

Saskatchewan Paint Collection Site Guidelines

FEBRUARY 2021



DISCLAIMER

The Collection Site Guidelines (“Guidelines”) are intended to provide guidance to operators participating as a collection site in the Saskatchewan Paint Stewardship Program (the “Paint Recycling Program”). Agreements or contracts referencing Product Care training, collection site or depot manual, guide, or guidelines are all referring to these guidelines.

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

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

Forms provided in the Guidelines 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 the www.productcare.org website. Please ensure you are using the most updated version.

The collection site is a place of work regulated by the Worker’s Compensation Board of Saskatchewan (“WorksafeSK”). Further information should be provided by your supervisor. In addition to the Guidelines, collection sites must comply with all environmental, health and safety regulations to ensure workers are properly trained and equipped for their work and they understand the:

- Hazards they may encounter in their work;
- Safety practices needed to protect themselves from harm; and
- Actions they may need to take in the event of an emergency, such as a spill or fire.

Products handled under the Paint Recycling Program are dangerous goods. The handling, offering for transport (shipping) and transportation of dangerous goods are regulated under the Transportation of Dangerous Goods (TDG) Regulations. Some or all parts of the regulations may apply to your operations. Further information should be provided by your supervisor.

Further information about environmental requirements can be obtained from your local SK Ministry of the Environment (“MOE”) office. Further information about workplace safety can be obtained from your local WorksafeSK office. Further information about the TDG Regulations can be obtained from Transport Canada.

QUICK REFERENCE SHEET

Contact Information

Product Care Association

Toll-free: 1.877.592.2972 x360

Email: skopspaint@productcare.org

Shipment Requests

Toll-free: 1.877.592.2972 x360

Email: skopspaint@productcare.org

Ordering Communication Materials

Toll-free: 1.877.592.2972 x360

Fax: 604.592.2982

Website: <https://www.productcare.org/service-partners/promotion-and-education/>

In Event of a Spill

Phone (Product Care Association): 1.877.592.2972 (24 hours) – Ext 6

Important Information

Websites:

www.productcare.org

Important Forms

The Guidelines include several important forms to use and photocopy as needed:

- Emergency and/or Incident Report Form (see Appendix C)
- SK Paint Collection Site Guidelines Quiz & Answers (see Appendix D)
- SK Paint Collection Site Notification Forms (see Appendix E)
- SK Paint Pickup Request Form (see Appendix H)

For additional copies, photocopy the form

Keep Important Records On Hand

The following records must be kept in a secure location so they can be produced when requested by a Product Care representative or a regulatory compliance officer:

- Bills of lading
- Emergency and/or incident reports
- Training records



NOTE: Keep these records for a minimum of two years

CONTENTS

QUICK REFERENCE SHEET	2
Contact Information	2
Important Information	2
CONTENTS 3	
LIST OF ABBREVIATIONS.....	6
GLOSSARY OF TERMS	6
1 PAINTRECYCLE PROGRAM.....	7
2 RESOURCES	8
2.1 Regulations	8
2.2 Forms and Records	8
3 RESPONSIBILITIES	9
3.1 Collection Site Operator	9
3.2 Collection Site Employee	9
4 COLLECTION SITE SET-UP	10
4.1 Access to the Collection Site.....	10
4.2 Storage Space Requirements	10
4.3 Supplies.....	10
4.4 Communication Materials and Collection Site Signage.....	13
4.5 Security & Access.....	14
5 ACCEPTED AND NOT ACCEPTED PRODUCTS	15
5.1 Paint Products We Accept	15
5.2 Products Not Accepted as Paint	16
6 COLLECTION SITE OPERATIONS	21
6.1 Receiving and Handling Products from Consumers	21
6.2 Storing Products	22
6.3 Shipping and Transport	23
6.4 Health & Safety Hazards.....	30
7 EMERGENCIES	32
7.1 Emergency Plan	32
7.2 Emergency Training	32
7.3 Fire	32
7.4 Dealing with a Spill	32
8 VISITS BY PRODUCT CARE’S REPRESENTATIVE	37
APPENDIX A. EMERGENCY AND/OR INCIDENT REPORT FORM.....	38
APPENDIX B. SK PAINT COLLECTION SITE GUIDELINES QUIZ	41
APPENDIX C. SK PAINT COLLECTION SITE NOTIFICATION FORMS (Change in Name, Address, Owners and Depot Closure)	45
Signature Date	47
APPENDIX D. PAINT ACCEPTANCE FLOW CHART	56
APPENDIX E. PAINT PICKUP REQUEST SHEET	58

