



Manitoba Collection Site Guidelines

HHW COLLECTION SITES

DECEMBER 2014

This guideline is intended to provide practical guidance and best management practices for collection site operators regarding staff handling and storing of program products collected under the Manitoba Household Hazardous Waste Stewardship program. This guideline should be used by collection site operators to instruct staff in using required practices of the program.

The practices described in this guideline are not intended to replace any standards, acts or regulations required under Local, Provincial or Federal law; nor is the guideline intended to relieve the collection site operator or staff of requirements under the law.

Product Care Association accepts no responsibility and assumes no liability resulting from the incorrect use of information contained in this guideline or from the use of this information in any circumstances other than those described.

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1. INTRODUCTION

1.1. ABOUT THE MANITOBA HOUSEHOLD HAZARDOUS WASTE STEWARDSHIP PROGRAM

The Manitoba Household Hazardous Waste Stewardship Program, approved by Manitoba Conservation and Water Stewardship, provides accessible options for Manitoba residents to return specific categories of household hazardous waste (HHW), to ensure left-over products are collected and recycled or disposed of in an environmentally responsible manner, including:

- Fluorescent Light
- Physically hazardous materials (fuel cylinders)
- Pesticide
- Paint
- Flammable liquid
- Corrosive
- Toxic
- Environmentally hazardous

For more details on the product categories or more information on the program, visit: <http://www.productcare.org/Manitoba>

Product Care Association (PCA) operates 4 types of collection sites:

- **Paint collection site** – accepts paint & paint aerosols
- **Fluorescent lamp collectors** – accept fluorescent lamps
- **Paint & Fluorescent lamp collection sites** - accepts paint & paint aerosols and fluorescent lamps
- **Household Hazardous Waste (HHW) Collection site** - accepts all 8 of HHW categories listed above

This Guideline is intended for **Household Hazardous Waste (HHW) Collection Site Operators** only and contains the information you will need to operate the program correctly.

1.2. FOR MORE INFORMATION

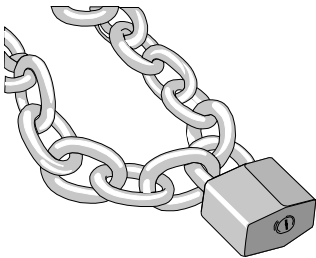
If, after reading these guidelines, you have any questions, please contact:



Product Care Association
604-592-2972 or 1-888-772-9772 ext. 213
Email: contact@productcare.org

2. COLLECTION SITE OPERATIONS

2.1. COLLECTION SITE SECURITY



During normal business hours, only authorized personnel should have access to the area where collection bins/drums are stored.

When the collection site is closed or unattended, the storage area must be locked or otherwise secured to prevent entry by unauthorized personnel or intrusion by animals .

2.2. SIGNAGE

The program will be providing signage to the collection site, to help identify that the facility is an authorized collection site. This signage should be placed near the entrance of the facility.

In addition, the program will provide additional signage /posters/pamphlets to help staff/customers determine what is accepted and what is not accepted by the program.

3. SUPPLIES

The program will provide the collection site with supplies to assist in maintaining the operation of the collection site, including the following:

- tubskids (4'x4'x3' plastic box with lid)
- UN rated drums
- pallets
- bags of absorbent
- Spill kit
- Personal eye wash bottles



This program also supplies you with rack cards containing valuable information for consumers on the program and the products that may be returned. These cards should be made readily available to the consumer and should be given to any consumer that has a question regarding this program. For more cards contact PCA.

FREQUENTLY ASKED QUESTIONS

How do I store my products for later use?

- Store in original, security-sealed, labeled containers
- Paint can be stored for reuse. Clean the rim for a good seal, pour 3mm (1/8") of paint thinner on top of oil-based paint, or 3mm (1/8") of water on latex paint, or store with container upside down
- Store in well-ventilated area, away from heat and ignition sources
- Keep out of reach of children and pets
- Paint thinner can be stored for reuse. Allow solids to settle and pour off the clear thinner into an appropriate container for reuse. Discard the leftover residual when completely dry

Are all products accepted at every collection site?

Some collection sites only accept specific products. Visit productcare.org/MB to find the nearest collection site and products accepted at that location.

What happens to the collected products?

Returned or leftover products are transported to an approved facility for processing, treatment, recycling and proper disposal.

How is the program funded?

Like other recycling programs in Manitoba, this program is funded by a fee applied to the sale of new products to cover the cost of collection, transportation, and recycling. The Environmental Handling Fee (EHF) may be included in a product's price or displayed as a separate charge at checkout. There is sales tax on the EHF because it is part of the product price. The EHF is not a government tax, it is not collected or managed by the government.

REGULAR PAINT	FLAMMABLE LIQUIDS, CORROSIVES, TOXICS
102 ml to 250 ml	750 ml or kg or less
251 ml to 1 litre	750 ml to 1 litre or kg
1.01 litre to 5 litres	1.01 to 5 litres or kg
5.01 litres to 25 litres	5.01 to 25 litres or kg
Aerosol paint (all sizes)	2.01 to 4 litres or kg
	4.01 to 10 litres or kg
DOMESTIC PESTICIDES	AEROSOLS
Less than 10 ml or grams	FLAMMABLE LIQUIDS, CORROSIVES, TOXICS
0.01 to 0.99 litres or kg	1 to 75 ml or grams
0.9 to 1.99 litres or kg	76 to 200 ml or grams
1.0 to 10 litres or kg	Over 201 ml or grams
PHYSICALLY HAZARDOUS (Non-refillable low gas cylinders)	
Per unit	

ABOUT PRODUCT CARE

Product Care is a non-profit industry association that manages product stewardship programs for household hazardous and special waste on behalf of its members across Canada.

Our programs help protect the environment by diverting leftover and end-of-life products from landfills, waterways, and sewers.

Product Care provides consumers with a no charge collection system network for the products it manages.

REDUCE AND RECYCLE

Please do your part and remember the B.U.D. rule!

- B** Buy only the amount you need
- U** Use what you buy
- D** Dispose of leftovers safely and responsibly

FOR MORE INFORMATION

To find a collection site near you, visit www.productcare.org/MB or call 1-888-772-9772.

Product Care
Product Stewardship Solutions

GOT LEFTOVERS?

TAKE THEM TO A PRODUCT CARE COLLECTION SITE!

No charge collection system

There is no charge to drop off accepted products at Product Care collection sites!

www.productcare.org/MB

ACCEPTED PRODUCTS *



HOUSEHOLD PAINT

Paint products including aerosols are accepted at any paint collection site.

- Interior and exterior paints
- Latex, acrylic, water-based paints
- Alkyd, enamel, oil-based paints
- Deck coatings, floor paints
- Single component varnishes and urethanes
- Concrete, masonry, drywall and stucco paints
- Metal and wood primers
- Undercoats
- Marine paint *
- Wood finishing oils
- Melamine, metal and anti-rust paint, stains, and shellac
- Single component swimming pool paint
- Stain blocking paint
- Block fillers
- Wood, masonry, driveway sealers and water repellants
- All types of paint aerosols

* Unless registered under Pest Control Product Act
Maximum container size is 25 litres and 660 grams or 24 ounces for aerosols



FLAMMABLE LIQUIDS AND WASTE GASOLINE

Products that display the flammable symbol and is a liquid or aerosol. Gasoline will be accepted only in an approved gas can or jerry can. For safety reasons, the gasoline container cannot be returned to the consumer at drop off.

- Gasoline
- Acetone
- BBQ lighter fluid
- Camping fuel
- Fondue fuel
- Kerosene
- Flammable degreasers
- Flammable lubricants
- Flammable liquid adhesives
- Flammable fuel treatment and additives
- Methanol
- Methyl Hydrate
- Mineral spirits
- Paint stripper
- Paint thinners
- Paint and varnish remover
- Turpentine
- Varsol
- Other flammable solvents
- Leftover, stale, or old gasoline contaminated with oil or water

Maximum container size for flammable liquids is 10 litres and 660 grams or 24 ounces for aerosols
Maximum container size for gasoline is 25 litres



PESTICIDES

Consumer pesticides that have the poison (skull & cross bones) symbol, the Pest Control Product (PCP) number and the word "Domestic" on the label.

- Liquid and solid pesticides
- Aerosol containers

Maximum container size is 10 litres and 660 grams or 24 ounces for aerosols

TOXICS

Products that display the poison symbol, says "Danger" and is a liquid or aerosol.

- Furniture stripper
- Automotive additives
- Lubricants
- Tar and bug remover

Maximum container size is 10 litres and 660 grams or 24 ounces for aerosols



CORROSIVES

Products that display the corrosive symbol, and is a liquid, aerosol or solid.

- Rust remover
- Masonry cleaner
- Pool and hot tub cleaners
- Grout cleaner

Maximum container size is 10 litres and 660 grams or 24 ounces for aerosols



PHYSICALLY HAZARDOUS (Non-refillable fuel gas cylinders)

Products that display both the flammable symbol and explosive symbol.

- Fuel cylinders
- Camping cylinders
- Butane cylinders

Maximum container size is 5kg and not refillable

NOT ACCEPTED

The following items are not accepted at ANY Product Care collection site.

WE DON'T TAKE

- Commercial, industrial or agricultural products
- Unidentifiable, unknown or unlabelled products
- Leaking or improperly sealed products
- Mercury switches
- Fertilizer
- Non-aerosol automotive paint
- Non-aerosol craft paint
- Quick-drying or line-marking paint
- Two-part or component paint containing catalyst or activator
- Paint in glass containers
- Brushes, rags and rollers
- Wine and distilled spirits
- Refillable propane cylinders
- Ammunition
- Drugs and medicines
- Caulking compound
- Diesel
- Medical sharps
- Insect repellents, disinfectants and pet products
- Cosmetics

WHAT TO KNOW

- Products must be in their original container with label intact
- Container must be tightly sealed
- Gasoline must be returned in approved gas can or jerry can
- Do not mix different types of products together

* Commonly used products are listed above. Some collection sites accept only certain products. For more information on accepted products and collection sites, visit www.productcare.org/MB.


www.productcare.org/MB



The program does **NOT** provide personal protective gear, which may be required by the Manitoba Workplace Safety and Health Branch (WSH) 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. Please contact your local WSH office for more information.

