



# Nova Scotia Paint Collection Site Guidelines

2018



## DISCLAIMER

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

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](http://www.productcare.org) website. Please ensure you are using the most updated version.

The collection site is a place of work regulated by the WCB. 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 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 Nova Scotia Environment (NSE). Further information about workplace safety can be obtained from your local Worker Compensation Board (WCB) office.

# QUICK REFERENCE SHEET

## Contact Information

### Product Care Association (PCA)

Toll Free: 1.888.592.2972

Email: [nspaintrecycle@productcare.org](mailto:nspaintrecycle@productcare.org)

### PCA Local Program Coordinator

- **Bob Langdon**
- 902-792-8428
- [nsfieldcoordinator@productcare.org](mailto:nsfieldcoordinator@productcare.org)

### Shipment Requests (Divert NS)

Primary contact: Dara Spicer

Phone: 902-956-2317

Email: [dspicer@divertns.ca](mailto:dspicer@divertns.ca)

Fax: 902-897-1945

Secondary Contact: Brenda Carriagan

Phone: 902-956-1724

Email: [bcarrigan@divertns.ca](mailto:bcarrigan@divertns.ca)

Fax: 902-897-3256

### 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)

### Divert NS

Toll Free: 1-877-313-7732

Email: [info@divertns.ca](mailto:info@divertns.ca)

## Important Information

### Websites:

[www.productcare.org](http://www.productcare.org) (for service providers)

[www.ReGeneration.ca](http://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)
- Emergency and/or Incident Report Form (see APPENDIX B)
- NS Paint Collection Site Guidelines Quiz (see APPENDIX C)

### 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
- Paint Reuse Liability Forms



**NOTE:** Keep these records for a minimum of two years

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## LIST OF ABBREVIATIONS

<b>NS</b>	Nova Scotia
<b>BoL</b>	Bill of Lading
<b>GHS</b>	Global Harmonization System (formerly WHMIS)
<b>NSE</b>	Nova Scotia Environment
<b>PCA</b>	Product Care Association of Canada
<b>PPE</b>	Personal Protective Equipment
<b>TDG</b>	Transportation of Dangerous Goods
<b>WCB</b>	Workers Compensation Board
<b>WHMIS</b>	Workplace Hazardous Materials Information System

## GLOSSARY OF TERMS

<b>Program Products</b>	Products accepted at collection sites operating under an agreement with PCA
<b>Guidelines</b>	Collection Site Guidelines
<b>Program</b>	Nova Scotia Paint Stewardship Program

## 1 PROGRAM

Product Care Association of Canada (“PCA”) manages the Paint Stewardship Program in NS. The Program. The Program provides consumer with the opportunity to return leftover household paints through local collection sites.

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 the Program are those included within the Nova Scotia Solid Waste-Resource Management Regulation (“Regulation”) under the Province’s Environment 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 Program’s collection site.
- **S**ore paint products safely for future use in properly sealed original containers.

The 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 our Program. This Program is:

- Not meant for 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](mailto:OM@productcare.org)

## 2 RESOURCES

### 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.

**NS Solid Waste-Resource Management Regulations:** 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://novascotia.ca/just/regulations/regs/envsolid.htm>

### 2.1 Forms and Records

**Bill of Lading (BoL):** Every shipment of paint from a collection site must be accompanied by a BoL. The transporter will supply a pre-filled BoL for every shipment from a collection site. An example of a BoL is illustrated in Figure 8 (p.19) and should 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 overseeing the collection of paint products have read the Guidelines and successfully completed the NS Paint Collection Site Guidelines Quiz (see APPENDIX C) 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 (tubskids, lids, etc.)

#### **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 D 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. 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 a tubskid. Tubskids for collecting paint can be stored inside or outside in a secure (fenced) area. Frost affect the recyclability of paint. When possible, store the paint inside to prevent it from freezing.

#### Aerosol Paint Products

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

### 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 B)
- NS Paint Collection Site Guidelines Quiz (see APPENDIX C)
- Paint Reuse Form (formerly Paint Exchange) (see APPENDIX A)
- Collection Site Notification Form (see APPENDIX D)

#### Collection Materials

PCA supplies the collection site with the following equipment:

- Storage containers (Tubskids)
- Safety equipment

**FIGURE 1: TUBSKID CONTAINER**



**Tubskid**

**FIGURE 2: SAFETY EQUIPMENT**



**Spill Kit**

**IMPORTANT:**

- All equipment remains the property of PCA and must be returned upon closure of the collection site.
- Report any damaged equipment (tubskids, lids) 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 WorksafeNS 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\*:

- Sign
- Rack cards

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

### Sign

The sign indicates that the location is a paint 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 3: COLLECTION AREA SIGN**



The sign features a green background with a white 'PaintRecycle' logo at the top center. Below the logo are two main sections: 'ACCEPTED PRODUCTS' on the left and 'NOT ACCEPTED' on the right. The 'ACCEPTED PRODUCTS' section is marked with a white checkmark in a green circle and lists various paint types and containers. The 'NOT ACCEPTED' section is marked with a white 'X' in a red circle and lists items that are not accepted. At the bottom right, there is a logo for 'ReGeneration.ca' with the tagline 'Special Waste Recycling by Productcare'.

