



# **Manitoba Paint Recycling Program Collection Site Guidelines**

Dec 2014

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Paint Recycling Program  
Collection Site Guidelines**

## 1. INTRODUCTION

The Collection Site Guidelines are intended to provide practical guidance to operators who will be participating as Collection Sites in the Manitoba Paint Recycling Program (the “Program”). These guidelines are not intended to replace any Provincial and Federal regulations standards, acts or regulations nor relieve the operator of any obligations under the regulations.

Product Care Association (PCA) accepts no responsibility and assumes no liability arising from the use of the information contained in this publication.

### **Background Information**

The Household Hazardous Material and Prescribed Material Stewardship Regulation under the Waste Reduction and Prevention (WRAP) Act, requires brand owners of certain types of paint to operate a province wide paint recycling program to manage post consumer leftover paint. PCA is the non-profit industry association which has developed, and will operate, the Program on behalf of the paint brandowners.

PCA has contracted with local government, paint retailers and other businesses, such as Green Depots, to act as collection sites for consumers to return leftover paint.

## 2. PRODUCTS ACCEPTED

The Program includes architectural paint (household paint) in containers under 25L in size, and all paint aerosol, (automotive, industrial etc.). There are two major types of architectural (household) paints sold to consumers: latex or water-based paints and alkyd or solvent-based paints. Both types are accepted by the program regardless of the sheen/gloss or finish, solid or transparent.

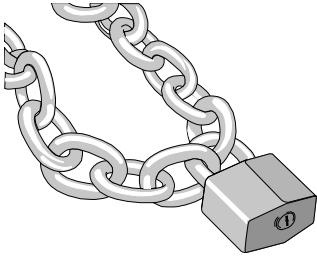
The Program accepts leftover paint from any category of paint consumer including:

- Homeowners
- Commercial painters
- Businesses

**See Appendix A: Products Accepted/Not Accepted**

### 3. COLLECTION SITE OPERATIONS

#### 3.1 Collection Site Security



During normal business hours, only staff members should have access to the collection bins/drums.

When the Collection Site is closed or not attended, the collected paint must be secured or locked inside the premises so that it is not accessible by animals or other people.

#### 3.2 Collection Site Supplies



The Program will supply the following to the paint collection facility:

1. Collection Site guidelines.
2. Collection Site signage.
  - Entrance sign or poster to inform consumers that the premises are a Program Collection Site.
  - Product information sign to inform staff and customers what products are accepted and not accepted.
3. Two or more collection bins (photo at left) for paint containers.
4. One 205 L (45 gallon) drum for paint aerosols.
5. One spill kit.
6. Waiver stickers to be used for the Paint Exchange (if applicable).

#### 3.3 Receiving Leftover Paint from Consumers

**Important:** Never open the container or allow the container to be opened by the consumer.

Examine the container to ensure that:

- The product is included in the Program - refuse any unacceptable products and explain that the Program only covers specific paints.
- The container is properly sealed.
- The container is properly labelled.

If the paint is suitable for the Paint Exchange program place it on Paint Exchange shelving (see Paint Exchange section).

Storing products correctly:

- Immediately place the paint container inside the bin
  - place 5 gallon pails in the bottom of the bin
  - all containers should be packed upright and tightly together
- Pack paint aerosols into the 205 L drums.
- Do not overfill bin or drum.
- Replace the lid on the bin or drum.

### **3.4 Shipment Procedures**

Arranging for shipment:

To order a pick-up call PCA at 1-888-772-9772 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:

- If you have 2 bins, call when one bin is full. If you have more than two bins, call when more than half of your bins are full, or
- The paint aerosol drum is nearly full.

The transporter will provide:

- Replacement tubskids/drums and supplies, as requested.
- Labels to apply to the full tubskids/drums
- 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 lid of the collection container is secure.
- Ensure that the collection container has the proper TDG label affixed.
- Sign the shipping document provided by the transporter.
- If your shipment is being picked up by a third party transporter, additional shipment instructions will be provided for paperwork. A copy of these instructions is included at the end of this manual.

#### 4. DOCUMENTATION

Monthly Collection Site inspection form - Collection Sites are required to complete a monthly Collection Site inspection form (Appendix B).

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](mailto:lori@productcare.org) at the end of every month (Appendix C).

Copies of completed shipping documents (provided by the transporter) should be kept by the Collection Site for two years.

#### 5. PAINT EXCHANGE

The Paint Exchange program displays and offers selected containers of leftover paint to consumers free of charge. All Collection Sites except paint retailer sites will offer the Paint Exchange program to the public. The Paint Exchange shelving should be placed in a location that is easily accessible to customers.

Selecting containers for the Paint Exchange program:

- No aerosols - aerosols must not be given away through the paint exchange.
- 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 C).

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 [lori@productcare.org](mailto:lori@productcare.org).

## 6. HEALTH & SAFTY

You are responsible for ensuring that your facility and operations, including paint collection activities, meet the requirements of Workers Compensation Board (WCB).

The following are some general safety guidelines related to the Program:

- No smoking near 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.
- Wash hands before eating, smoking or using the washroom.
- Follow the procedures outlined in these guidelines

Depending on the type of paint, 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 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 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.