4. FORMS & RECORDS

This Guideline is intended for **Household Hazardous Waste (HHW) Collection site** only and contains the information you need to operate the program correctly. In the appendices at the end of this manual, there are several important forms to photocopy and use as needed. They include:

- Monthly collection site inspection form - collection sites are required to complete a monthly collection site inspection form (Appendix A).
- Paint Exchange form (not applicable to retail sites) – fax the form to Product Care at 1 866-975-2982 (toll free) or scan/email it to lori@productcare.org at the end of every month (Appendix B).

Copies of completed manifests (provided by the transporter) should be kept by the Collection site for two years.

5. WHAT IS ACCEPTED AND NOT ACCEPTED BY HHW COLLECTION SITES

The Product Care program targets only specific hazardous waste products that are designed and typically used by consumers and does not include products that are designed for industrial, or agricultural uses. Regardless of which type of acceptable category the product is in, all acceptable products must:

- Be identifiable (i.e. original label intact)
- Products meet the required container size restrictions (detailed in the following sections).
- Products are sealed and in good condition.



NOTE: All products accepted at collection depots operating under an agreement with Product Care are defined as “Designated Products. These products will fall into one of the following categories:

1. PROGRAM PRODUCTS

These are the products that were included in the Product Care’s HHW stewardship plan as approved by the Manitoba government. Recycling fees are paid to Product Care by the stewards of these products to fund the Manitoba program. A description of Program Products is included in Section 5.1 of these Guidelines.

2. NON-PROGRAM PRODUCTS

This category includes a broader range of products that are not within the approved Product Care program but still require special precautions for end-of-life management. Product Care has entered into an agreement with Green Manitoba to accept these materials at collection depots operating under the program. Non-Program Products are described in Section 5.5 of these Guidelines.

3. PRODUCTS NOT ACCEPTED

Some products will not be accepted as Designated Products at Product Care collection depots. These products include:

- Explosives
- Biohazards (medical sharps)

Further details on these products and alternative methods for managing them are described in Section 5.7 of these Guidelines

5.1. PROGRAM PRODUCTS

Consumers may drop off leftover *consumer products* in the following categories:

- Fuel cylinders (fuel cylinders)
- Paint - including aerosols
- Flammable liquids - including aerosols
- Pesticides - including aerosols
- Toxic materials – includes liquids and aerosols only
- Corrosive liquids -includes liquids, solids and aerosols
- Fluorescent lamps – Compact fluorescent lamps (CFL) and fluorescent tubes

This program is designed specifically for consumer products only and **does not** take any product that is designed for industrial use (only exception is paint aerosols). For classifying program material, refer to the decision tree in Appendix D.

With exception of the fluorescent lamps category, the program is based on the products and not who the end user is. That is to say, in general as long as the product is a consumer product, it does not matter who is the end user (consumer or commercial entity such as a trade painter), the program will accept it. The exception to the rule is fluorescent lamps, which are only accepted from residential source.



NEVER open a container to verify its contents. **ALL** products must be in their original container, meet container size restrictions, be identifiable by their label and not be leaking or compromised.

MULTIPLE HAZARD PRODUCTS

Some products may belong to more than one hazard class. If this is the case, the products will be classified into categories in the following order with the first category taking precedence over the next and so on:

- Fluorescent Light
- Physically hazardous materials (fuel cylinders)
- Pesticide
- Paint
- Flammable liquid
- Corrosive
- Toxic
- Environmentally hazardous

For Example:

- 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 compressed gas aerosol (class 2).
- If a product is a paint **AND** it is an aerosol, treat as an aerosol.
- If a product is corrosive **AND** it is toxic, treat it as corrosive.

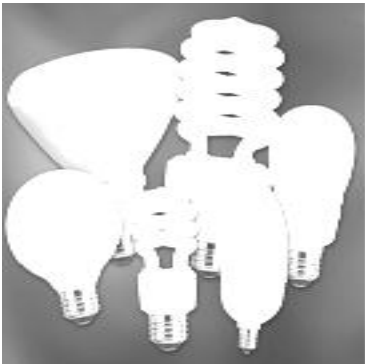
FLUORESCENT LAMPS

✓ ACCEPTED PRODUCTS

This program covers fluorescent light bulbs¹ marketed to residential users that are designed to be removed by the user.

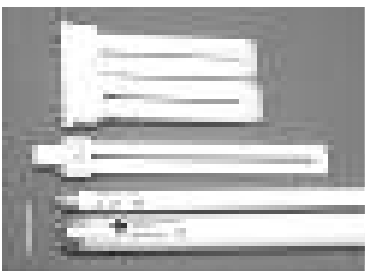
Fluorescent light bulbs come in many forms, including compact, linear, circular, covered and U shaped.

There are two categories of fluorescent light bulbs generally used for residential lighting:



Compact fluorescent lights (CFL's), which fit into standard lighting sockets or may have a pin-type end to fit specific fixtures. CFL's are manufactured in a number of different shapes and a range of

light output values.



Fluorescent tubes, (such as T12 Fluorescent Light bulbs, T8s, T5s, shaped or curved tubes) which require dedicated pin-type sockets. Fluorescent tubes come in different lengths, diameters and light output. Most are straight but some are curved or shaped.



¹ Note: the term "lamps" is used by the manufacturers to describe what consumers call "light bulbs".

ACCEPTING BROKEN BULBS

The program accepts intact (whole) units and does not accept light bulbs that have been crushed on purpose (i.e. by a drum-top crusher, also known as a bulb crusher) but the program will accept light bulbs that have been broken accidentally. A resident may bring their broken bulb and the materials they used to clean it up (such as paper towel or cardboard) in a sealed plastic bag. If a resident brings in a broken bulb, ensure it is in a sealed plastic bag and put it in the program collection container for the CFLs.



Non-program Light Bulbs or other products

Other types of light bulbs



This program does **NOT** accept other types of light bulbs such as incandescent, LED's or halogens.

Institutional, Commercial and Industrial Light Bulbs

This program does **NOT** accept light bulbs including CFL's and fluorescent tubes from commercial, industrial or institutional users

PHYSICALLY HAZARDOUS (FUEL CYLINDERS)

DESCRIPTION:

- Compressed “fuel gas” cylinders – single use (non-refillable) only
- Empty fuel gas cylinders that would normally have the product under pressure are acceptable.
- Cylinders must be <5kg (approximately 12” tall by 4” wide).
- May have the ‘explosive’ and ‘flammable’ consumer label displayed on the container.



EXAMPLES:

- Camp stove fuel (cylinder)
- Butane fuel cylinders
- Propane fuel cylinders
- Propylene fuel cylinders
- Acetylene fuel cylinders
- Welding fuel cylinders



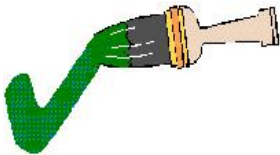
NOT A PROGRAM PRODUCT:

- Refillable fuel cylinders
- Other compressed gas cylinders that are not fuel gases (e.g. carbon dioxide, oxygen bottles etc.)
- Fire extinguishers
- Fuel cylinders >5kg
- Aerosol cans

PAINT

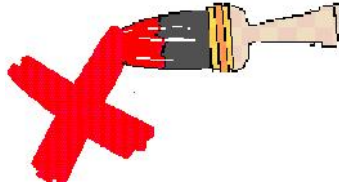
DESCRIPTION:

- Household or Architectural paints regardless of water-based (latex) or oil-based (alkyd)
- Empty containers acceptable.
- Maximum container size 23 litres.
- All Paint aerosols (spray paints) regardless of industrial or household products



WE TAKE

- ✓ Paint aerosols of all types, including automotive and industrial products
- ✓ Consumer latex, alkyd,
- ✓ Enamel & oil-based paints
- ✓ Porch, floor & deck paints
- ✓ Interior & exterior varnishes & urethanes, primers, undercoats, block fillers & sealers
- ✓ Marine enamels
- ✓ Wood finishing oils, stains & shellac
- ✓ Latex driveway sealer
- ✓ Rust paint, decorative metal paints
- ✓ Fence, barn & swimming pool paint



PRODUCTS NOT ACCEPTED AS PAINT

- × Paint in glass containers
- × Traffic marking paints
- × Non-aerosol craft paints
- × Non-aerosol automotive paints
- × Paints labeled “Industrial use only” e.g. two-part paints, part A, or B; reducers; catalysts; quick dry, fast dry; QD; rapid dry; baked on coatings; hardeners
- × Resins
- × Mixed oil based paint with latex paint
- × Lubricant, oils
- × Roof patch, tars and grease
- × Brushes, rags and rollers
- × Paint containing foreign objects

FLAMMABLE LIQUID

DESCRIPTION:

- Does not include industrial/commercial use products



NOTE: The product must be flammable **AND** a liquid.



- Flammable liquids accepted under this program may be poisonous and flammable. 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”
- Maximum container size 10 litres.
- Gasoline in approved or recognized gas/jerry cans (commonly red plastic).
 - Maximum 25 litres container size.
 - Vent and spout must be sealed.



NOTE: GASOLINE CONTAINERS ARE NOT RETURNED TO THE CONSUMER.

EXAMPLES:

- Paint thinner
- Varsol
- Gasoline
- Flammable adhesives
- Paint strippers
- Turpentine
- Kerosene
- Acetone

NOT A PROGRAM PRODUCT:

- Paints and coatings (evaluated under the paint category)
- Caulking tubes/tile adhesives
- Catalysts
- Cosmetics and beauty products
- Drugs, medicines and other health products
- Flammable solids (Yule logs, solid fire starters, charcoal briquettes)
- Wine and distilled beverages
- WHMIS labeled products (flame warning symbols with a circle border)
- Products labeled commercial or industrial
- Coatings



PESTICIDES

Pesticides accepted under this program may be in a solid form, liquid or aerosol form. They include such things as weed killers, wood preservatives, anti-fouling paint and rat poison.