**PaintRecycle**

**ACCEPTED PRODUCTS**

- Interior and exterior: water-based (e.g. latex, acrylic) and oil-based (e.g. alkyd, enamel) consumer paint
- Deck 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
- Melamine, metal and anti-rust paint, stain and shellac
- Swimming pool paint (single-component)
- Stain blocking paint
- Textured paint
- Block filler
- Wood, masonry, driveway sealer or water repellent (non-tar based or bitumen based)
- Already empty containers
- Aerosol paint of all types including automotive, craft and industrial

**NOT ACCEPTED**

- Unidentifiable or unlabeled containers
- Brushes, rags and rollers
- Paint in glass containers
- Improperly sealed paint containers
- Paint containers with poor integrity (e.g. badly rusted or leaking cans)
- Bulging containers
- Industrial paints & finishes (e.g. baked-on, heat resistant etc.)
- Paints or wood preservatives that are registered as a pesticide under the Pest Control Products Act (has a P.C.P. registration number on label)
- Craft paint (non-aerosol)
- Automotive paint (non-aerosol)
- Two-part or component paints containing catalyst or activator
- Roof patch or repair
- Tar or tar/bitumen-based products
- Traffic or line marking paint
- Quick drying paint
- Resins
- Paint thinner, mineral spirits or solvents
- Deck cleaners
- Colorants and tints
- Caulking compound, epoxies, glues or adhesives
- Other household chemicals

• Maximum container size is **25 litres**

• Aerosol paint spray cans **660 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

**ReGeneration.ca**  
Special Waste Recycling by Productcare

## Promotional Materials

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

The rack card offers information about the Program, 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.

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

Figure 4: 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.



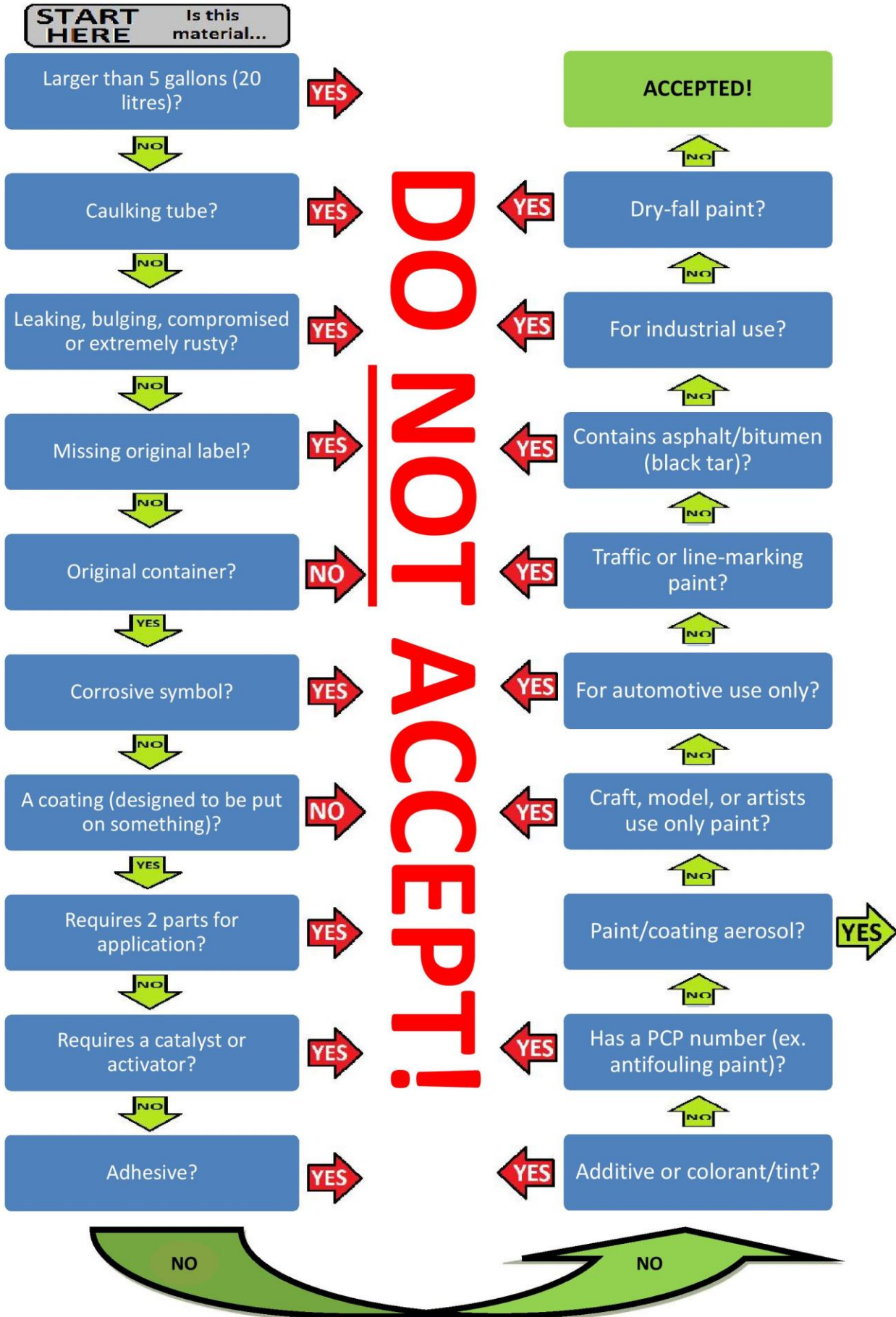
**NOTE:** Do **NOT** allow public access to the collection area without supervision.