LIST OF ABBREVIATIONS

SK	Saskatchewan
BOL	Bill of Lading
GHS	Global Harmonization System (formerly WHMIS)
MOE	Ministry of the Environment
NP	Non-Program or unacceptable material
OHS	Occupational Health and Safety
PPE	Personal Protective Equipment
TDG	Transportation of Dangerous Goods
WHMIS	Workplace Hazardous Materials Information System

GLOSSARY OF TERMS

Program Products	Products accepted at collection sites operating under an agreement with Product Care
Guidelines	Collection Site Guidelines
Program	SK Paint Stewardship Program

1 PAINTRECYCLE PROGRAM

Product Care Association of Canada (“Product Care”) manages the Paint and Household Hazardous Waste Stewardship Program in Saskatchewan (the “Paint Recycling Program”). The Paint Recycling Program is a way for consumers to return leftover household paints through local collection sites. The Paint Recycling Program is the consumer-facing brand Product Care created for the paint recycling program. These Guidelines provide information for the Paint Recycling Program.

Product Care is a federally incorporated; not-for-profit product stewardship association formed in response to stewardship regulations and is governed by a multi-sector industry board of directors.

The products collected through the Paint Recycling Program are those included within SK’s *Waste Paint Management Regulation (SK Reg E-10.21 Reg 3)* (“Regulation”) under the Province’s *Environmental Management and Protection Act*. This is **NOT** a government-run program.

Product Care encourages consumers to do their part in protecting our environment by using the following practices (B.U.D):

- **B**uy only the amount of paint needed for the job.
- **U**se up all paint or give leftovers to friends or neighbours who can use them.
- **D**ispose of leftover paint containers safely and responsibly at a Paint Recycling collection site.

For any left-over paint, remember to store paint products safely for future use in properly sealed, original containers.

The Paint Recycling Program is funded by Environmental Handling Fees (also referred to as EHF or Eco-Fees), and therefore products where an Eco-Fee has not been paid are not acceptable in the Paint Recycling Program. This program is:

- Not meant for commercial or industrial products, except aerosol paint.
- Not meant for Non-Household Paint products (for example roofing products, etc.).
- Meant for **POST-CONSUMER** products **ONLY** (no materials that are returned to stores, part of an insurance claim or not yet sold).

Additional Information Contact

For more information regarding the Program, or if you have any questions after reading these Guidelines, please contact:

Operations Manager
Product Care Association
Tel: 604.592.2972 or Toll-Free 1.877.592.2972 x213
Fax: 604.592.2982
Email: OM@productcare.org

2 RESOURCES

2.1 Regulations

Collection sites must adhere to all legal requirements. The following lists some applicable regulations that relate directly to the Paint Recycling Program. Please ensure you review ALL your legal requirements.

