskids and lids are in good condition
- Spill kit complete and ready for use
- Both signs are clean, in-place, and readable
- Collection area is cleaned and organized
- Program rack cards are available
- Collection site is locked and secured after hours

MULTI-BIN UNIT:

Number of tubskids (T) and drums (D) on site:

	Flammable	Other Aero	Pesticide
Full		(D)	(D)
Empty		(D)	(D)

- There are a minimum of 6 (six) unused bags of absorbent.
- Gasoline vouchers on hand.
- Eyewash station available
- Drum attachment opens properly
- Multi-Bin Collection Unit is in good operating condition
- Fire extinguisher is properly mounted near multi-bin, charged and ready for use.
- Spill kit is complete and unused.
- Safety goggles and chemical resistant gloves are available.

FLAMMABLE/PESTICIDE PACKING:

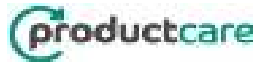
- Flammable tubskid is properly sorted
- Pesticide drum is properly sorted
- Gasoline containers placed upright in the bottom of the flammable tubskid.
- Absorbent used in tubskids and drums
- Products in all tubskids/drums are packed tightly and upright.

Please provide comments on the above items that have a cross (X). Also please list any items you need. If already requested, please note date and method used so we can follow-up:

Promo Materials can now be ordered online at <https://www.productcare.org/promotional-materials/>

Depot: _____ City: _____
<please print> *<please print>*

APPENDIX C. EMERGENCY AND/OR INCIDENT REPORT FORM



**PRODUCT CARE ASSOCIATION
EMERGENCY and/or INCIDENT REPORT**

Collection Site Name:			
Collection Site Location:			
Employee Name:			
Phone Number:			
Date of incident:		Time of incident:	
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	Type of surface spilled on:
<input type="checkbox"/> Spill in reception area	
<input type="checkbox"/> Spill in other area: _____	
<input type="checkbox"/> Customer caused spill	
<input type="checkbox"/> Spill caused chemical reaction Chemicals involved in reaction (if known): _____	
<input type="checkbox"/> Gravel	
<input type="checkbox"/> Asphalt	
<input type="checkbox"/> Concrete	
<input type="checkbox"/> Wood	

FIRE?

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

PROPERTY DAMAGE?

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

Describe in detail the incident or accident. This 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. Please complete the information and email or fax to Product Care. The email, fax, and emergency telephone number are below:

Email:	BCospaint@productcare.org		
Emergency Telephone:	1.888.772.9772 (24 hours) ext. 213		
Fax:	604.592.2982		
Employee Name:		Signature:	
Manager Name:		Signature:	

APPENDIX D. BC HHW COLLECTION SITE GUIDELINES QUIZ

Print your name

Date

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 you finish, give the quiz to the depot operator to discuss any mistakes you may have made.

1. This program is called the
 - a. Product Care Stewardship Program
 - b. Recycling Program
 - c. Industrial Products Program
 - d. Provincial Waste Collection Program
2. Consumers can help protect our environment by
 - a. Not using products that are harmful to the environment or using less harmful ones
 - b. Reducing the amount of products used and giving leftover products to someone who can use them
 - c. Cleaning-up products spilled outside
 - d. All of these
3. Depot workers are responsible for
 - a. Taking part in safety instructions
 - b. Using work practices described in the instructions
 - c. Reporting conditions that may be dangerous
 - d. All of these
4. An inspection of the yard, storage room equipment and supplies is required
 - a. Once a week
 - b. Once a month
 - c. Once a year
 - d. Only if there is a fire or spill
5. Which of these products are not accepted by the program?
 - a. Commercial or industrial products
 - b. Leaking or poorly sealed containers
 - c. Products in containers larger than 20 litres
 - d. All of these
6. What of these leftover consumer products are accepted by this program?
 - a. Gasoline, diesel fuel and propane
 - b. Pesticides, cosmetics and pet products
 - c. Paint, pesticides, flammable liquids and gasoline
 - d. Cleaning products, solvents and insect repellents
7. Hazards to be considered when working with returned products are
 - a. Compressed gas hazards
 - b. Tripping & falling hazards
 - c. Lifting hazards
 - d. All of these
8. When a product is in a glass container
 - a. It must be placed in a tote with absorbent
 - b. It must not be accepted
 - c. It must be sealed in a plastic bag
 - d. It must immediately be placed in a tubskid
9. Aerosol paint cans
 - a. May be dangerous if crushed
 - b. Could be dangerous in a fire
 - c. Must be placed in the tubskid with the wire cage
 - d. All of these
10. In case of a spill
 - a. You must act quickly to control it
 - b. You must inform the program headquarters
 - c. You must follow spill clean-up procedures
 - d. All of these

When you have finished this quiz, give it to the depot operator for checking.