The paint tubskids 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 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 your local municipality

# PAINT ACCEPTANCE FLOW CHART



## 5.2 Products Not Accepted

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

See APPENDIX E 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](http://www.productcare.org)

**It is illegal to send unacceptable product to PCA for Disposal.**

## 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, either place it directly into a tubskid or in a transfer area so designated.
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 their local municipality for information regarding alternative disposal.

## 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. Segregate paint and aerosol paints into a tubskid
- Pack the tubskid 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.
- Make certain to identify any damaged equipment to PCA, including tubskid lids.



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

**FIGURE 5: CORRECTLY PACKED TUBSKIDS**



## 6.3 Shipping and Transport

### Requesting a Shipment

Shipments should be ordered when half of the tubskids on your site are full

To request a pickup, please contact the hauler of the Program (Divert NS)

Primary Contact: Dara Spicer

- Phone: 902-956-2317
- Email: dspicer@divertns.ca
- Fax: 902-897-1945

Secondary Contact: Brenda Carriagan

- Phone: 902-956-1724
- Email: bcarriagan@divertns.ca
- Fax: 902-897-3256

When ordering a shipment for pick-up please indicate:

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

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

It is important to contact the transporter 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 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 collection site may incur a severe penalty should a spill occur or risk of closure.

### Preparing Tubskids for Shipping

Complete the following steps when preparing collection containers for pickup:

- Pack tubskids following the directions in 6.3 of the Guidelines.
- Keep the loading area clear.



FIGURE 6: LABELS



FIGURE 7: LABEL PLACEMENT AND INFORMATION

- Write the collection site 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 (Figure 7).
  - 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 7 for tubskid label placement.
  - If the label will not stick to the outside of the tub, 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 tubskids 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 (Figure 8)
- Collection container labels (Figure 7)
- TDG Placards (see Figure 9)

Figure 8: Bill of Lading


**BILL OF LADING**
**BoL Number**  
**90425**

Plant: 7781 Vantage Way, Delta, BC V4G 1A6  
Tel: 1-888-772-9772 Fax: (604) 592-2982

**BILL OF LADING NO. 90425**

<b>CARRIER</b> Vanguard Bottle Depots Ltd.				<b>PERMIT NOS.</b>			
<b>STREET</b> 1175 Derwent Way				<b>DISPATCHER</b> Gavin			
<b>CITY</b> Delta		<b>PROV</b> BC	<b>PC</b> V3M 5V9	<b>PHONE</b> 604-520-0333		<b>FAX</b> 604-520-0363	
<b>CONSIGNOR (FROM)</b> Save the planet, Recycle Everything depot				<b>CONSIGNEE (TO)</b> Product Care			
<b>STREET</b> 1111 60 avenue				<b>STREET</b> 7781 Vantage Way			
<b>CITY</b> Surrey		<b>PROV</b> BC	<b>PC</b>	<b>CITY</b> Delta		<b>PROV</b> BC	<b>PC</b> V4G 1A
<b>PHONE</b>		<b>FAX</b>		<b>PHONE</b> 604-592-2972		<b>FAX</b> 604-592-2982	

**FROM SHIPPER:**

NO. OF PIECES	DESCRIPTION OF RESIDUAL / ARTICLE	DG	UN #	SHIPPING NAME	CLASS	PG	VOL	UNIT
	N/A		NA	NA	NA	NA		n/a
	N/A		NA	NA	NA	NA		n/a
	Aerosol Paints	X	UN1950	AEROSOLS	2.1			L
	Paint (Flash Point <23)	X	UN1263	PAINT	3	II		L

