

ADDENDUM – CONCRETE HHW PRODUCT STORAGE ROOM

As per section 4, Collection Site Set-up in the BC HHW Collection Site Guidelines, HHW products (solvents, pesticides and gasoline) require the use of a secondary storage unit for the solvent tubskid and 2 drums. This may be either a HHW metal bin (may be referred to as multi-bin) or concrete HHW Product Storage room (may be referred to as room or bunker). The tubskid is for collection of Flammable Liquids and Gasoline, one drum is for the collection of pesticides, and the other drum is for the collection of flammable liquid and pesticide aerosols (other aerosols). For safety reasons, consumers are not allowed to enter the HHW Product storage unit. When not in use, the HHW storage unit must be locked and secured at all times.

This addendum provides additional information for sites using a concrete HHW product storage room at their collection site. Follow the steps in the BC HHW Collection Site Guidelines as printed unless noted otherwise in this addendum.

Storage Room Power and Ventilation

Power must be on to the room at all times. Indoor storage rooms are equipped with a powered ventilation system that must also be on at all times. Outdoor storage rooms are ventilated by a fan (whirly bird) located on the roof. Ventilation is an important safety feature to prevent the build up of poisonous or flammable vapours in the storage room. The system must also be kept clear of obstructions. Do not block the intake vents.

Storage Room Doors

The left door of the storage room must be kept closed and bolted at top and bottom. It should only be opened to remove tubskids and then immediately closed and re-bolted. The right door must always remain open when someone is in the room.

Doors must not be propped open. There are magnetic door holders on the HHW Product storage room that holds the door open. This is to reduce the risk of fire spreading during an accident, as the magnets release the doors upon heat detection. The right door has a panic bar installed in event that door closes and you need to exit the room.

In event of a fire, the heat detector, located in the ceiling, will send signal to the magnetic door holders to release and if open, doors will close. The red strobe light, located on the top or side of the building will start to flash alerting staff to the problem.

Storage Room Maintenance

All maintenance to the HHW metal bin or the concrete storage room is the responsibility of Product Care. If a Product Care HHW storage unit requires any maintenance, please report it on the Monthly Depot Inspection Checklist. In the case of an immediate service requirement, contact Product Care immediately. Please do not wait until you submit your monthly form. Once reported, Product Care will make the necessary arrangements for service. As some of the systems, such as heat detection in the concrete room, are sensitive, maintenance should only be done by Product Care authorized personnel.

CONCRETE HHW STORAGE ROOM



HHW concrete Storage Room



Keep areas around all ventilation (inside and out) clear at all times

Ventilation (Whirly Bird) – must be kept clear at all times.