(The following section is to be completed by the depot manager)

SCORE:		DATE:		Manager's Signature
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ANSWERS TO QUIZ

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

1. This program is called the
 - a. **Product Care Stewardship Program**
2. Consumers can help protect our environment by
 - d. **All of these**
3. Depot workers are responsible for
 - d. **All of these**
4. An inspection of the yard, storage room equipment and supplies is required
 - b. **Once a month**
5. Which of these products are not accepted by the program?
 - d. **All of these**
6. What of these leftover consumer products are accepted by this program?
 - c. **Paint, pesticides, flammable liquids and gasoline**
7. Hazards to be considered when working with returned products are
 - d. **All of these**
8. When a product is in a leaking or glass container
 - b. **It must not be accepted**
9. Aerosol paint cans are
 - d. **All of these**
10. In case of a spill
 - d. **All of these**



APPENDIX E. BC PAINT COLLECTION SITE NOTIFICATION FORM

BC PAINT COLLECTION SITE NOTIFICATION FORM

Site Name:		Phone Number	
Address:		Contact name:	

Please complete the below information depending on your change:

COLLECTION SITE NAME CHANGE	
Previous collection site name:	
New collection site name:	
Is this a legal name change?	YES NO
Effective date of name change:	
<i>Please note that a legal name change requires a new contract.</i>	
COLLECTION SITE OWNERSHIP CHANGE	
Previous collection site ownership:	
New collection site ownership:	
Effective date of ownership change:	
<i>Please note that an ownership change requires a new contract.</i>	
COLLECTION SITE LOCATION CHANGE	
Previous collection site location:	
Reason for location change (please provide details):	
New collection site location (this is important as PCA must notify the Ministry of the Environment):	
Phone number:	Contact name:
Effective date of location change:	
COLLECTION SITE CLOSURE	
Reason for closure:	NOTES:
Financial	
Lack of resources	
Selling business	
Lack of time	
Other:	

CHANGE QUESTIONS	
What comments do you have on the PCA program(s)?	
What can be improved with the program(s) in the future?	
Would you participate in the PCA program(s) again?	 YES  NO
Other Comments:	

By signing this form, I verify that no unreported spills have occurred at this site:

<signature>

<print name>

<date>

Please send the completed for to:

Email: bcospaint@productcare.org
Fax: 604.592.2982
Mail: 7781 Vantage Way
 Delta, BC V4G 1A6

APPENDIX F. NON-PROGRAM PAINT IDENTIFICATION



Roof tar, or repair

- Black in colour
- Often in caulking tubes



Roof tar, or repair

- Black in colour
- Often in caulking tubes



Roof membrane primer or adhesive

- Not a coating, but a preparation for repair
- Often an adhesive



Bitumen-based driveway sealer

- Black in colour
- Look for wording: coal tar, black-top, asphalt



Bitumen-based foundation coating

- Black in colour
- Look for wording: coal tar, black-top,



Bitumen-based sealer

- Black in colour
- Look for wording: coal tar, black-top,

asphalt



Automotive paint

- Non-aerosol
- May have car names (ex. Chevrolet orange)

asphalt



Automotive thinner and spray gun cleaner

- Flammable liquid (NOT accepted as Paint)
- Also known as gun wash



Caulking tubes

- Anything in a caulking tube is NOT a coating



Cement

- Cement of any kind (mortar based or flammable)
- Trowel application or requirement to pre-mix is a good indicator



Cleaners

- Not a coating



Dryfall paint

- Meant for spray gun applications
- Painting ceilings or high areas without paint splatter

Wax and polishes

- Not a coating



Cement/concrete additives

- Not coatings
- Additives of any type are not accepted



Cement colorants & tints

- Not coatings
- Additives of any type are not accepted



Colorants & tints

- Not coatings
- Additives of any type are not accepted



Adhesive

- Not a coating



2 part floor coatings

- Industrial paint and epoxy adhesives often

require 2 parts, activator, curing agent, or a catalyst.



2 part floor coatings

- Industrial paint and epoxy adhesives often require 2 parts, or a catalyst



2 part coatings

- Industrial paint and epoxy adhesives often require 2 parts, or a catalyst



Craft Paint

- Not architectural
- Non-aerosol
- Small containers or squeeze bottles



Fabric paint

- Not architectural
- Similar to craft paint.



Drywall compound, drywall mud

- Trowel on solid



Spackle

- Trowel on solid

- Not a coating



Wood filler

- Not a coating
- Spread on paste

- Not a coating



Wood putty

- Not a coating
- Trowel on paste



Floor patch/floor leveller

- Trowel on solid
- Not a coating



Stucco patch

- Pre-mixed acrylic mortar
- Not a paint



Autobody Filler

- Automotive use
- Filler & not a coating



Fibreglass patch or repair

- Not a coating
- Often 2 part



Fibreglass resin/fibreglass patch or repair

- Not a coating
- 2 part (requires a catalyst)



Antifouling paint

- Toxic marine paint
- Registered as a pesticide (PCP #)



Paint not in original containers

- Glass jars, household plastic containers
- Cannot be identified, no original label



Unlabelled cans

- Cannot be identified
- No original label



Label is illegible

- Can has original label, but the information is obscured or faded.
- Cannot properly identify material



Label is mostly missing

- Can has original label, but key information is missing
- Cannot properly identify or sort material



Traffic paint

- Industrial material (not accepted)
- Used by road crews or warehouses to mark pathways



Line marking paint

- Industrial material (not accepted)
- Used by road crews or warehouses to mark pathways