Federal Transportation of Dangerous Goods Act/Transportation of Dangerous Goods Regulation: Federal Transportation of Dangerous Goods Regulations (TDG Regulations) applies to all dangerous goods collected, handled and transported from collection sites. The collection site operator must sign the Manifest/Movement Document (also referred to as a BOL) provided by the transporter and keep their copy at the collection site for 2 years. For more information, refer to <https://www.tc.gc.ca/en/transport-canada/corporate/acts-regulations/regulations/transportation-dangerous-goods.html>

SK Environmental Management and Protection Act/Waste Paint Management Regulation: This regulation sets out the obligations for stewardship programs in the province, including requirements for collection sites that service the Program. For further information, refer to the regulations at <https://publications.saskatchewan.ca/#/products/11239>

Occupational Health & Safety Regulation: The Occupational Health and Safety Regulation contains legal requirements that must be met by all workplaces under the inspectional jurisdiction of WorkSafeSK. The purpose of the Regulation is to promote occupational health and safety and to protect workers and other persons present at workplaces from work-related risks to their health, safety, and well-being. Compliance with the requirements provides the basis on which workers and employers, in cooperation, can solve workplace health and safety problems. For more information, refer to <https://publications.saskatchewan.ca/#/products/677>

2.2 Forms and Records

Bill of Lading (BOL): Every shipment Paint from a collection site must be accompanied by a BOL. The Product Care Service Provider will supply a pre-filled BOL for every shipment from a collection site. An example of a BOL is illustrated in Figure 7 and must be kept by the collection site for a minimum of two years per regulatory requirements.

3 RESPONSIBILITIES

3.1 Collection Site Operator

As the operator of a collection site, you are responsible for ensuring that:

- The requirements described in the Guidelines are applied correctly at the collection site.
- Employees have read the Guidelines and successfully completed the SK Paint Collection Site Guidelines Quiz (see Appendix B) to demonstrate they know the practices they must follow.
- Employees are supervised to ensure they follow the Guidelines, and use any supplied equipment
- Report to Product Care, any faulty equipment belonging to Product Care or any damage to Product Care's equipment
- Evaluate their complete site operations to ensure they are in compliance with the OHS Regulations, including developing a site-specific spill response plan, and completing a site specific risk assessment to evaluate their emergency wash facilities
- Items are accepted at no charge to the consumer

Change of Collection Site Information

Collection sites must provide Product Care written notice a minimum of 90 days in advance of any changes to contact and/or site info including email addresses, operating hours, location, ownership, etc. Failure to report in timely fashion may result in delay of service or temporary even closure of site. See Appendix C for the Collection Site Notification Forms. Please choose the appropriate form for the change you are making.

3.2 Collection Site Employee

All collection site employees are responsible for ensuring their work is performed correctly. Employees must:

- Take part in any instruction or training offered
- Have read the Guidelines and successfully completed the quiz
- Be aware of and apply the work practices and requirements described in the Guidelines correctly
- Report any condition to their supervisor and/or collection site operator that may be dangerous
- Ensure you are following the Guidelines and are using any supplied equipment

4 COLLECTION SITE SET-UP

4.1 Access to the Collection Site

The collection site must be open for the public during regular business hours to return leftover products. The Paint Recycling Program is not a self-drop system and so public must be supervised when returning leftover products.

4.2 Storage Space Requirements

Paint Products

The storage area must have a minimum space of two tubskids (two 4'x4'squares) for storing products. All accepted program non-aerosol paints are to be placed in one tubskid. Tubskids for collecting paint can be stored inside or outside in a secure (ex. fenced) area. If stored outside, the lid must be kept on so to minimize water entry.

Aerosol Paint Products

All aerosol paints, including automotive and industrial paints, are placed in the paint aerosol tubskid or drum. Tubskids or drums for collecting paint aerosols can be stored inside or outside in a secure (ex. fenced) area. If stored outside, the lid must be kept on so to minimize water entry.

4.3 Supplies

Important Forms

The Guidelines includes several important forms to use and photocopy as needed:

- Emergency and/or Incident Report Form (see Appendix A)
- SK Paint Collection Site Guidelines Quiz (see Appendix B)
- Collection Site Notification Forms (see Appendix C)

Collection Materials

Product Care supplies the collection site with the following equipment:

- Storage containers
 - Tubskids
 - Drums (these may be provided for the collection of paint aerosols)
- Safety equipment
 - Spill kit