Ventilation pipe inside room. Top and bottom must be kept clear at all times



Inside Hinge



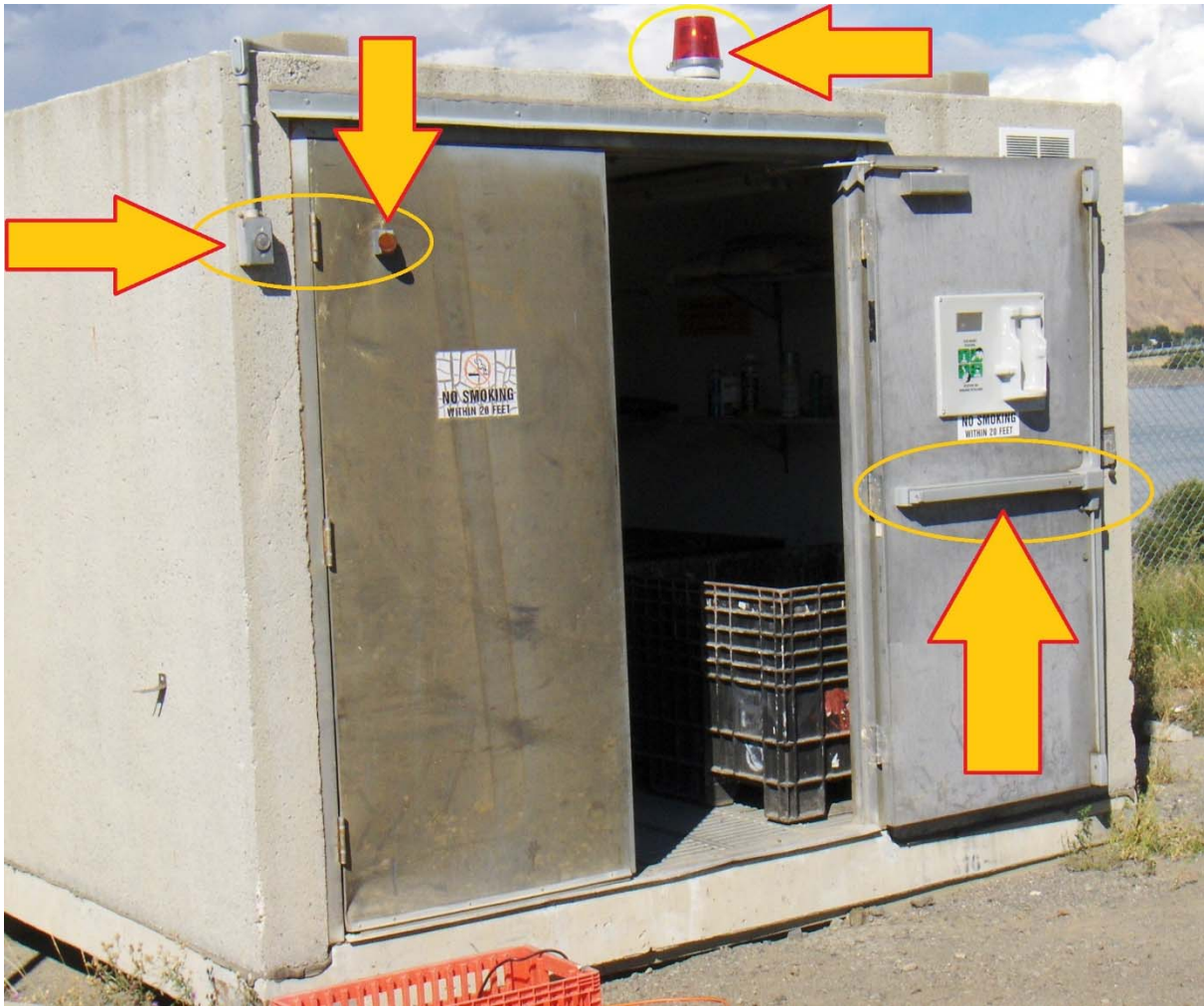
Light switch for inside light



Warning Light. Keep this area clear so light is visible from all angles



Magnetic door holders. May require manual adjustment so the magnet piece on door is flush against wall mounted magnet when.



Shelves inside room can be used to store floor dry

IMPORTANT:

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



NOTE: Product Care does **NOT** provide personal protective gear that may be required by WorksafeBC safety regulations for your place of work, such as protective clothing, safety shoes, hard hats for regular day to day tasks or special equipment that may be needed in a fire or other emergency

Completing the Monthly Inspection Form

The BC Hazardous Waste Regulation requires a collection site to perform a physical inspection every week. This inspection form is to be submitted to Product Care once a month. Collection site staff must physically inspect all the Paint Recycling Program equipment, including signs, collection containers, and safety supplies such as the spill kit contents. The staff must also check inventory on such items as promotional materials, collection containers (both full and empty tubskids and drums), etc. For more information about what is checked and what to look for, please see the BC Paint Monthly Collection Site Inspection Form. A copy of this monthly inspection form is provided in Appendix B. As there are different forms for HHW Metal Bin and Concrete Room, please ensure you are using the correct form. For additional copies, photocopy the form in page protectors labelled “For Photocopying Use Only”.

When writing in the number of collection containers that are on your site please remember to count ALL of the tubs – even if they are empty, partially full or completely full – for all products. This includes the tubs for Flammable Liquids, Pesticides and Aerosol Others if this applies to your depot. Writing down the total number of collection containers on your site allows us to have an accurate count of how many collection containers are in our system and where they are located. This then will enable us to give you the best service possible.

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

productcare
RECYCLING

BC PAINT & HHW MONTHLY COLLECTION SITE INSPECTION FORM (HHW Metal Bin)

MONTH _____ YEAR _____

SEND COMPLETED FORM AT MONTH END TO:
 Email: bcops@productcare.org Fax: 604.592.2982
 Mail: 7781 Vantage Way, Delta, BC V4G 1A8