Although there are many pesticide products in the market, in order to be acceptable into the program, all acceptable pesticide products **must have 2 things** on the label:



- ✓ POISON (Skull & Cross Bone) SYMBOL

AND

- ✓ PEST CONTROL PRODUCT REGISTRATION (PCP) NUMBER
- ✓ **Maximum** container size: 10 litres



NOTE: Pesticides are their own category; however, for the purposes of transport, they will be packed with the Toxic materials (see proceeding section).

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 labeled agricultural, commercial or industrial
- ✗ Insect repellents
- ✗ Sanitizers and disinfectant
- ✗ Pet products
- ✗ Fertilizers

TOXIC MATERIALS

DESCRIPTION:

- Does not include industrial/commercial use products
- Liquid or aerosols (solids are not included)
- Must have the 'toxic' consumer label displayed – Note that pesticides are to be treated separately under the pesticide category



- Maximum container size 10 litres.

EXAMPLES:

- Wood preservatives (creosote, green copper preservative)
- Methylene chloride based paint stripper
- Fuel injector cleaners
- Fuel additives (conditioners, boosters,

NOT A PROGRAM PRODUCT

- ✘ Products with a WHMIS toxic symbol



CORROSIVE MATERIALS

DESCRIPTION:

- Does not include industrial/commercial use products
- Does not include materials designed for use down the drain (example: drain openers, bleach, toilet bowl cleaner, hot tub chemicals)
- Could be liquid or solid or aerosol
- Must display the 'corrosive' consumer label



- Maximum container size 10 litres.

Corrosives are further classified into one of three compatibility groups (see below).

- They must be sorted this way so that there is no danger of chemical reaction and fire.

Acidic materials

- Contain the word 'acid' or 'acidic' in the description on the container
- Many corrosive materials are cleaners, but there is no indicator as to whether they are acidic or caustic. Acidic materials dissolve metal and minerals. Any cleaners that remove rust, clean mineral stains, remove scale and dissolve lime are acidic.
- pH is a measure of how acidic or caustic a material is. Anything that reduces pH or has a low pH is an acid.
- Also included in the acidic materials are nitrogenated cleaning compounds.
 - Description will list chemical compounds with names such as: Trichlorotriazinetrione, dichlorotriazinetrione, isocyanuric acid,

cyanuric acid and bromo dimethyl hydantoin. There will be numbers contained in the names, or they may be written slightly different.

- These items are commonly pool or hot tub chlorinators.

Caustic materials

- Contain the word 'hydroxide', 'alkaline', 'alkyl', 'hydroxide' or 'caustic' in the description on the container.
- Many corrosive materials are cleaners, but there is no indicator as to whether they are acidic or caustic. Caustic materials dissolve organic material. Any cleaners that remove grease, soap scum or films are caustic. The majority of cleaners are caustic.
- pH is a measure of how acidic or caustic a material is. Anything that raises pH or has a high pH is caustic.
- Water softeners and balancers contain many minerals that are neither acidic nor caustic. These can be packed with the caustic materials.

Hypochlorite materials

- Contain the word 'bleach' or 'hypochlorite' in the description on the container.
- Says on the container that "the material produces dangerous gasses when mixed with other products or ammonia" or a similar statement.
- This material is a program material corrosive, but will be classified as an oxidizer. However, this drum containing hypochlorites will be separate from the non-program drum.

EXAMPLES:

Acids:

- CLR
- Concrete stain removers
- Muriatic acid
- Battery acid

Nitrogen based chlorinated cleaners:

- Ajax bath tub powder

Caustics:

- Hydrogen peroxide (also known as wood bleach)
- Bathroom or kitchen cleaners
- Ammonia

Hypochlorites:

- Algae removers

NOT A PROGRAM PRODUCT:

- Batteries
- Corrosives with a WHMIS label
- Enzymatic cleaners (not corrosive)
- Hot tub chemicals
- Toilet bowl cleaners
- Drain openers



5.2. ABANDONED MATERIAL

At the entry to the collection site, there should be a sign that warns against *abandoning* material.. If abandoned material is found, it must be identified to see if it is an Designated Product under this program.

- If it is a Designated Product, place it in the appropriate collection container.



IMPORTANT: An unidentified product must **NOT** be stored in collection containers with products collected under this program, because it may react with the stored products that could produce toxic vapours or cause a fire or explosion.

5.3. PRODUCTS THAT ARE NOT PART OF THE PROGRAM (“NON-PROGRAM PRODUCTS”)

Products that are not part of the program are considered ‘non-program material’. These specific products will not be accepted by the program. However, because this is a new program, for an initial period of the program start, the program will not refuse any non-program product that is been returned by the public. The described non-program products from residents are considered designated products.



Product Care has agreed to use the collection depots established under the HHW stewardship program to accept additional categories of materials (non-program products) under an agreement signed with Green Manitoba. Depot operators will be given adequate advance notice of any revisions or cancellation of this agreement.

Please be aware that although all PROGRAM material will be accepted from all sources, NON-PROGRAM material can be accepted from **RESIDENTS ONLY**.

For example, if a **commercial painter** has some household latex paint and industrial two-part paint to drop-off, the household latex paint can be accepted, but **NOT** the industrial two-part paint. If a **resident** has some household latex paint and industrial two-part paint to drop-off, **BOTH** items can be accepted.

Any non-program material accepted from residents must be packed **SEPARATELY** from the program material.

The following sections detail how the non-program material can be identified, sorted and packed.



NOTE: Leaking and compromised containers will **NOT** be accepted.

Non-program material often looks very similar to program material. There are always clues on the item that will provide insight.

- This program is for consumer products only (except for paint aerosols). All Industrial and Agricultural products are **NOT** program products.

- Industrial-use items usually have specific warnings. Things such as the requirements to use specialized health and safety equipment, such as respirators or specific mixing instructions. These products usually have WHMIS warning labels (warning symbols with a circle around it and safety instructions surrounded by a broken dotted rectangular border)



- Industrial and agricultural materials are purchased in larger volumes. 5 gallon pails for chemicals other than paint tend to be sold for industrial application.

- Industrial and Agricultural materials may not have brand names; chemical names in place of brand names can often indicate industrial or laboratory material.



- Industrial materials may also have TDG (transportation of dangerous goods) labeling.



- This program is for post consumers only and **NOT** for Retailers or Manufacturers. Products from retailers can be identified by the large number of containers being returned and/or new looking containers.
- All unlabeled, unknown or improperly sealed containers are **NOT** program products.
- Acceptable products stored in inappropriate or incompatible containers are **NOT** acceptable.
- If you are unsure whether a product is acceptable or not, contact Product Care office at 1-888-772-9772.

Non-Program Sorting Category:

FIRE EXTINGUISHERS

DESCRIPTION:

- These include fire extinguishers under pressure
- Contents must be compressed (under pressure).
- Empty fire extinguishers are acceptable.
- Typically red or yellow, with a nozzle for directing fire extinguishing spray at a fire.
- All types acceptable (carbon dioxide, A, B, ABC, D, water).
- All sizes acceptable.

TDG CLASSIFICATION:

WASTE FIRE EXTINGUISHERS, Class 2.2, UN1044, PG –

EXAMPLES:

- ABC fire extinguisher
- CO2 fire extinguisher
- Kitchen fire extinguisher
- Foam fire extinguisher

Non-Program Sorting Category:

AEROSOL CONTAINERS

DESCRIPTION:

- Any aerosol containers that do not contain program products as described in Section 5.1 will be accepted as non-program products



- Will have explosive hazard warning on its label
- May also have flammable and/or toxic hazard markings

EXAMPLES:

- Hair spray
- Cleaners, furniture polish
- Sun block
- Footwear water proofing
- Non-stick cooking sprays

Non-Program Sorting Category:

CYLINDERS

DESCRIPTION:

- Contents must be compressed gas (under pressure).
- Empty cylinders that would normally have the product under pressure are acceptable.
- They typically have a thick metal casing, and in order to access the product a valve must be threaded onto one end.
- Freon should NOT be accepted if it is contained within equipment or arrives in a tank (see pictures below).



TDG CLASSIFICATION:

Various TDG shipping names based on type of gas; this will be determined by the lab pack technician.

EXAMPLES:

- Carbon dioxide cylinders
- Medical oxygen cylinders
- Instrument Calibration gas
- Refillable barbeque cylinders
- Refillable welding gases
- Helium
- Expanding foam insulation cylinders

Non-Program Sorting Category:

FLAMMABLE LIQUID

DESCRIPTION:

- Must be liquid.
- May display the 'flammable' and the 'toxic' consumer label on the container.



- In the absence of a flammable consumer label, wording describing the products flammability is acceptable (example: keep away from open flame).
- If the material is a laboratory chemical, place the item in the same drum as the unknowns.
- Lab chemicals can be very dangerous and should only be packed by trained professionals.
- Ensure that all resin and adhesive catalysts are removed and sorted independently.
- The catalysts tend to be corrosive or oxidizing depending on the nature of the resin or adhesive.
 - Catalysts are often hidden under the caps of resins and adhesives or can be taped to the side. They can be as large as the main container, or as small as a 5 ml tube.
 - In cases where the catalyst cannot be separated from the resin or adhesive, pack the item as is (example: epoxy glue tubes).

TDG CLASSIFICATION:

WASTE FLAMMABLE LIQUID, N.O.S. (toluene), Class 3, UN1993, PG II

EXAMPLES:

- Resin
- Industrial adhesive
- Two part paint
- Diesel fuel
- Race fuel

Non-Program Sorting Category:

FLAMMABLE SOLIDS

DESCRIPTION:

- The material is solid at room temperature and meant to be solid
- Solid flammable liquids (ex. Solid alkyd paint or resin) should still be packed with other flammable liquids.
- May display the 'flammable' and the 'toxic' consumer label on the container.