## 7. IN THE EVENT OF A SPILL

Each Collection Site is provided with a spill kit. Be sure that the kit contains all of the supplies that were originally provided and ensure that it is accessible at all times.

**Important:** Respond quickly to a spill so that the spilled paint does not harm the environment or present a risk of personal injury.

### **Spill Response Procedures:**

- Ensure personal safety - if the spill involves solvent based paints, ensure proper ventilation and that there is no source of ignition. Put on the protective gear provided in the spill kit.
- Secure the area - restrict entry into the spill area, only allow access to the personnel controlling the spill.
- Stop the flow of paint - place the spilling container upright or in a position to minimize the spill or place something under it to catch the spill.
- Contain the spill area - if necessary, cover drains and/or place barriers to contain the spill within a small area.
- Clean up the spill - capture the spilled material using the absorbent material provided, and then place the used absorbent material in plastic bags together with any used spill control supplies, contaminated protective clothing and cleaning materials. Seal the bags and place them in the collection bin for disposal.

Remove any clothing that may be contaminated. Wash thoroughly to remove spilled material from your hands or body. Replenish any used spill control supplies.

- Report the spill - report the spill immediately if the spill:
  - is larger than 2 gallons or
  - escapes containment and enters the environment or
  - results in an injury

To report the spill, contact PCA at 1-888-772-9772. For all spills, complete the Emergency and/or Incident Report (Appendix D) recording the details of the spill and fax it to the PCA program office immediately at 1-866-975-2982 (toll free).

# PRODUCTS ACCEPTED/NOT ACCEPTED (appendix A)

## Architectural (Household) Paints

(Maximum Container Size: 25 Litres)

- All containers must be properly sealed, labeled and in original container.
- Full, partially full and empty containers are acceptable.

### ACCEPTABLE HOUSEHOLD PAINTS



- ✓ Interior & exterior : latex, acrylic, water-based, alkyd, oil-based, enamel
- ✓ All types of finishes & sheens including textured
- ✓ Deck coatings & floor paints (including elastomeric)
- ✓ Concrete, drywall, stucco & driveway paints and sealers (non-tar-base)
- ✓ Marine paints (except antifouling)
- ✓ Melamine, metal & anti-rust paints
  
- ✓ Stains & shellacs
- ✓ Stain blocking paints
- ✓ Swimming pool (single component)
- ✓ Varnishes & urethanes (single component)
- ✓ Wood and masonry water repellents & sealers
- ✓ Wood finishing oils & preservatives (containing no pesticides)
- ✓ Already empty paint containers



### Paint Aerosols

(Maximum Container size: 660g or 24 oz)

- All types of spray paint or paint aerosols- including consumer, automotive and industrial aerosols.
- Already emptied, partially full or full containers are accepted.

### UNACCEPTABLE PRODUCTS



- ✗ Brushes & rollers
- ✗ Bulging containers
- ✗ Caulking compound, epoxies, glues or adhesives
- ✗ Colorants & tints
- ✗ Deck cleaners
- ✗ Industrial paints & finishes (baked-on, heat resistant etc...)
- ✗ Non-aerosol automotive paints
- ✗ Non-aerosol craft paints
- ✗ Paint thinners, mineral spirits or solvents
- ✗ Pesticide containing products e.g. creosote
- ✗ Quick drying paints
- ✗ Resins
- ✗ Roof patch or repair
- ✗ Tar-based or bitumen based product
- ✗ Traffic or line marking paint
  
- ✗ 2 part or component paints
- ✗ Improperly sealed containers or leaking
  
- ✗ Unidentifiable or unlabelled containers

**Manitoba Paint Recycling Program (appendix B)**

email or fax completed form monthly to:  
Email: lori@productcare.org  
Fax: 1-866-975-2982

**Monthly Paint Depot Inspection Checklist**

Month \_\_\_\_\_ Year \_\_\_\_\_

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

<input type="checkbox"/> Tubskids & lids 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"/> 'Paint Collection Depot' & 'Product Guideline' 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 Brochures available.	<input type="checkbox"/> No Regulatory Infractions
<input type="checkbox"/> Depot Guidelines are available to staff.	<input type="checkbox"/> No Spills

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





**MANITOBA PAINT RECYCLING PROGRAM  
EMERGENCY and/or INCIDENT REPORT (appendix D)**

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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

Customer caused the spill

Spill in reception area

Type of surface spilled on

gravel  asphalt  concrete  wood

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

Spill in other area:  
\_\_\_\_\_

**FIRE?**

Fire in parking lot

Fire in reception area

Fire in paint aerosol drum

Fire in paint tubskids

Fire Department called

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

Fire in any other location \_\_\_\_\_

**PROPERTY DAMAGE?**

Equipment Damaged

Building Damaged

Tubskid 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 WorksafeMB Form and Record to this report

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

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Telephone and report the incident immediately on the emergency telephone line if the spill involves more than 2 gallons of paint or if the spill escapes into the environment or if there is an injury or fire. Please complete the information and fax or email (and other forms if applicable) to Product Care.

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

Email: [lori@productcare.org](mailto:lori@productcare.org)  
Fax: 1-866-975-2982

Employee Name \_\_\_\_\_

Signature \_\_\_\_\_

Manager Name \_\_\_\_\_

Signature \_\_\_\_\_



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) 631-3709



To:   
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](mailto: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).**