Please mark each box – check (✓) if OK or circle (o) if attention needed

| | | |
|-----------------------------------------------|--|-------------------------------------------------------------------------------------|
| Number of tubskids (T) and drums (D) on site: | | <input type="checkbox"/> Tubskids and lids are in good condition |
| | | <input type="checkbox"/> Spill kit complete and ready for use |
| | | <input type="checkbox"/> Both Paint and HHW signs are clear, in-place, and readable |
| | | <input type="checkbox"/> Collection area is cleaned and organized |
| | | <input type="checkbox"/> Both Paint and HHW brochures are available |
| | | <input type="checkbox"/> Collection site is locked and secured after hours |
| | | <input type="checkbox"/> PaintShare Forms & Labels available (if participating) |

| | | |
|-----------------------------------------------|--|----------------------------------------------------------------------------------------------------------|
| Number of tubskids (T) and drums (D) on site: | | <input type="checkbox"/> Metal Bin lids and shocks are in good operating condition |
| | | <input type="checkbox"/> Hinges do not have any cracks |
| | | <input type="checkbox"/> Ramp (if applicable) is in good condition |
| | | <input type="checkbox"/> Class 3 placard on metal bin unit is clean, in place and readable |
| | | <input type="checkbox"/> Class 2 and Class 6 labels on the drum holders are clean, in place and readable |
| | | <input type="checkbox"/> Safety goggles, boot covers, aprons and chemical resistant gloves are available |
| | | <input type="checkbox"/> Fire extinguisher is properly mounted, charged and ready for use |

FLAMMABLE/PESTICIDE PACKING:

| | |
|----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| <input type="checkbox"/> Flammable tubskid is properly sorted | <input type="checkbox"/> Absorbent used in flammable tubskids and pesticide drums |
| <input type="checkbox"/> Pesticide drum is properly sorted | <input type="checkbox"/> Products in all tubskids/drums are packed tightly and upright |
| <input type="checkbox"/> Gasoline containers placed upright in the bottom of the flammable tubskid | |

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

Promo Materials can now be ordered online at <https://www.productcare.org/service-partners/promotion-and-education/>

Employee: _____ Today's Date: _____
Please Print Please Print

Depot Name: _____ City: _____
Please Print Please Print

productcare
RECYCLING

BC PAINT & HHW MONTHLY COLLECTION SITE INSPECTION FORM (Concrete Room)

MONTH _____ YEAR _____

SEND COMPLETED FORM AT MONTH END TO:
 Email: bcops@productcare.org Fax: 604.592.2982
 Mail: 7781 Vantage Way, Delta, BC V4G 1A8

Please mark each box – check (✓) if OK or circle (o) if attention needed

| | | |
|-----------------------------------------------|--|-------------------------------------------------------------------------------------|
| Number of tubskids (T) and drums (D) on site: | | <input type="checkbox"/> Tubskids and lids are in good condition |
| | | <input type="checkbox"/> Spill kit complete and ready for use |
| | | <input type="checkbox"/> Both Paint and HHW signs are clear, in-place, and readable |
| | | <input type="checkbox"/> Collection area is cleaned and organized |
| | | <input type="checkbox"/> Both Paint and HHW brochures are available |
| | | <input type="checkbox"/> Collection site is locked and secured after hours |
| | | <input type="checkbox"/> PaintShare Forms & Labels available (if participating) |

CONCRETE ROOM:

| | | |
|-----------------------------------------------|--|---------------------------------------------------------------------------------------------------------------|
| Number of tubskids (T) and drums (D) on site: | | <input type="checkbox"/> Fire extinguisher is properly mounted outside room, charged and ready for use |
| | | <input type="checkbox"/> Light in room is working |
| | | <input type="checkbox"/> Left door deadbolts (top and bottom) are working properly and are in locked position |
| | | <input type="checkbox"/> Right door opener is working properly |
| | | <input type="checkbox"/> Door lock is working properly and key is available |
| | | <input type="checkbox"/> Door magnets are working properly |
| | | <input type="checkbox"/> Ramp (if applicable) is in good condition |
| | | <input type="checkbox"/> Storage Room sign and No Smoking signs are clean, in place and readable |

FLAMMABLE/PESTICIDE PACKING:

| | |
|----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| <input type="checkbox"/> Flammable tubskid is properly sorted | <input type="checkbox"/> Absorbent used in flammable tubskids and pesticide drums |
| <input type="checkbox"/> Pesticide drum is properly sorted | <input type="checkbox"/> Products in all tubskids/drums are packed tightly and upright |
| <input type="checkbox"/> Gasoline containers placed upright in the bottom of the flammable tubskid | |

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

Promo Materials can now be ordered online at <https://www.productcare.org/service-partners/promotion-and-education/>

Employee: _____ Today's Date: _____
Please Print Please Print

Depot Name: _____ City: _____
Please Print Please Print

