

Send completed form by the 10th of every month to either:

Email: mbopspaint@productcare.org

Fax: 1.866.975.2982



MONTHLY INSPECTION FORM

1. Collection Site Details

MONTH:	_____	YEAR:	_____
DEPOT NAME:	_____	TODAY'S DATE:	_____
YOUR NAME	_____	SIGNATURE:	_____

2. Please mark each box - Check (✓) if statement correct, or cross (✗) if attention needed

(Add comments underneath each space if needed)

<input type="checkbox"/> Tubskids and drums are in good condition	Total number of all tubskids on site (print) # _____
<input type="checkbox"/> All current staff have been trained by Product Care	Total number of drums on site (print) # _____
<input type="checkbox"/> Collection area is clean and organized	<input type="checkbox"/> Signs are clean, in place and readable
<input type="checkbox"/> Program promotional material available	<input type="checkbox"/> Depot is locked and secured after hours
<input type="checkbox"/> Collection site guidelines are available to staff	<input type="checkbox"/> No regulatory infractions received this month
<input type="checkbox"/> No spills this month reported	<input type="checkbox"/> Spill kits (HHW & lights) complete, ready for use
<input type="checkbox"/> If yes, they were reported to Product Care (provide date and circle how they were submitted below)	<input type="checkbox"/> If no, complete section 3 below
Date: _____	Emailed / Faxed _____

3. Need spill kit / safety materials?

If Spill Kit or replacement supplies in the kit are required, the incident report should be filled in and section 4 on the report completed. Send completed form to: mbopspaint@productcare.org

4. Need promotional materials?

- Order Promotional materials at: <https://www.productcare.org/service-partners/promotion-and-education/>

5. Other: Please provide any additional comments:

Forms may not be current due to changes in processes, regulations and procedures. Updates will be provided to your collection site as required and posted on www.productcare.org. Please ensure you are using the most updated version of this form.

Effective April 2018