- In the absence of a flammable consumer label, wording describing the products flammability is acceptable (example: keep away from open flame).
- Empty containers acceptable.
- If the material is a laboratory chemical, place the item in the same drum as the unknowns.
- Lab chemicals can be very dangerous and should only be packed by trained professionals.

TDG CLASSIFICATION:

WASTE FLAMMABLE SOLID, ORGANIC N.O.S. (toluene), Class 3, UN1325, PG II

EXAMPLES:

- Yule logs
- Solid fire starter
- Solid/gel fuel in cans
- Charcoal briquettes
- Activated aquarium carbon
- Gasoline contaminated rags or absorbent

Non-Program Sorting Category:

REACTIVE MATERIAL

DESCRIPTION:

- Any products that require special handling or treatment due to their reactive or dangerous nature.
- Could be liquid or solid.
- These products are to be kept separate and will be packed by a lab pack technician sent from the recycler.
- If the material is a laboratory chemical, place the item in the same drum as the unknowns.
- Lab chemicals can be very dangerous and should only be packed by trained professionals.
- Any products that contain the following chemical names or wording in their description:
 - Pyrophoric, Cyanide, Sulfide, Dangerously reactive or unstable, Isocyanate

TDG CLASSIFICATION:

Various TDG shipping names based on type of chemical; this will be determined by the lab pack technician.

EXAMPLES:

- Sodium cyanide
- Isocyanate resin
- Zinc dust
- Aluminum dust
- Ethyl ether
- Calcium carbide
- Sodium sulfide
- Picric acid
- Perchloric acid

Non-Program Sorting Category:**OXIDIZING MATERIAL****DESCRIPTION:**

- This material can be solid or liquid.
- May display the 'oxidizing', 'corrosive' and 'toxic' consumer label on the container.



- Empty containers acceptable.
- If the material is a laboratory chemical, place the item in the same drum as the unknowns.
- Lab chemicals can be very dangerous and should only be packed by trained professionals.
- Oxidizers are classified into two categories (see below)

Hypochlorites

- Contain the word 'bleach' or 'hypochlorite' in the description on the container.
- Could be a pool chemical provided that the word 'hypochlorite' is on the container as an ingredient.
- Says on the container that "the material produces dangerous gasses when mixed with other products or ammonia" or a similar statement.
- These materials, at high concentration, may be considered oxidizing and not corrosive.

Organic peroxides

- Have the suffix “-peroxide”
- Commonly resin catalysts.
- Usually in small tubes.

Other oxidizers

- Any products that are not included in the previous two categories.
- These materials, at high concentration, may be considered oxidizing and not corrosive. In the absence of an ‘oxidizing’ consumer label pack as a corrosive.

TDG CLASSIFICATION:

WASTE HYPOCHLORITES, INORGANIC, N.O.S. (sodium hypochlorite), Class 5.1, UN3212, PG II

WASTE ORGANIC PEROXIDE, TYPE F, LIQUID (benzyl peroxide), Class 5.2, UN3109, PG II

WASTE OXIDIZING LIQUID, N.O.S.), Class 5.1, UN3139, PG II

EXAMPLES:

Hypochlorites

- Pool chlorinators
- Granular chlorine

Organic Peroxides

- Benzoyl peroxide
- Methyl ethyl ketone peroxide

Other oxidizers

- Strong hydrogen peroxide
- Nitrogen adding liquid or granular fertilizers

Non-Program Sorting Category:

TOXIC MATERIALS

DESCRIPTION:

- Any products that demonstrate toxicity.
- Could be liquid or solid.
- May have the 'toxic' consumer label displayed on the container.



- Includes agricultural pesticides, herbicides and biocides.
- Any products that are designed to be toxic (kill things).
- Some products do not have the toxic/poison symbol on them, but are considered toxic due to their intent or because they are too old to have the symbol.
- Examples: creosote (wood preservative fungicide)
- If the material is a laboratory chemical, place the item in the same drum as the unknowns.
- Lab chemicals can be very dangerous and should only be packed by trained professionals.
- Empty containers are acceptable.

TDG CLASSIFICATION:

WASTE TOXIC LIQUID, ORGANIC, N.O.S. (diazinon), Class 6.1, UN2810, PG II

EXAMPLES:

- Agricultural pesticides
- Arsenic

Non-Program Sorting Category:

CORROSIVE MATERIALS

DESCRIPTION:

- Any products that demonstrate corrosivity.0
- Could be liquid or solid.
- Must display the 'corrosive' consumer label and may have the 'toxic' consumer label on the container.



- Empty containers are acceptable.
- Corrosives are further classified into one of three compatibility groups (see below).
- They must be sorted this way so that there is no danger of chemical reaction and fire.
- If the material is a laboratory chemical, place the item in the same drum as the unknowns.
- Lab chemicals can be very dangerous and should only be packed by trained professionals.

Acidic materials

- Contain the word 'acid' or 'acidic' in the description on the container
- Many corrosive materials are cleaners, but there is no indicator as to whether they are acidic or caustic. Acidic materials dissolve metal and minerals. Any cleaners that remove rust, clean mineral stains, remove scale and dissolve lime are acidic.
- pH is a measure of how acidic or caustic a material is. Anything that reduces pH or has a low pH is an acid.
- Nitric and sulphuric acid, at high concentration, may be considered oxidizing and corrosive. Please pack this as corrosive.

- Also included in the acidic materials are nitrogenated cleaning compounds.
 - Description will list chemical compounds with names such as: Trichlorotriazinetrione, dichlorotriazinetrione, isocyanuric acid, cyanuric acid and bromo dimethyl hydantoin. There will be numbers contained in the names, or they may be written slightly different.
 - These items are commonly pool or hot tub chlorinators.
 - Not always corrosive, it is important to observe the chemical compounds contained in the product.
 - These materials, at high concentration, may be considered oxidizing and not corrosive. In the absence of an 'oxidizing' consumer label pack as a corrosive.

Caustic materials

- Contain the word 'hydroxide', 'alkaline', 'alkyl', 'hydroxide' or 'caustic' in the description on the container
- Many corrosive materials are cleaners, but there is no indicator as to whether they are acidic or caustic. Caustic materials dissolve organic material. Any cleaners that remove grease, soap scum or films are caustic. The majority of cleaners are caustic.
- pH is a measure of how acidic or caustic a material is. Anything that raises pH or has a high pH is caustic.
- Water softeners and balancers contain many minerals that are neither acidic or caustic. These can be packed with the caustic materials.

TDG CLASSIFICATION:

WASTE CORROSIVE LIQUID, ACIDIC, INORGANIC, N.O.S. (muriatic acid), Class 8, UN3264, PG II

WASTE CORROSIVE LIQUID, BASIC, INORGANIC, N.O.S. (sodium hydroxide), Class 8, UN3266, PG II

EXAMPLES:

Acids

- Industrial concrete stain removers

- Industrial muriatic acid
- Industrial sulphuric acid
- Nitric acid
- Drain openers

Bases

- Industrial hydrogen peroxide (also known as wood bleach)
- Concentrated degreaser
- Industrial ammonia
- Ammonium hydroxide
- Toilet bowl cleaner

Hypochlorites

- Industrial & household bleach
- Algae removers
- Calcium Hypochlorite pucks (pool chlorinators) (that do not say DANGER with a toxic symbol)

Nitrogen based chlorinated cleaners

- Hot tub pucks (that do not say DANGER with a toxic symbol)
- Chlorine pucks (that do not say DANGER with a toxic symbol)

Non-Program Sorting Category:

MERCURY

DESCRIPTION:

- Elemental mercury or devices or material that contains or used to contain mercury.
- Mercury compounds
- The description of the chemical will contain wording such as 'mercury' or 'mercuric'

TDG CLASSIFICATION:

WASTE MERCURY, Class 8, UN2809, PG III

WASTE MERCURY COMPOUNDS, LIQUID, N.O.S. (mercuric chloride), Class 6.1, UN2024, PG II

EXAMPLES:

- Elemental mercury
- Broken mercury thermometers
- Mercuric chloride

Non-Program Sorting Category:

ASBESTOS

DESCRIPTION:

- Asbestos and asbestos contaminated material
- Must be double bagged to protect from inhaling the dust.
- **NEVER** handle asbestos that has not been double bagged.
- Asbestos could be contained in tiles, drywall, insulation, vermiculite, stucco, pipe wrap.
- If asbestos is suspected in material, treat it as asbestos.

TDG CLASSIFICATION:

WASTE ASBESTOS, WHITE, Class 9, UN2590, PG III

EXAMPLES:

- Vermiculite
- Tiles
- Drywall
- Stucco
- Pipe insulating wrap

Non-Program Sorting Category:

PCB LIGHT BALLASTS

DESCRIPTION:

- All light ballasts will be packed together as PCB light ballasts.
- They will be sorted at the processor for recycling.

TDG CLASSIFICATION:

WASTE ARTICLES CONTAINING POLYCHLORINATED BIPHENYLS (PCB), Class 9,
UN2315, PG II

NON REGULATED SOLIDS (non-PCB light ballasts), Class NR, UN# NA, PG NA

Non-Program Sorting Category:

NON-HAZARDOUS MATERIAL

DESCRIPTION:

- Any chemical products that are not compressed and do not demonstrate flammable, oxidizing, toxic or corrosive properties.
- Anything that cannot be classified into the previous categories.
- Does not include household refuse or garbage.
- Does not include material that falls under other industry stewardship programs (e.g. batteries, cell phones, e-waste)

TDG CLASSIFICATION:





None.

EXAMPLES:

- Car wax or floor wax/polish
- Enzymatic cleaners
- Do not use corrosive or flammable chemicals to clean
- Simple Green cleaner
- Shoe polish
- Dish detergent/laundry detergent
- Non-corrosive, non-flammable cleaners
- Windex, Armour-all cleaners

5.4. PRODUCTS UNDER OTHER STEWARDSHIP PROGRAMS

Some residents may bring in items that are covered by other stewardship agencies. A list of these items, and the stewardship program that is responsible for them, is included in the following table. These products are not considered to be Designated Products and should not be placed in containers provided by Product Care.