**TO SHIPPER:**

NO. OF PIECES	DESCRIPTION OF ARTICLE	WT.	UNIT	COMMENTS
	n/a			
	n/a			
	DRUM, Empty, UN Approved		Kg	
	Empty Tubskids		Kg	

<b>24-HOUR NUMBER</b>	<b>PLACARD REQ.</b>	<b>PLACARD TYPE</b>	<b>QUANTITY</b>
CANUTEC 1-888-226-8832	NO		

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

<b>SHIPPER</b> Save the planet, Recycle Everything Name (Please Print)		<b>CONSIGNEE</b> Product Care Name (Please Print)		<b>CARRIER</b> Vanguard Bottle Depots Ltd. Name (Please Print)		<b>DRIVER NAME</b>	<b>DRIVER NO.</b>
<b>PER.</b>		<b>PER.</b>		<b>PER.</b>		<b>TRAILER</b>	
<b>DATE</b>	<b>TIME</b>	<b>DATE</b>	<b>TIME</b>	<b>DATE</b>	<b>TIMES-START</b>	<b>- AT SITE</b>	<b>- FINISH TIME</b>

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 Transportati Dangerous Goods Regulations.

**Print and Sign Above**

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

**FIGURE 9: TDG PLACARDS**



**Class 2.1 placard**



**Class 3 placard**

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.

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.
  -
- 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.

# Shipment Quick Reference Sheet

## To Request Pickup:

Primary contact: Dara Spicer  
 Phone: 902-956-2317  
 Email: dspicer@divertns.ca  
 Fax: 902-897-1945

Secondary Contact: Brenda Carriagan  
 Phone: 902-956-1724  
 Email: bcarriagan@divertns.ca  
 Fax: 902-897-3256

## When ordering a pick-up please indicate:

- Collection site name and address
- Your name
- Number of containers, product type
- Any supplies required (spill pads or socks for refilling spill kit, Paint Reuse or tubskid labels, etc.)



## Preparing collection containers for pickup:

- Tubskids - Packed correctly. NOT overfilled, not above the rim, lids must fit tight.
- Write the Collection site # and the BoL Number on labels.



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

## Make sure that:

- You have enough labels for the products
- That the amounts and types of tubskids match 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

**BoL Number** 90425

**BILL OF LADING**

Plant: 7781 Vantage Way, Delta, BC V4G 1A6  
 Tel: 1-888-772-8772 Fax: (604) 592-2982

<b>CARRIER</b> Vanguard Bottle Depos Ltd.		<b>PERMIT NOS.</b>	
<b>STREET</b> 1175 Derwent Way		<b>DISPATCHER</b> Givelle	
<b>CITY</b> Delta	<b>PROV</b> BC	<b>PC</b> V3M 519	<b>PHONE</b> 604-520-0153
		<b>FAX</b> 604-520-0163	
<b>CONSIGNOR (FROM)</b> Save the planet. Recycle Everything depot 100		<b>CONSIGNEE (TO)</b> Product Care	
<b>STREET</b> 1111 60 avenue		<b>STREET</b> 7781 Vantage Way	
<b>CITY</b> Surrey	<b>PROV</b> BC	<b>PC</b>	<b>CITY</b> Delta
		<b>PROV</b> BC	<b>PC</b> V4G 1A
<b>PHONE</b>		<b>PHONE</b> 604-502-2072	
<b>FAX</b>		<b>FAX</b> 604-592-2982	

NO. OF DESCRIPTION OF RESIDUAL / ARTICLE	DD	UN #	SHIPPING NAME	CLASS	PG	VOL/UNIT
N/A		NA	NA	NA	NA	n/a
N/A		NA	NA	NA	NA	n/a
Autored Paints	X	UN1950	AEROSOLS	2.1	I	L
Paint (Flash Paint -23)	X	UN1263	PAINT	3	II	L

**Enter Quantity Shipping**      **Estimate Volume**

NO. OF DESCRIPTION OF ARTICLE	WT	UNIT	COMMENTS
n/a			
n/a			
DRUM, Empty, UN Approved		Ka	
Empty Tubskid		Ka	

**Description of material shipping**

<b>24-HOUR NUMBER</b>	<b>PLACARD REQ.</b>	<b>PLACARD TYPE</b>	<b>QUANTITY</b>
CANUTEC: 1-888-226-8832	NO		

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

<b>SHIPPER</b> Save the planet. Recycle Everything.		<b>CONSIGNEE</b> Product Care		<b>CARRIER</b> Vanguard Bottle Depos Ltd.		<b>DRIVER NAME</b>		<b>DRIVER NO.</b>	
Name (Please Print)		Name (Please Print)		Name (Please Print)		TRAILER			
PER		PER		PER		UNIT		PIECES	
DATE		DATE		DATE		TIMES-START		FINISH TIME	

I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, are properly classified and packed, 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

## 6.4 Paint Reuse Program

The Paint Reuse 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 Reuse program. The Paint Reuse 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 Reuse 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](http://Regeneration.ca) website along with your collection site information.