FIGURE 1: TUBSKID CONTAINER AND UN RATED DRUM



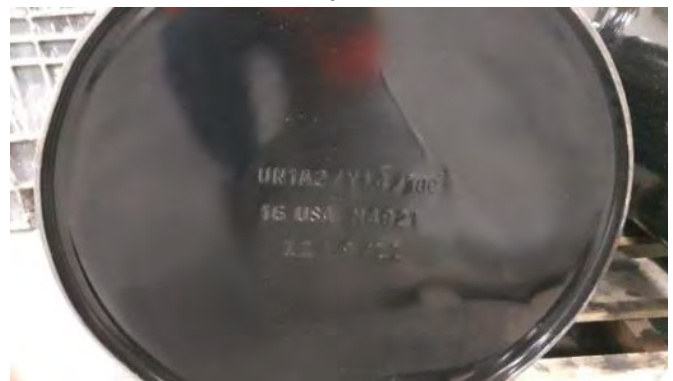
Tubskid



Drum



UN drum stamp on side



UN drum stamp on bottom

FIGURE 1: SAFETY EQUIPMENT



Spill Kit

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 WorksafeSK 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.

4.4 Communication Materials and Collection Site Signage

Ordering Communication Materials

Communication materials may be obtained by phone (1.877.592.2972), fax (604.592.2982) or through our website at <https://www.productcare.org/service-partners/promotion-and-education/>. If ordering online, choose your province and program when ordering information materials and they will be shipped to you.

Product Care provides the following communications materials*:

- Paint Collection area sign (1). Second one for main entrance is available upon request
- Brochures

*Signs and brochure may be different than pictured in guidelines due to updates.

Collection Area Sign

Collection sites must provide signage showing the hours of operation, items accepted and not accepted in the Paint Recycling Program, and that abandonment is prohibited. Your site is responsible for providing signage at entrance showing hours of operation; Product Care provides signage fulfilling the other requirements. Do not cross off, block or change any information on the sign.

The sign must be placed in a highly visible location near the paint collection area. **We recommend that these signs are installed where you are accepting these products so the consumers and your staff can easily refer to them.**

FIGURE 2: COLLECTION AREA SIGN¹



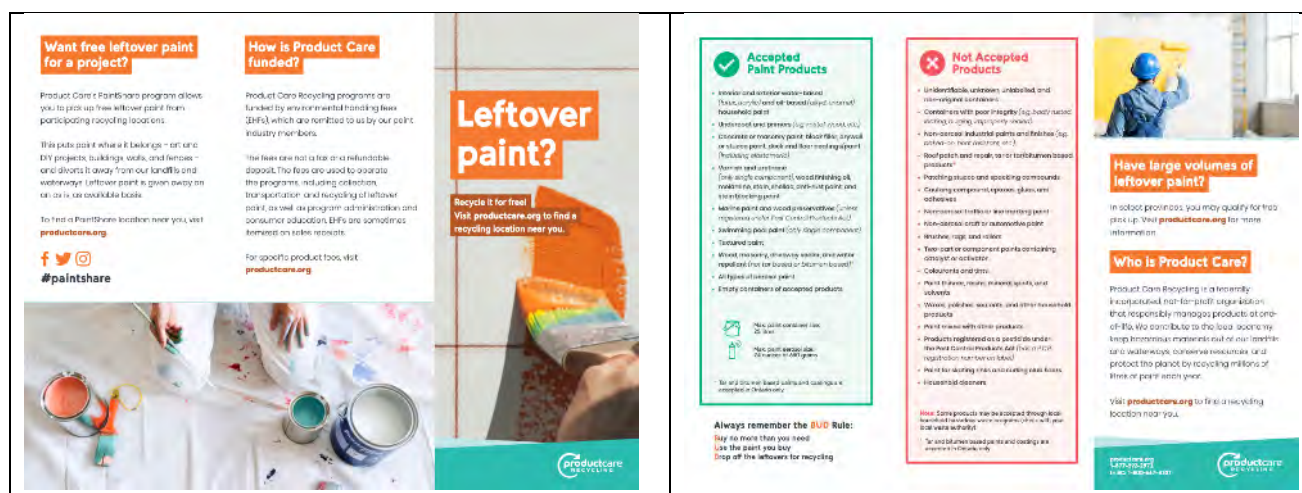
¹ The above image is as of July 2020. This may not be same as what you have on site due to updates.

