



## Consolidated Load Tracking Procedure

Product Care Association (PCA) is aware that transporters may choose to consolidate paints and coatings to gain efficiencies in transportation to approved processors. In order to maintain a level playing field for all service partners and ensure the chain of custody is maintained, PCA requires service partners to accurately record the chain of custody through the supply chain.

In order to accurately record and track the chain of custody, PCA will require transporters sending municipal ISP material on consolidated loads to processors to complete the following steps:

- Transporters are required to complete the Consolidated Load Tracking (CLT) spread sheet.
- The transporter will provide the CLT spread sheet to the processor prior to or as the load arrives at the processing site
- The processor will use the CLT spreadsheet to determine how many kgs on the load was generated at municipal depots.
- The processor will attach the CLT spread sheet to the processing claim submitted to PCA through our service partner portal.

The CLT spread sheet will help provide PCA with visibility to the chain of custody. Each service provider’s role is outlined below.

### *The Consolidated Load Tracking Sheet:*

## Consolidate Load Tracking

Version: ##

Consolidated Load #: 123456

Consolidated Load Total Kgs: 10,293 kgs

Program	Service type	Document No.	Pickup Date DDMMYYYY	Delivery Date DDMMYYYY	Site ID	Collection Site	Transporter	Processor	Shipping Container	Qty	Weight (kg)	Unit
Ontario Paint	Transportation	123456	14082015	31082015	1008	Depot - Quinte Waste Solutions HHW	Owl Environm	Loop	Gaylord	9	5049	kg
Ontario Paint	Transportation	123457	14082015	31082015	1008	Depot - Quinte Waste Solutions HHW	Owl Environm	Loop	205L Drum	8	807	kg
Ontario Paint	Transportation	123458	14082015	31082015	1332	Depot - Oxford Mill Transfer Station	Owl Environm	Loop	205L Drum	10	942	kg
Ontario Paint	Transportation	124578	20082015	31082015	3028	Non Program - Not Generated at a Muni	Owl Environm	Loop	Gaylord	1	580	kg
Ontario Paint	Transportation	123479	14082015	31082015	3029	Event- Municipal Event Material	Owl Environm	Loop	Gaylord	5	2915	kg
Ontario Paint												
Ontario Paint											6798	kg
Ontario Paint												

Collection Site X  
 Event m  


---

 ID      Collection Site  
 3029    Event- Municipal Event Material

↑  
**Total Depot kgs**

To receive a copy of the most up to date consolidate Load Tracking spread sheet, please email request to [ONclaims@productcare.org](mailto:ONclaims@productcare.org)

The CLT spread sheet must accompany the paper work travelling with the consolidated load or can be sent to the processor ahead of the load arriving at the processor. A consolidated load bill of lading (BOL) must travel with the consolidated load. The CLT spreadsheet must have the following information completed.

- Please enable macros:** Please enable macros on the CLT spread sheet.
- Consolidated Load BOL#:** The consolidated load BOL# provided to the processor. To unprotect the spreadsheet click “Review” then “Unprotect Sheet”



**Consolidated Load Total KG's:** The total kgs of all material transported on the consolidate load. Please include all material streams in the total kgs (Municipal Depot, Municipal Event, or non-program material).

**Document Number:** The primary transport BOL or manifest document number from the collection site.

**Pick Up Date:** Date transported from the primary collection site. Ctrl F will display a calendar.

**Delivery date:** Date the ISP material was delivered to the processor on the consolidated load. Ctrl F will display a calendar.

**Collection site:** Enable macros, and then use the "Ctrl F" function to search collections sites.

**Note:** Transporters are required to track ISP material generated from municipal depot and municipal events. Municipal event and non-program materials can be displayed in aggregate totals (see example above)

**Site ID:** Will automatically generate when the collection site is selected from the drop down menu.

**Transporter:** Use drop down menu to select the transporter

**Processor:** Use drop down menu to select the processor

**Material Category:** Will be pre-populated, select the material type

**Shipping Container:** Use drop down menu to select container type

**QTY:** The number of containers.

**Weight (KG):** The net weight of the material generated from that collection site.

**Unit:** Use drop down menu to select kgs

**Total Depot Kgs:** Please Total the kgs collected from municipal depots.

### ***Role of the Transporters:***

Transporters are required to complete the CLT spread sheet prior to the consolidated load leaving the transporters location. Transporters must also provide net weights on their documents using weighing protocols (See Instructions for Weighting ISP Material)

Note: Transporters are required to record ISP material generated from a municipal depots, and events. Event material can be reported in aggregated total

- Transporters are required to clearly identify the collection site Type. Eg. Event, Depot, or Non program
- Transporters must ensure a copy of the CLT spread sheet is provided to the processor for each consolidated load, along with their consolidated load BOL.
- The CLT spread sheet must be submitted to the processor upon delivery of the consolidated load.



### *Role of the Processors:*

Once the consolidated load is received from the transporter, the processor will unload, weigh ([See Instructions for Weighting ISP Material](#)) and record the contents of the consolidated load.

The processor will only make claims for processing ISP material where the originating site indicated on the CLT was a municipal depot.

- Paint collected at municipal event days is not permitted to be submitted to PCA for a processing incentive (paint collected at events are claimed by the municipality where the event occurred).
- Paint that is labeled on the CLT spread sheet by the transporter as “non program” cannot be submitted to PCA for a processing incentive.

The processors will have 2 options when submitting a claim for municipal depot materials from a consolidated load

1. Processors may claim each original Collection site as a separate claim line as listed on the CLT spread sheet (Preferred option)
2. Processors may select the collection site as a transporters consolidated load.

Processors are required to submit the following supporting documentation with processing claims.

- The Consolidated Load Tracking spread sheet
- The Consolidated Load BOL or manifest.

### *Effective Date:*

This process is effective immediately. Any submissions made to Product Care with pickup dates after the transition date must follow this process. Failure to comply with these procedures will result in delays to approving claims.

Thank you for your compliance. If you have any questions please contact Product Care.

Sincerely,

The Product Care Team

#### **Program Contact Information**

Patrick Chauvet  
Ontario Program Director  
Direct: 416.307.2886  
Toll Free: 1.877.592.2972 x 356  
Email: [patrick@productcare.org](mailto:patrick@productcare.org)

Cherith Sinasac  
Ontario Program Coordinator  
Direct: 416.775.1907  
Toll Free: 1.877.592.2972 x 237  
Email: [cherith@productcare.org](mailto:cherith@productcare.org)