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 Reuse 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 litres 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 Reuse 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 Reuse sticker to each can (see Figure 10: Paint Reuse Sticker in UseFigure 10). 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 10: PAINT REUSE STICKER IN USE**



**Waiver Sticker**





**Waiver Sticker on can**



## Submitting Forms

Send completed Paint Reuse forms to PCA via email to [nsopspaint@productcare.org](mailto:nsopspaint@productcare.org) or via fax to 604-592-2982 no later than the 10<sup>th</sup> of the following month. See Figure 11 and APPENDIX A for an example of a Paint Reuse form.

**FIGURE 11: PAINT REUSE FORM (SAMPLE)**

Send completed form to Product Care via either:  
**Email:** [nsopspaint@productcare.org](mailto:nsopspaint@productcare.org)  
**Fax:** 1.604.592.2982

**PAINT REUSE LIABILITY RELEASE FORM – PLEASE READ CAREFULLY**

TO: Product Care Association      AND TO: \_\_\_\_\_  
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 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 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)	WHAT WILL YOU PAINT (i.e., Project the Paint will be used for)	LATEX (# of containers)		ALKYD (OIL) (# of containers)	
					1 GAL	5 GAL	1 GAL	5 GAL
<b>CONTAINER TOTALS:</b>								

**Depot Operator's Name (Please print):** \_\_\_\_\_     
 **Signature:** \_\_\_\_\_     
 **Date:** \_\_\_\_\_

## 6.5 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 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.

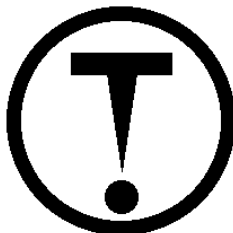
### *Flammable Hazard*



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 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 WCB 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.

Figure 12 provides an example of a spill kit. Spill kits come equipped with:

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

**FIGURE 12: 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 (APPENDIX B) and send it to PCA immediately:  
**Fax:** 604.592.2982  
**Email:** [nsopsaint@productcare.org](mailto:nsopsaint@productcare.org)
  - According to the provincial Environmental Emergency Regulations, spills must also be reported to Nova Scotia Environment (NSE). To report an environmental emergency such as a spill, call 1-800-565-1633. **A spill in excess of 100 litres of a flammable liquid must be reported.**

**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 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



Send completed form to Product Care via either:

Email: [nsopspaint@productcare.org](mailto:nsopspaint@productcare.org)

Fax: 1.604.592.2982

### PAINT REUSE LIABILITY RELEASE FORM – PLEASE READ CAREFULLY

TO: Product Care Association

AND TO: \_\_\_\_\_  
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 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 contents are not represented by the original label information, I should not use the Product and I may return it to

DATE: (Please Print)	NAME: (Please Print)	SIGNATURE: (Confirming Release of Liability)	PHONE NUMBER: (Please Print)	WHAT WILL YOU PAINT (i.e., Project the Paint will be used for)	LATEX (# of containers)		ALKYD (OIL) (# of containers)	
					1 GAL	5 GAL	1 GAL	5 GAL
<b>CONTAINER TOTALS:</b>								

Depot Operator's Name (Please print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## APPENDIX B. EMERGENCY AND/OR INCIDENT REPORT FORM



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

<b>Collection Site Name:</b>			
<b>Collection Site Location:</b>			
<b>Employee Name:</b>			
<b>Phone Number:</b>			
<b>Date of incident:</b>		<b>Time of incident:</b>	
<b>Instructions:</b>	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	<b>Type of surface spilled on:</b>
<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 tubskids	<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?	Was anyone hurt?
<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
<input type="checkbox"/> No	<input type="checkbox"/> 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:

<b>Email:</b>	nbopspaint@productcare.org		
<b>Emergency Telephone:</b>	1.888.772.9772 (24 hours)		
<b>Fax:</b>	604.592.2982		
<b>Employee Name:</b>		<b>Signature:</b>	
<b>Manager Name:</b>		<b>Signature:</b>	

## APPENDIX C. NS PAINT 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 collection site 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. Collection site 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 and paint aerosols
  - 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 collection site operator for checking.