Products	Manitoba Stewardship Program	Contact Information
Automotive lead acid batteries	 <p>CBA Canadian Battery Association REPRESENTING THE INDUSTRY SINCE 1970</p>	<p>Canadian Battery Association (250) 216-3664 environment@canadianbatteryassociation.com www.canadianbatteryassociation.ca/</p>
Single use and rechargeable batteries	 <p>call2recycle A Rechargeable Battery Recycling Corporation program</p>	<p>Call2Recycle 1-877-273-2925 customerservice@call2recycle.ca www.call2recycle.ca/</p>
Packaged antifreeze and containers, used oil, filters and containers	 <p>MARRC</p>	<p>Manitoba Association for Resource Recovery (204) 632-5255 / 1-888-410-1440 marrc@mts.net www.usedoilrecycling.com/en/mb</p>
All prescription drugs, over the counter medication and natural health products sold in oral dosage form	 <p>MRPP MEDICATIONS RETURN PROGRAM</p>	<p>Health Products Stewardship Association 1-613-723-7282 info@healthsteward.ca www.healthsteward.ca/</p>
Mercury containing thermostats/switches	 <p>SWITCH THE STAT</p>	<p>Switch the Stat (416) 922-2448 x241 switchthestat@summerhillgroup.ca www.switchthestat.ca/eng/index.php</p>

Product Care recommends that the operators of full service collection sites arrange to manage these products by using one of the following options:

1. Use the services of the other stewardship programs for collection and transport of their products;
2. Make other direct arrangements with a processor to accept the product (any costs would be borne by the collection site);
3. Direct the public to take these items to other existing collection sites in their area (a list of collection sites for all program materials can be found at: <http://greenmanitoba.ca/your-nearest-depot/> or <http://www.recyclemanitoba.ca/>)

5.5. UNKNOWN PRODUCTS AND LABORATORY CHEMICALS

If product arrives that is unknown or unidentifiable, it must first be identified by a professional before they can be sorted or transported.



NEVER open a container to verify its contents.

NEVER guess at what is contained inside the container.

Laboratory products are can be very dangerous and should only be packed by trained professionals, treat them as you would treat unknown products.

All unknown and laboratory products should be placed in the unknown drum and packed with absorbent as per the packing procedures proceeding sections.

5.6. EMPTY CONTAINERS

Empty containers are **NOT** considered program products, with the exception of paint and containers under compression (aerosols, fuel cylinders).



ONLY empty **PAINT** and **AEROSOL/FUEL CYLINDER** containers are accepted.

6. PRODUCTS THAT ARE NOT ACCEPTED

These items are **NOT** designated products and must **NOT** be accepted at depots under any circumstance. These items are dangerous and can pose a significant environmental, health and safety risks to the depot and its employees.

6.1. EXPLOSIVES AND AMMUNITION

Although the PCA program does not include any forms of explosive material, occasionally some of this material may be brought to a depot. These items may include ammunition, flares, blasting caps, etc.

The depot staff may exercise discretion on how to deal with this material. Whenever possible, the person possessing the explosive material should be directed to contact their closest police detachment to arrange for proper disposal of the material.

6.2. RADIOACTIVE MATERIAL

Although the PCA program does not include any forms of radioactive material, occasionally some of this material may be brought to a depot. These items may include smoke alarms*, uranyl nitrate, scintillation vials, old watches and aircraft gauges. Please note that under no circumstance can this material be accepted at the depot. The resident will need to contact a local hazardous waste disposal company to manage this material.

*- individual residential smoke detectors can be disposed of with regular household waste

6.3. BIOHAZARDOUS MATERIAL

Although the PCA program does not include any forms of biohazardous material, occasionally some of this material may be brought to a depot. These items may include sharps (needles), preserved biological specimens and petri dishes. Please note that under no circumstance can this material be accepted at the depot. The resident will need to contact a local hazardous waste disposal company to manage this material.

6.4. LEAKING OR COMPROMISED CONTAINERS

Although the product may be a designated product, any items that are leaking, unsealed or compromised cannot be accepted. Instruct the customer to repackage the material and bring it back or find alternative disposal with a local hazardous waste disposal company.

7. HHW STORAGE

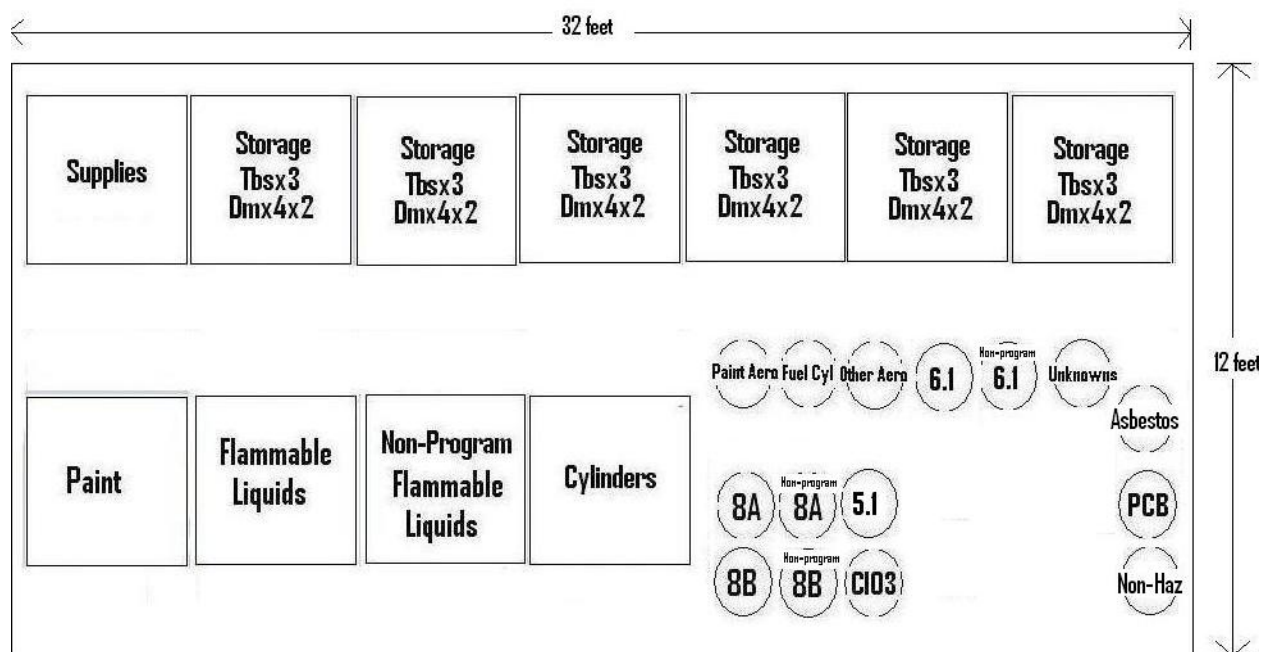
Every collection site will have an area to store HHW collected for the program. These instructions are designed to be generalized and there may be site specific requirements for the area.

7.1. SITE INSPECTIONS

Every site will be required to conduct a monthly inspection of its HHW storage area. The Monthly Collection Site Inspection Check-list (appendix A) should be attached to a clipboard and posted outside the area. A copy of the completed inspection form must be submitted to PCA monthly via fax or email.

7.2. STORAGE AREA LAYOUT

Every storage area will be organized differently according to its shape, size and other requirements. Every site must have a layout of the contents of the HHW storage area attached to the inspection clipboard. In the event of an emergency, this layout will allow emergency response personnel to determine the cause of any reaction or fire and the properties of the material stored nearby. Below is an example of a site layout. Space must be kept around containers, so that they can be inspected for leaks, and their labeling is visible.



7.3. HHW STORAGE AREA VENTILATION

Ventilation is an important safety feature to prevent the build-up of toxic or flammable vapours in the storage area. Please ensure that if there are any doors, windows or intake vents, that they are open and unobstructed.

A fire extinguisher must be mounted in a location accessible from the outside of the room in a weather protected area. It is the responsibility of the collection site operator (supervisor) to ensure the fire extinguisher is inspected and serviced as per fire regulations.

7.4. HHW STORAGE AREA MAINTENANCE

For those collection sites using an HHW storage room provided by PCA, all maintenance is the responsibility of PCA. If a PCA HHW storage room requires any maintenance it should be reported in the Monthly Collection Site Inspection Checklist. In the case of an immediate service requirement, contact PCA without delay. Once reported, PCA will make the necessary arrangements for service.

7.5. STORAGE CONTAINERS (TUBSKIDS)

The storage area should have 4 tubskids for storing the products:

Program containers:

- One tubskid is for Paint.
 - Label shipping name: WASTE PAINT, Class 3, UN1263, PG II
- One tubskid is for gasoline and flammable liquids.
 - Label shipping name: WASTE FLAMMABLE LIQUIDS, N.O.S. (toluene), Class 3, UN1993, PG II

Non-program containers:

- One tub skid is for non-program flammable liquids.
 - Label shipping name: WASTE FLAMMABLE LIQUIDS, N.O.S. (toluene), Class 3, UN1993, PG II
- One tub skid for non-program cylinders

- Labeled individually depending on contents by Miller Environmental.