Industrial Paint

- Look for the word “industrial” or “for industrial use”
- Other wording: pre-catalyzed, two component, Component A or B
- May be a “fast dry” or “speed dry” paint
- WHMIS/GHS labelling or TDG label a good indicator (still must say “industrial” on container)







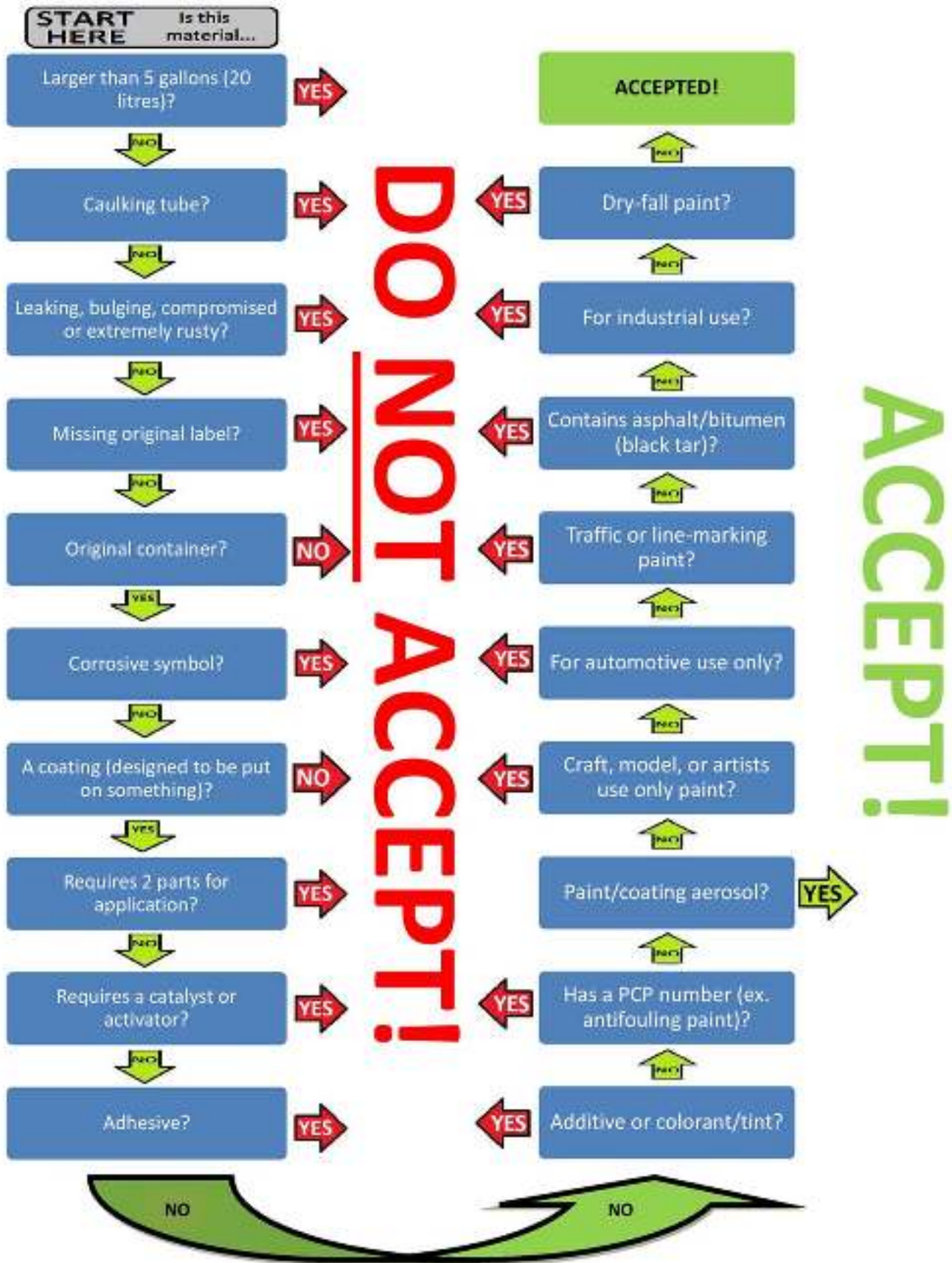


Industrial Paint

- Look for the word “industrial” or “for industrial use”
- Other wording: pre-catalyzed, two component, Component A or B
- May be a “fast dry” or “speed dry” paint
- WHMIS/GHS labelling or TDG label a good indicator (still must say “industrial” on container)

APPENDIX G. PAINT ACCEPTANCE FLOW CHART

PAINT ACCEPTANCE FLOW CHART



APPENDIX H. PAINT PICKUP SHEET



HHW Pickup sheet

E-mail BCdispatchpaint@productcare.org
Fax 604-592-2982
Phone:
Toll-free in BC: 1-888-772-9772 x 355
Lower Mainland: 604-592-2972 x 355

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

Product	Amount	Container	tubskid #'s
Paint		Tubskid	
Aerosol		Tubskid	
Aerosol Other		Drum	
Solvent		Tubskid	
Pesticide		Drum	
Supplies needed:			