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

<b>SCORE:</b>		<b>DATE:</b>		<b>Manager's Signature</b>
---------------	--	--------------	--	----------------------------

## ANSWERS TO QUIZ

This information is provided for the collection site 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. Collection site 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 and paint aerosols**
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 D. PAINT COLLECTION SITE NOTIFICATION FORM

# PAINT COLLECTION SITE NOTIFICATION FORM

<b>Site Name:</b>		<b>Phone Number</b>	
<b>Address:</b>		<b>Contact name:</b>	

Please complete the below information depending on your change:

<b>COLLECTION SITE NAME CHANGE</b>
------------------------------------

Previous collection site name:
New collection site name:
Is this a legal name change? <input type="checkbox"/> YES <input type="checkbox"/> NO
Effective date of name change:

*Please note that a legal name change requires a new contract.*

<b>COLLECTION SITE OWNERSHIP CHANGE</b>
---

Previous collection site ownership:
New collection site ownership:
Effective date of ownership change:

*Please note that an ownership change requires a new contract.*

<b>COLLECTION SITE LOCATION CHANGE</b>
--

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:
------------------------------------

<b>COLLECTION SITE CLOSURE</b>
--------------------------------

<b>Reason for closure:</b> <input type="checkbox"/> Financial <input type="checkbox"/> Lack of resources <input type="checkbox"/> Selling business <input type="checkbox"/> Lack of time <input type="checkbox"/> Other:	<b>NOTES:</b>     
---	-----------------------------------



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?	<input type="checkbox"/> YES <input type="checkbox"/> 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:**      [nspaintrecycle@productcare.org](mailto:nspaintrecycle@productcare.org)  
**Fax:**          604.592.2982  
**Mail:**        7781 Vantage Way  
                   Delta, BC V4G 1A6

## APPENDIX E. 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



**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)



**Caulking tubes**

- Anything in a caulking tube is NOT a coating

- Look for wording: coal tar, black-top, asphalt



**Automotive thinner and spray gun cleaner**

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



**Cement**

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



**Cleaners**

- Not a coating



**Wax and polishes**

- Not a coating



**Dryfall paint**

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



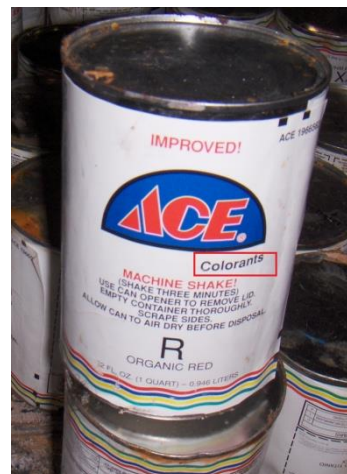
**Cement/concrete additives**

- 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.



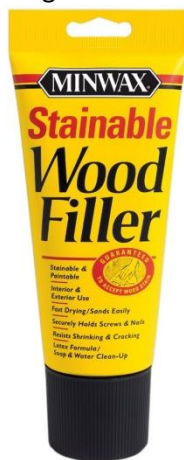
**Drywall compound, drywall mud**

- Trowel on solid
- Not a coating



**Spackle**

- Trowel on solid
- Not a coating



**Wood filler**

- Not a coating
- Spread on paste



**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

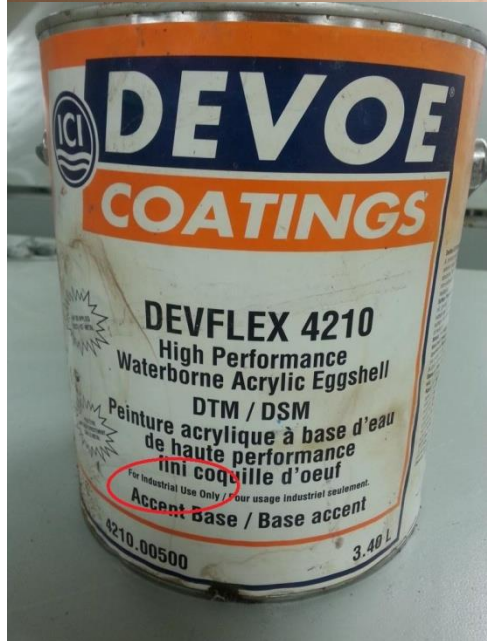
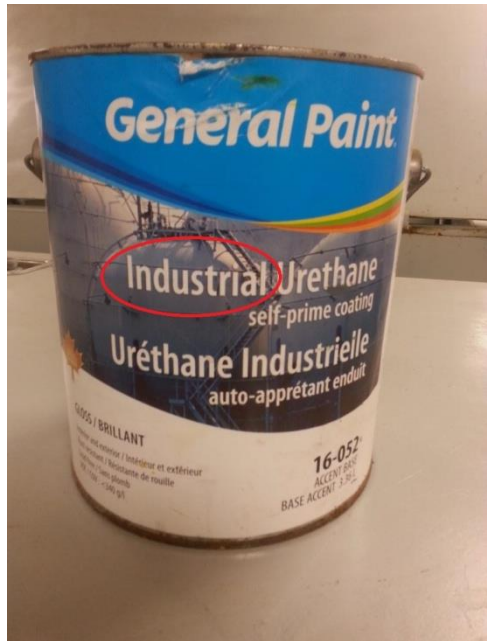
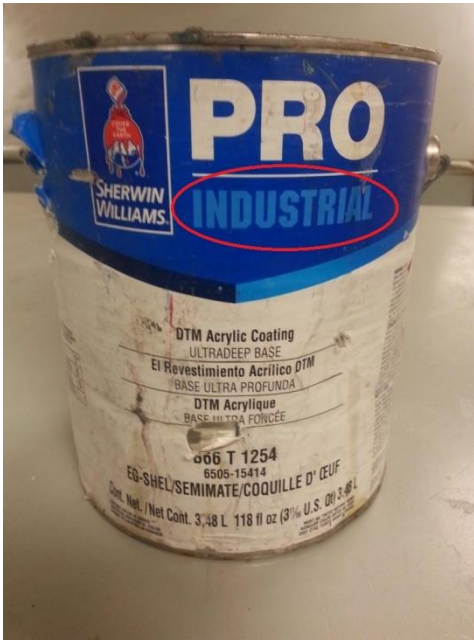