7.6. STORAGE CONTAINERS (DRUMS)

The storage area should have # drums for storing the products:

Program containers:

- One drum for aerosols
 - Label shipping name: WASTE AEROSOLS, Class 2.1, UN1950
- One drum for fuel gas cylinders
 - Label shipping name: WASTE COMPRESSED GAS, FLAMMABLE, N.O.S. (butane), Class 2.1, UN
- One drum for corrosive products (caustic)
 - Label shipping name: WASTE CORROSIVE LIQUID, N.O.S. (sodium hydroxide), Class 8, UN1760, PG II
- One drum for corrosive products (acidic)
 - Label shipping name: WASTE CORROSIVE LIQUID, N.O.S. (hydrochloric acid), Class 8, UN1760, PG II
- One drum for corrosive products (hypochlorites)
 - Label shipping name: WASTE HYPOCHLORITE SOLUTION, Class 8, UN1791, PG II
- One drum for toxic products
 - Label shipping name: WASTE TOXIC LIQUID, ORGANIC, N.O.S. (methylene chloride), Class 6.1, UN2810, PG II

Non-program containers:

- One drum for non-program toxic material
- One drum for non-program corrosive material (acidic)
- One drum for non-program corrosive material (basic)
- One drum for non-program corrosive material (hypochlorites)
- One drum for fire extinguishers
- One drum for oxidizing material

- One pail for mercury
- One drum for asbestos
- One drum for non-regulated material
- One drum for light ballasts

The container sizes for non-program material are suggestions only. Some categories of non-program material may only be brought to your site by customers on an infrequent basis, if at all. In order to reduce the programs footprint, only set out containers for material that you have received and select appropriate containers based on the size of the containers and the amount that is dropped off at your site.

For example: a customer drops off one 1 litre bottle of non-program acid, which you place in a pail. Another customer drops off four 4 litre bottles of non-program acid, so you take the original 1 litre container dropped off, and pack it in a drum with the four 4 litre containers.

When preparing drums for packing, place 1 inch layer of absorbent in the bottom of the liner. Only drums require the containers be packed with absorbent; this does **NOT** apply to aerosol cans and other compressed cylinders.

8. RECEIVING PRODUCTS FROM CONSUMERS

Traffic Control

The depot site must be configured so that customers can access the HHW unloading area safely:

- Use signage, traffic cones and/or barricades to direct the customer from the site entrance to the location where HHW materials will be taken from the vehicle
- As much as possible segregate HHW depot customer traffic in and out of the site from the movement of trucks and other heavy machinery
- Set up the unloading area as close as possible to the storage compound to minimize the distance that material must be carried

When a customer arrives to return Items:

- Greet the customer and ask to see the items being returned.
- **INSPECT THE ITEM**
 - If the customer has large numbers of items to return that would disrupt the collection site operations or exceed your storage limitations, accept what you can manage and direct the customer to PCA for the future.
 - Also ask customer to call ahead in future to ensure capacity is available.
 - Contact PCA for arranging for the recycling of the material.
- **IS THE ITEM ACCEPTABLE?**
 - Compare the product with the list of designated products in section 5.0 of this manual
 - If the item is not on the list, it is not acceptable.



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

- **IS IT IN GOOD CONDITION?**

- Ensure that the item is in an acceptable condition and not leaking or unsealed.
 - Unacceptable Condition: If a product is in a leaking or compromised container, it cannot be accepted.

- **MOVING THE ACCEPTED PRODUCT(S)**

- Place the accepted items onto carts or in a staging area if applicable.
- Move the item to the sorting area for packing into collection containers supplied by program.

- **PACKING THE ACCEPTED PRODUCT(S)**

- This program is not a self-drop system; therefore, customers must be supervised when returning program products.
- Access to the packing area must be restricted to collection site employees.
 - No public access is permitted to the collection containers.
- Before packing the products, ensure the drum is pre-labeled for its contents with a label provided by Miller Environmental.
- When packing collection containers, heavy items must always be packed at the bottom with additional smaller products packed on top.
- All products must be packed upright and tightly together so they do not leak or spill.
- When a collection container is full, make sure the contents are well packed and the lid is in place.
- Never over-fill a collection container. Make sure the lid can sit flat on top of it.

○ **Packing containers into drums:**



- Prepare the drum for packing
- insert a drum liner into the drum (liner optional, not supplied by PCA)
- place 1 inch layer of absorbent in the bottom of the liner.



- Pack container tightly and upright.



Once one level of the drum is packed with containers, add absorbent around them until the tops of the containers are covered



- Continue packing more containers.



- Repeat this process until there is no more room in the drum and the lid can be safely secured for transport.



NOTE: This does **NOT** apply to aerosol cans and other compressed cylinders

UNKNOWN PRODUCTS

If product arrives that is unknown or unidentifiable, it must first be identified by a professional before they can be sorted or transported.

Laboratory products are can be very dangerous and should only be packed by trained professionals, treat them as you would treat unknown products.

All unknown and laboratory products should be placed in the 'unknown' drum and packed with absorbent as per the packing procedures proceeding sections.

CUSTOMER SERVICE

Like you, our goal is to ensure the customer has a good experience while visiting your site. In all situations, remain courteous (polite and respectful) to the customer. We understand it may be difficult at times and if the situation becomes challenging, please encourage your staff member(s) to bring either a manager or another staff person in to the discussion. Customers complaining about their items being rejected should be provided with program promotional material and be asked to contact PCA about their item.

Unaccepted materials: Apologize, return the customer's item and let them know their item is not a part of the program.



NOTE: Please forward any customer feedback on the program to PCA. If there are any significant customer complaints, please contact PCA immediately at the number listed in section 1.2.

9. EXCHANGING PAINT PRODUCTS

If your site is participating in the paint exchange program, you must display and offer selected containers of leftover paint to consumers free of charge. The Paint Exchange shelving should be placed in a location that is climate controlled for year round use and easily accessible to customers.

- Selecting containers for the Paint Exchange program:
 - **NO OTHER PRODUCTS**, such as aerosols, flammable liquids, pesticides, gasoline or corrosives collected by this program shall be included in the exchange under any circumstances.
 - Based on the weight of the container, select containers that are >50% full (do not open container).
 - The colour of the paint should be indicated on the container or label.
 - Select containers with original labels.
 - Select containers in good condition with no rust or damage.
 - Shake container to ensure its contents are still liquid.

Place selected containers on Paint Exchange display shelving.

- Signing out Paint Exchange containers:

Because the paint given away in the Paint Exchange program is a used product, certain procedures must be followed:



- Attach a waiver sticker to top of container, once the customer selects the paint.
- The customer must read and complete Paint Exchange form (Appendix B).

Additionally, the collection site must complete the details on the bottom of the Paint Exchange form(s) at the end of every month and fax the form(s) to Product Care at 1 866-975-2982 (toll free) or scan/email it to contact@productcare.org.



NOTE: To reduce the risk of spills and injury, **NEVER** allow the consumer to open cans on site. As most returned cans of paint have been used, there are always markings and labels on the can indicating the colour & type of the paint within.

10. SHIPMENT PROCEDURES

TO ORDER A PICK-UP CALL AND INDICATE:

- Your collection site/company name and location.
- The number of bins or drums for pickup.
- Additional supplies required (labels etc.).

A PICK-UP SHOULD BE ORDERED WHEN:

- Whenever you reach any of these limits, you must call for a pick-up (1-877-592-2972 ext 213):
 - 1 drum of aerosols or fuel cylinders.
 - 2 pails of non-program flammable solids.
 - 2 drums of non-program oxidizers.
 - 1 drum or 4 pails of non-program organic peroxides.
 - 1 drum or 4 pails of toxic material (program or non-program).
 - 5 drums or 20 pails of corrosive material (program or non-program) and mercury.
 - When there is one drum of containers (works out to approximately 80 litres of containers) of unknowns.
 - When more than half of your bins are full or half of your available drums/pails are full.

MILLER ENVIRONMENTAL WILL PROVIDE:

- Replacement tubskids/drums and supplies, as requested.
- Labels to apply to the full and empty tubskids/drums (example below).

WASTE PAINT 1451-1263			
DOT Name:	WASTE PAINT		
PWC:	1451	Hazard Class:	3
UN Number:	UN1263	Packing Group:	II
Safe Handling Procedures:	Keep material away from heat sources and other combustible materials. Never smoke when working with or near the material. Store in a cool, fireproof area.		
SEE MATERIAL SAFETY DATA SHEETS			

- Transportation of Dangerous Goods (TDG) labels to be applied to the replacement tubskid or drum before use.
- Shipping document for you to sign.

PREPARATION FOR SHIPMENT:

- Ensure the lids of the collection containers are secure.
- Ensure that the collection containers have the proper product label and TDG label affixed.
- Sign the manifest provided by Miller Environmental.
- If your shipment is being picked up by a third party carrier, please follow instructions that are provided with the paperwork. Please refer to Appendix E for an example of the instructions.

11. HEALTH & SAFETY

You are responsible for ensuring that your facility and operations, including paint collection activities, meet the requirements of Workplace Safety & Health Branch.

- The following are some general safety guidelines related to the Program:
 - No smoking near the collection and storage area.
 - Do not open any containers.
 - Read the label on each container.
 - Wash hands before eating, smoking or using the washroom.
 - Follow the procedures outlined in these guidelines
- Depending on the type of product, the label may display warning or hazard symbols. The following are some common product hazard symbols found on paint containers.

Poison Hazard



This symbol is a warning that the product could be poisonous 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, for example, an aerosol can.
- Always handle and store the product carefully. It may be dangerous if the container is accidentally heated, punctured or crushed.

Flammable/Combustible Hazard



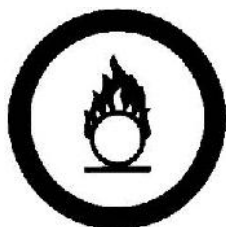
- Solvent based products typically contain flammable or combustible ingredients, which means these materials will ignite and continue to burn if exposed to a flame or source of ignition.
- Avoid breathing fumes, build-up of vapours, open flame, spark or heat, ingestion and skin contact

Toxic Hazard



- This symbol is a warning that the product could be toxic or poisonous if you accidentally swallow it or if it touches your eyes or skin.
- Avoid ingestion and skin contact.

Oxidizing Hazards



- Products with this symbol are considered oxidizers, which can produce oxygen and are dangerous if involved in a fire.
- Organic peroxides (usually catalysts), can auto-ignite and are very dangerous when spilled; they must be absorbed and then the absorbent immersed in water to prevent this from happening.