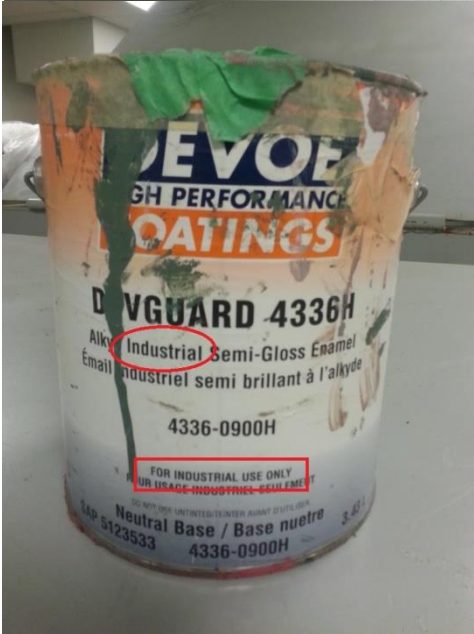
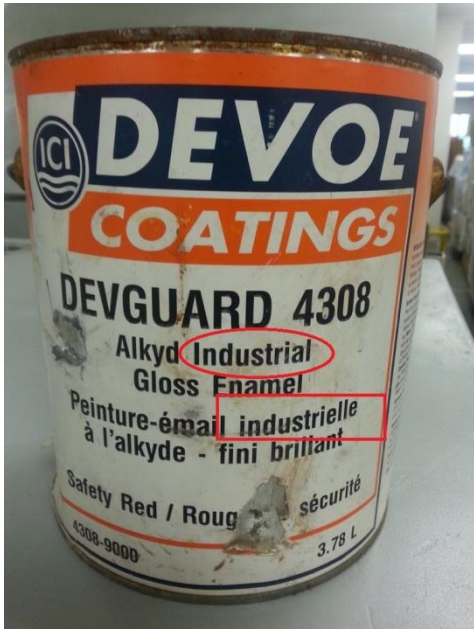


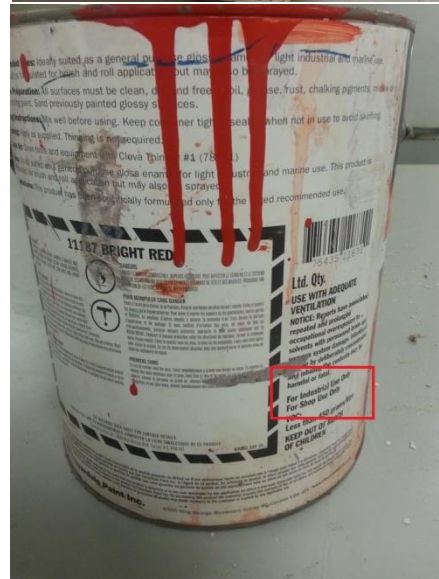
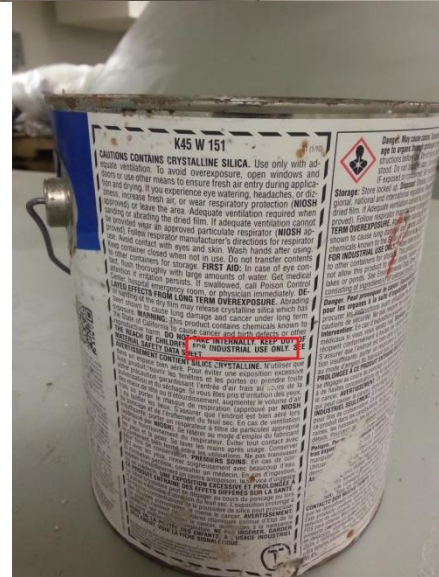
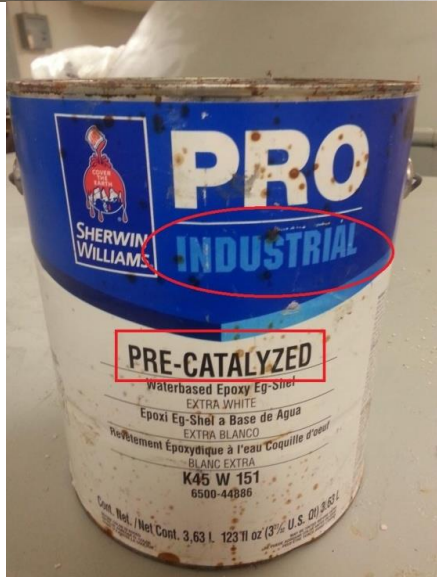
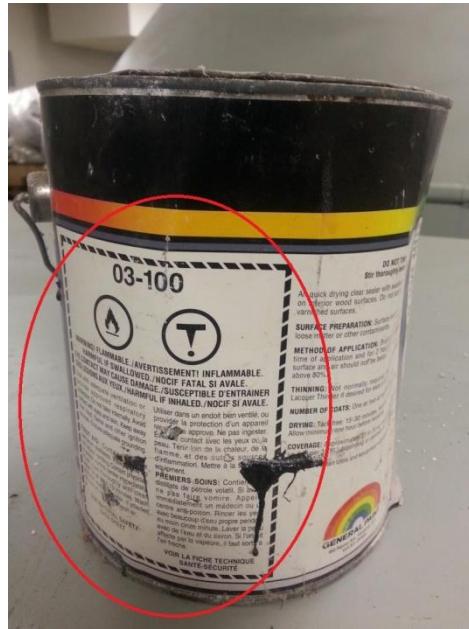
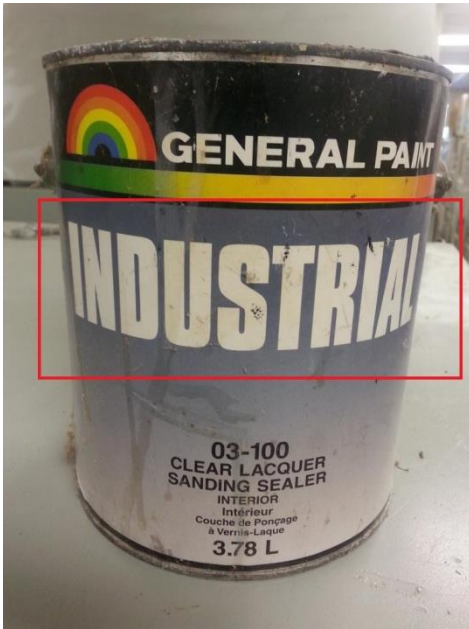
### Industrial Paint

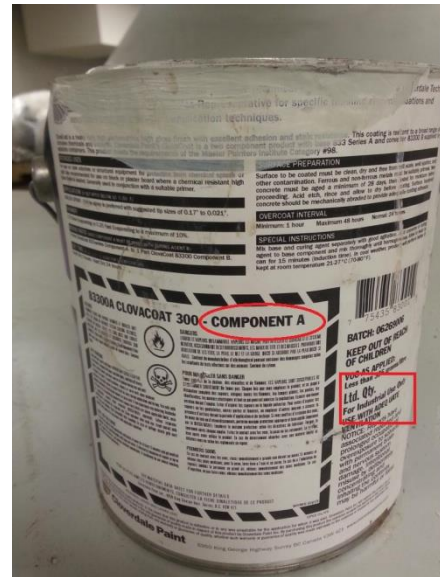
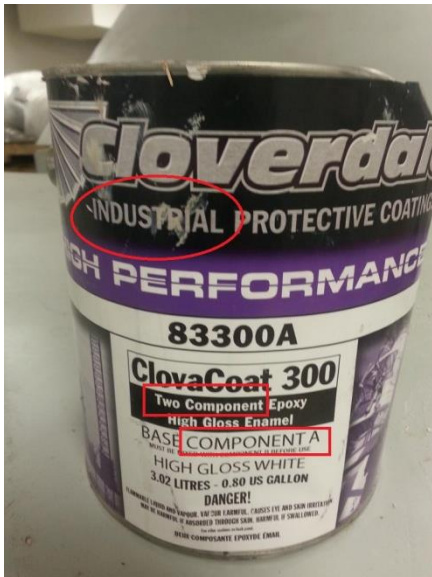
- Look for the word “industrial” or “for industrial use”
- Other wording: pre-catalyzed, two component, Component A or B
- May be a “fast dry” or “speed dry” paint
- WHMIS/GHS labelling or TDG label a good indicator (still must say “industrial” on container)











### Industrial Paint

- Look for the word “industrial” or “for industrial use”
- Other wording: pre-catalyzed, two component, Component A or B
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## APPENDIX F. PAINT ACCEPTANCE FLOW CHART

# PAINT ACCEPTANCE FLOW CHART