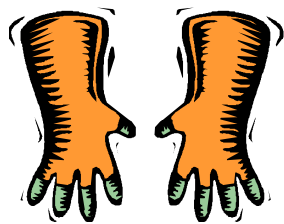
11.1.PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE is the gear and clothing worn to protect against hazards such as a falling object, moving equipment or a harmful product. To select the correct safety gear required at the collection site, the operator must first identify the hazards present.

If uncertain about what hazards are present or what gear is needed, assistance can be obtained from the local WCB office.

11.2.EXAMINING OR HANDLING PRODUCTS

PPE is needed when handling products. PCA recommends the following equipment; please note that this is only a recommendation and additional equipment may be required by regulation or workplace needs..:



- Chemical resistant gloves to prevent contact with products that may not be sealed correctly or are spilled on the outside of the container



- Safety goggles to protect the eyes if a product is dropped or spilled during examination.

Workers may also be required to wear long sleeved clothing to make sure there is no contact with exposed skin surfaces. Manitoba Workplace Safety and Health may require more PPE than what is listed above. This is the responsibility of the collection site and not PCA.

11.3.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.

Hard hats, safety shoes and traffic safety gear may be required by the Manitoba Workplace Safety and Health.

11.4.KEEPING PROTECTIVE EQUIPMENT IN GOOD CONDITION

Once protective gear has been selected, it is important to keep it clean and in good condition.

- Inspect the equipment regularly to make sure it is able to serve its intended purpose.
- Replace worn or damaged equipment immediately.

GLOVES

Gloves should be inspected regularly and replaced immediately if damaged:

- gloves can become cut or torn on a rough edge or surface
- certain gloves can rapidly fall apart when exposed to a flammable liquid
- products may penetrate the glove after several *exposures* or exposure to a large amount of product



NEVER use leather or fabric gloves when handling products. They can absorb liquids and keep them in contact with the skin. This can be very dangerous because some poisonous substances are absorbed into the body through the skin.

SAFETY GOGGLES AND OTHER EQUIPMENT

This type of safety equipment is designed and made to meet government standards. It should be cleaned regularly, inspected and replaced if damaged. It must not be repaired because it may no longer meet the government standard.

EYEWASH BOTTLE AND EYEWASH STATION

Ensure you know the location and proper procedures for using the compressed eyewash bottles. PCA issues a replacement compressed eyewash bottle every three years. If a compressed eyewash bottle is used, it must be replaced. Contact PCA for replacement bottles.



Important: Eyewash bottles must be stored in a temperature controlled environment (kept above freezing temperature). When working in the HHW area, one bottle must be carried with the worker at all times in the event that it needs to be used.

12. IN THE EVENT OF A SPILL



12.1.EMERGENCY PLANNING

It is important for the operator and depot workers to know what actions must be taken in case of a fire or spill. Please follow your own Emergency Plan if you already have one and use this as a reference.

The correct emergency action will depend upon the location of the depot and whether a local Fire Department will be able to respond. The correct response measures should be confirmed by your local Fire Department.

12.2.EMERGENCY EQUIPMENT

Emergency equipment provided by this program includes a a spill kit, and eyewash bottle.

Spill control supplies (absorbent, spill socks and pads) are provided by the program and should be kept accessible in case a product is dropped or damaged in handling.

Keep this equipment in good working condition and accessible at all times. Please note that the depot operator is responsible for the annual inspection and servicing of the fire extinguisher and re-supply of spill kit contents.

12.3.EMERGENCY TRAINING

If depot 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.

12.4. 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.

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

13. SPILLS

What you do in the event of a spill depends on what was spilled and how much. A paint spill does not require the same level action as a gasoline, flammable liquids or pesticide spill. A spill must be reported to Product Care regardless of size.



REMEMBER: Personal safety comes first!

In addition, the Province of Manitoba has spill reporting requirements under the *Dangerous Goods Handling and Transportation Act, Environmental Accident Reporting Regulation*. Spills in quantities equal to or greater than the list below, must report the spill to Manitoba Conservation at (204) 944-4888:

- Class 2 (compressed gas) – 100 litres
- Class 3 (flammable materials) – 100 litres
- Class 4 (flammable solids) – 1 kilogram

- Class 5.1 (oxidizers) – 50 litres
- Class 5.2 (organic peroxides) – 1 litre
- Class 6.1 (toxic materials) – 5 litres
- Class 8 (corrosive materials) – 5 litres
- Class 9 (asbestos) – 50 kilograms

When reporting the spill, provide the following information:

- Location and time of spill.
- Name and telephone number of person reporting it.
Brief description of the circumstances surrounding the spill.
- Quantity and type of material spilled.
- Action that will be taken with respect to the spill.

13.1. PROTECTIVE EQUIPMENT IN A SPILL

Workers involved in a spill must be aware of the hazards and the precautions needed to protect themselves from harm. For example, if it is a large spill or a spill of a product that is hazardous in very small quantities, workers may require special protective gear.

For example, a worker may need:

- ✓ a respirator that provides adequate protection from the product spilled
- ✓ a face shield and/or safety goggles
- ✓ impervious clothing such as disposable long sleeved coveralls and rubber boots and gloves.

Selection of the appropriate protective equipment and training in its use depend upon the duties that depot workers will be expected to perform in an emergency. Further information about emergency protective equipment can be obtained from the local WCB office.

13.2. IN THE CASE OF A LARGE SPILL: (GREATER THAN 5 LITRES)

- ✓ Call the fire dept.
- ✓ Request that people leave the area and restrict entry to only those controlling the spill.
- ✓ Request the assistance of a co-worker if possible.
- ✓ If it is safe to do so, contain the spill and stop any flow. Personal protective equipment may be required. Remember - personal safety comes first!
- ✓ Block off any route to waterways such as storm drains, catch basins, creeks and dykes.
- ✓ Use any or all of the absorbent, spill pads, or spill socks within the spill kit to contain the spill. Even dirt spread around a spill area will act as a temporary dyke until a more suitable solution can be determined.
- ✓ Contact your supervisor and notify the program office at the number shown on the contact list.
- ✓ Complete the Emergency/Incident Report and fax to program office immediately.
- ✓ Replace any used spill control supplies.

13.3. IN CASE OF A SMALL SPILL (LESS THAN 5 LITRES):

- ✓ Ensure personal safety
- ✓ Restrict access to spill area
- ✓ Contain the spill and stop any flow. This may be as simple as up righting the container or placing the leaking container in to another container. Personal protective equipment may be required. Remember - personal safety comes first!
- ✓ Use the material in the spill kit to contain the spill and clean up the spill

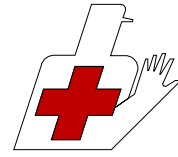
- ✓ Collect all the spilled material with absorbent and place it in plastic bags along with any used spill control supplies or contaminated protective clothing and cleaning materials.
- ✓ Place the plastic bag containing the recovered spilled material in a tote. Put a label on the tote to identify the contents & contaminants and place it in the appropriate tubskid.
- ✓ Replace any used spill control supplies.
- ✓ If the spill escapes containment or reaches waterways treat as a large spill.

Be sure to remove any clothing that may be contaminated. Wash thoroughly to remove spilled material from your hands or body.

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

13.4.FIRST AID

A first aid program is required in all places of work. First aid requirements are regulated by the Workers' Compensation Board and depend upon the type of business and the number of workers present. Your local WCB office should be contacted if these requirements are not known.



Depot operators should also ensure that, where a spill may occur, a source of running water, such as a garden hose, is immediately available for flushing the product from the skin.

13.5.EMERGENCY CONTACTS

Fire Department, Police or Ambulance	911
Program Headquarters (24 hrs)	(604) 592-2972 or 1-888-772-9772
Manitoba Conservation Spill Line	(204) 944-4888

Please report spills to PCA at the number above. For all spills, complete the Emergency and/or Incident Report (Appendix C) recording the details of the spill and fax it to the PCA program office immediately at 1-866-975-2982 (toll free).

APPENDIX A

MANITOBA HHW RECYCLING PROGRAM

email or fax completed form monthly to:

Email: lori@productcare.org

Fax: 1-866-975-2982

MONTHLY COLLECTION SITE INSPECTION CHECKLIST

MONTH _____ YEAR _____

Please mark each box - Check (✓) if Okay or Cross (✗) if Attention Needed

<input type="checkbox"/> Tubskids & drums are in good condition.	<input type="checkbox"/> Total Number of tubskids on site (write) _____ (please include all tubs on site in this total)
<input type="checkbox"/> Spill Kits complete and ready for use.	<input type="checkbox"/> Total Number of drums on site (write) _____
<input type="checkbox"/> All current staff have been trained.	<input type="checkbox"/> Signs are clean, in place and readable.
<input type="checkbox"/> Collection area is clean and organized	<input type="checkbox"/> Depot is locked and secured after hours.
<input type="checkbox"/> Program promotional material available.	<input type="checkbox"/> No Regulatory Infractions received this month
<input type="checkbox"/> Depot Guidelines are available to staff.	<input type="checkbox"/> Have any spills been reported?

Please provide comments on the above items that have a cross (✗) and list any items you need:

Depot Name

Date

Person completing Form (please print name)

Signature



APPENDIX B

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" in the Manitoba Paint Recycling Program. I also acknowledge that Product Care Association, its members, officers, directors, employees, agents and contractors (collectively "Product Care") make NO REPRESENTATION OR WARRANTY AS TO THE MERCHANTABILITY, QUALITY, CONTENTS OR ORIGINS OF THIS PRODUCT OR TO THE FITNESS OF THIS PRODUCT FOR ANY PURPOSE.

I accept the Product "as is" and I acknowledge that the Product has not been inspected by the Program. I ACCEPT ALL RISKS ASSOCIATED WITH ANY USE OF THIS PRODUCT. In consideration for this product, I release Product Care from all claims, damages, losses, causes of action, or actions arising from the receipt and/or use of this Product and acknowledge that I am waiving all legal rights against the Sponsors in relation to the acceptance and use of this Product.

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 this Product and return it to a Paint Collection Depot in my area without charge.

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

 Depot Operator's Name (Please print)

 Signature

 Date

DEPOT – Send Completed Form to PCA via Email: lori@productcare.org or Fax: 1-866-975-2982

APPENDIX C

MANITOBA HHW RECYCLING PROGRAM
EMERGENCY and/or INCIDENT REPORT
(Page 1 of 2)

Depot Name: _____

Depot Location: _____

Employee Name: _____

Telephone Number: _____

Date of incident: _____

Time of incident: _____

Check one of the following emergencies and fill out the appropriate information: (Attach a separate form if you need more space)

SPILL?

Spill in parking lot

Spill in reception area

Spill caused chemical reaction, if so list the chemicals involved (if known):

Customer caused the spill

Type of surface spilled on
 gravel asphalt concrete wood

Spill in other area:

FIRE?

Fire in parking lot

Fire in paint aerosol drum

Fire Department called

Fire in any other location _____

Fire in reception area

Fire in paint tubskids

Fire extinguishers used (If so, the unit(s) must be serviced)

PROPERTY DAMAGE?

Equipment Damaged

Tubskid damaged

Building Damaged

Other property damaged

EMERGENCY AND/OR INCIDENT REPORT

(Page 2 of 2)

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) – Use additional paper if necessary

Describe your response effort (what did you do?) – Use additional paper if necessary

Was staff wearing protective gear?

YES

NO

Was anyone hurt?

YES

NO

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

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

Telephone and report the incident immediately on the emergency telephone line if the spill involves more than 8 litres (2 gallons) of paint, if the spill escapes into the environment (**runs into grass or gravel, enters a storm drain, etc.**) or if there is an injury or fire. Please complete the information and fax or email (and other forms if applicable) to PCA.

EMERGENCY TELEPHONE (24 HOURS)
1-888-772-9772

Email: lori@productcare.org
Fax: 1-866-975-2982

Employee Name _____

Signature _____

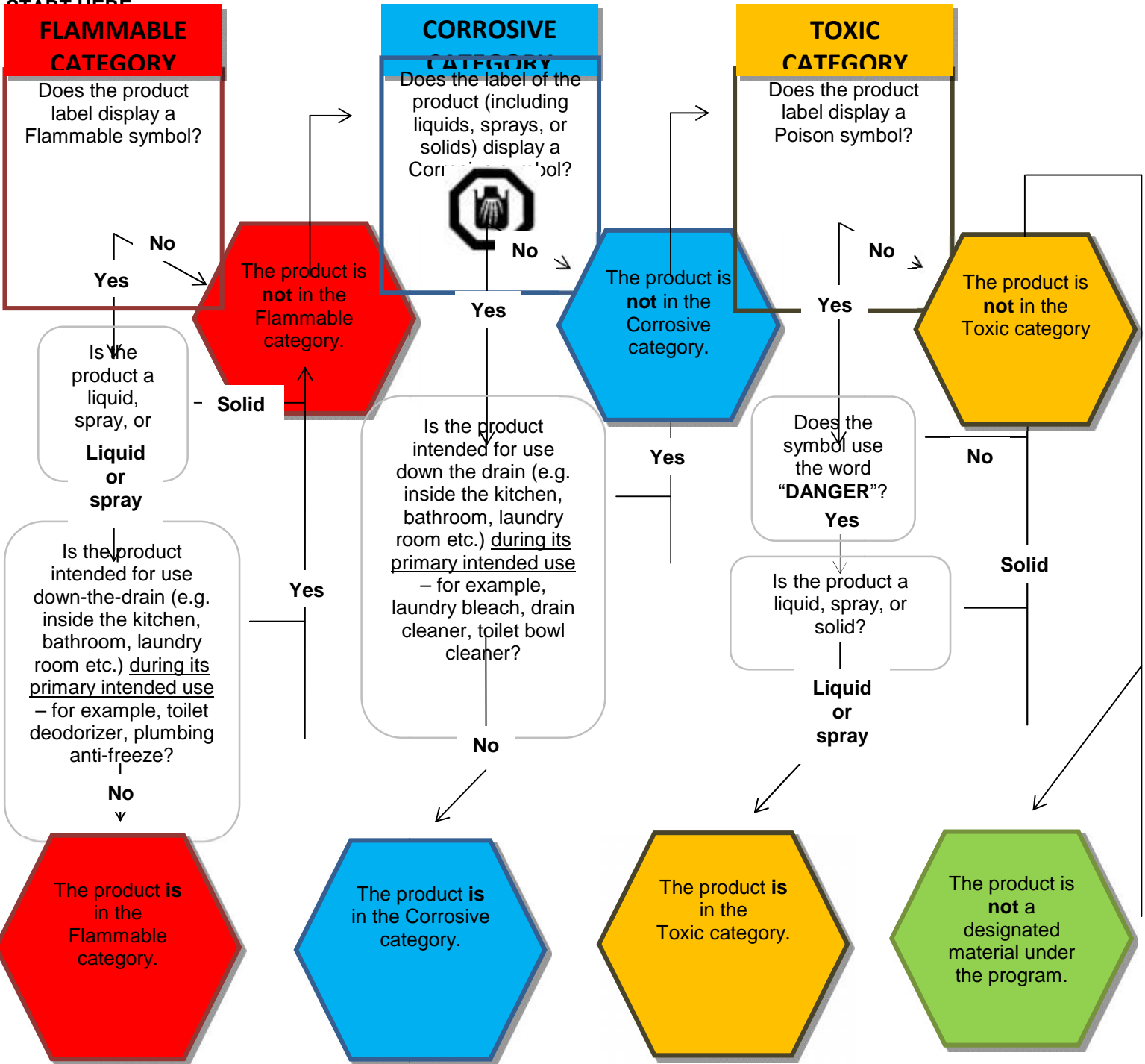
Manager Name _____

Signature _____

APPENDIX D

FIRST, check that your product is not listed in the Excluded List on page 3, then proceed.

START HERE



Manitoba HHW (Flammables, Corrosives, Toxics) Decision Tree

November 18, 2013

FIRST check that your product is not listed in the MB HHW Excluded List on page 3 then proceed.

			Comments	
FLAMMABLE CATEGORY	1.	Does the product label display a Flammable symbol?	Yes	Go to step 2.
			No	The product is not in the Flammable category. Go to step 4 (Corrosive symbol).
	2.	Is the product a liquid, spray, or solid?	Liquid or spray	Go to step 3.
			Solid	The product is not in the Flammable category. Go to step 4 (Corrosive symbol).
	3.	Is the product intended for use down-the-drain (e.g. inside the kitchen, bathroom, laundry room etc) <u>during its primary intended use</u> – for example, toilet deodorizer, plumbing anti-freeze?	Yes	The product is not in the Flammable category. Go to step 4 (Corrosive symbol).
			No	The product is in the Flammable category. <i>Classification is finished.</i>
CORROSIVE CATEGORY	4.	Does the label of the product (including liquids, sprays, or solids) display a Corrosive symbol?	Yes	Go to step 5.
			No	The product is not in the Corrosive category. Go to step 6 (Poison symbol).
	5.	Is the product intended for use down the drain (e.g. inside the kitchen, bathroom, laundry room etc) <u>during its primary intended use</u> – for example, laundry bleach, drain cleaner, toilet bowl cleaner?	Yes	The product is not in the Corrosive category. Go to step 6 (Poison symbol).
			No	The product is in the Corrosive category. <i>Classification is finished.</i>

TOXIC CATEGORY	6.	Does the product label display a Poison symbol?	Yes	Go to step 7.
			No	Product is not in the Toxic category and is not a designated material under the program. <i>Classification is finished.</i>
	7.	Does the symbol use the word "DANGER"?	Yes	Go to step 8.
			No	The product is not in the Toxic category. Product is not a designated material under the program. <i>Classification is finished.</i>
	8.	Is the product a liquid, spray or solid?	Solid	The product is not in the Toxic category. The product is not a designated material under the program. <i>Classification is finished.</i>
			Liquid or spray	The product is in the Toxic category <i>Classification is finished.</i>

List of Manitoba HHW Excluded Products:

- **Commercial, industrial, or agricultural products**
- **Powder forms (solid) of masonry products, cement, grout, mortar, plaster of Paris**
- **Caulking compounds**
- **Lead acid batteries**
- **Oil / Antifreeze**
- **Mercury switches**
- **Fertilizer**
- **Wine and distilled spirits**
- **Drugs and medicines**
- **Diesel**
- **Medical sharps**
- **Insect repellents, disinfectants and pet products**
- **Cosmetics**
- **Ammunition**
- **Refillable propane cylinders**

APPENDIX E



Please call Anita Boily when you receive this shipment so that I can notify Gardewine to have your full bins picked up.

Please call:
Anita Boily - (204) 925-9600

If you prefer you may contact Gardewine yourself; just please make sure to sign and fax over a copy of the manifest so I am aware.

Thanks
Please call (204) 925-9600



To: [Redacted]

Attn: Shipping Department

From: Anita Boily

Subject: Manifest / Movement Document

Important

Good Day,

The reason for this Memo is to advise that the manifest / movement document included must be returned with the shipment. Hazardous Waste cannot be transported without this.

Once the movement document has been signed off by the shipper and the carrier; please remove copy # 2, this is for your records. **Copy # 2 MUST also be faxed to: (204) 925-9601, Attn: Anita Boily**
If you do not have a fax machine - you may email to me at: anitab@millerenvironmental.mb.ca

Make a copy of the manifest for the driver, and place the remaining copies of the Manifest in the envelope provided and tape to the lid of the tubskid (bin). - Attn: Anita Boily (Miller Environmental)

If you have any questions please feel free to contact Anita Boily or Sharon Turcan at (204) 925-9600.

Thank you,

Anita Boily
Receptionist/Administrative Assistant
Miller Environmental Corporation

I have attached shipping labels. **Please attach one of each label to each tubskid (bin)**