Promotional Materials

Product Care supplies promotional materials (brochures, etc.) containing important information about the Paint Recycling Program and the products that may be returned.

The brochure offers information about the Paint Recycling Program, including a list of accepted products and encourages the consumer to follow the B.U.D Rule: **Buy** what you need, **Use** what you buy, **Drop** off any leftovers for recycling.

FIGURE 3: BROCHURE (LEFT) AND BACK (RIGHT)¹



¹ The above image is as of July 2020. This may not be same as what you have on site due to updates.

4.5 Security & Access

When the collection site is closed or not attended, people or animals must be prevented from accessing the site to ensure that stored products are protected from incorrect handling or damage. All collection containers must be either secured inside a locked and fenced enclosure or inside the collection site.



NOTE: Do **NOT** allow public access to the collection area without supervision.

NOTE: This Program is **NOT** a self-drop system. Do **NOT** let consumers leave items without reviewing them with your staff or place products directly into the collection containers. They may choose the wrong collection container, drop off unacceptable items or may pack the products incorrectly.

The collection containers are to be located in an area that is relatively flat, on solid ground and have easy access for staff and trucks for shipment. It is preferred to have the collection containers on paved ground.

Abandoned Materials

If items are abandoned on-site during or after hours, take them inside, inspect and sort appropriately. Products not accepted by the program that are abandoned on-site must be disposed of through an appropriate method. For advice on how to manage this material, contact Recycle Saskatchewan at

<https://www.recyclesaskatchewan.ca>

5 ACCEPTED AND NOT ACCEPTED PRODUCTS

5.1 Paint Products We Accept

Paint products accepted by the Paint Recycling Program are architectural (household) paints and coatings in labeled containers under 25 litres (5 gallons) in size and all aerosol paints (automotive, craft and industrial). There are two main types of architectural paints sold to consumers: latex (water-based, often titled “acrylic”) paints and alkyd (oil-based) paints. Both types are accepted by the program regardless of the sheen (gloss, eggshell, matte), or transparency.

ALL containers accepted for collection must:

- Be properly sealed with no leaks.
- In original container for the product.
- Have original, manufacturer labels, clearly identifying their contents.
- Be accepted at no charge



WARNING: An improperly sealed container poses a fire, health and safety and environmental risk. **DO NOT** open containers on site.

Paint Products Accepted by the Program:

- ✓ Interior and exterior water-based (e.g. latex, acrylic) and oil-based (e.g. alkyd, enamel) architectural paint
- ✓ Deck, porch and floor coating (including elastomeric)
- ✓ Varnish and urethane (single-component)
- ✓ Concrete and masonry paint
- ✓ Drywall paint
- ✓ Undercoats and primers (e.g. metal, wood, etc.)
- ✓ Stucco paint
- ✓ Marine paint (unless registered under Pest Control Products Act)
- ✓ Wood finishing oil
- ✓ Wood preservatives (unless registered under the Pest Control Products Act)
- ✓ Melamine, metal and anti-rust paint, stain and shellac
- ✓ Swimming pool paint (single-component)
- ✓ Stain blocking paint
- ✓ Textured paint
- ✓ Block fillers and sealers
- ✓ Wood, masonry, driveway sealer or water repellant (non-tar based or bitumen based)
- ✓ Already empty paint containers

Maximum size: 25 litres (5 gallons)

Paint Aerosols Accepted by the Program:

- ✓ Paint aerosols of all types including automotive, craft and industrial products
- ✓ Empty paint aerosol containers

Maximum size: 680 grams (24 ounces)

5.2 Products Not Accepted as Paint

The following products are **NOT** accepted by the Program:

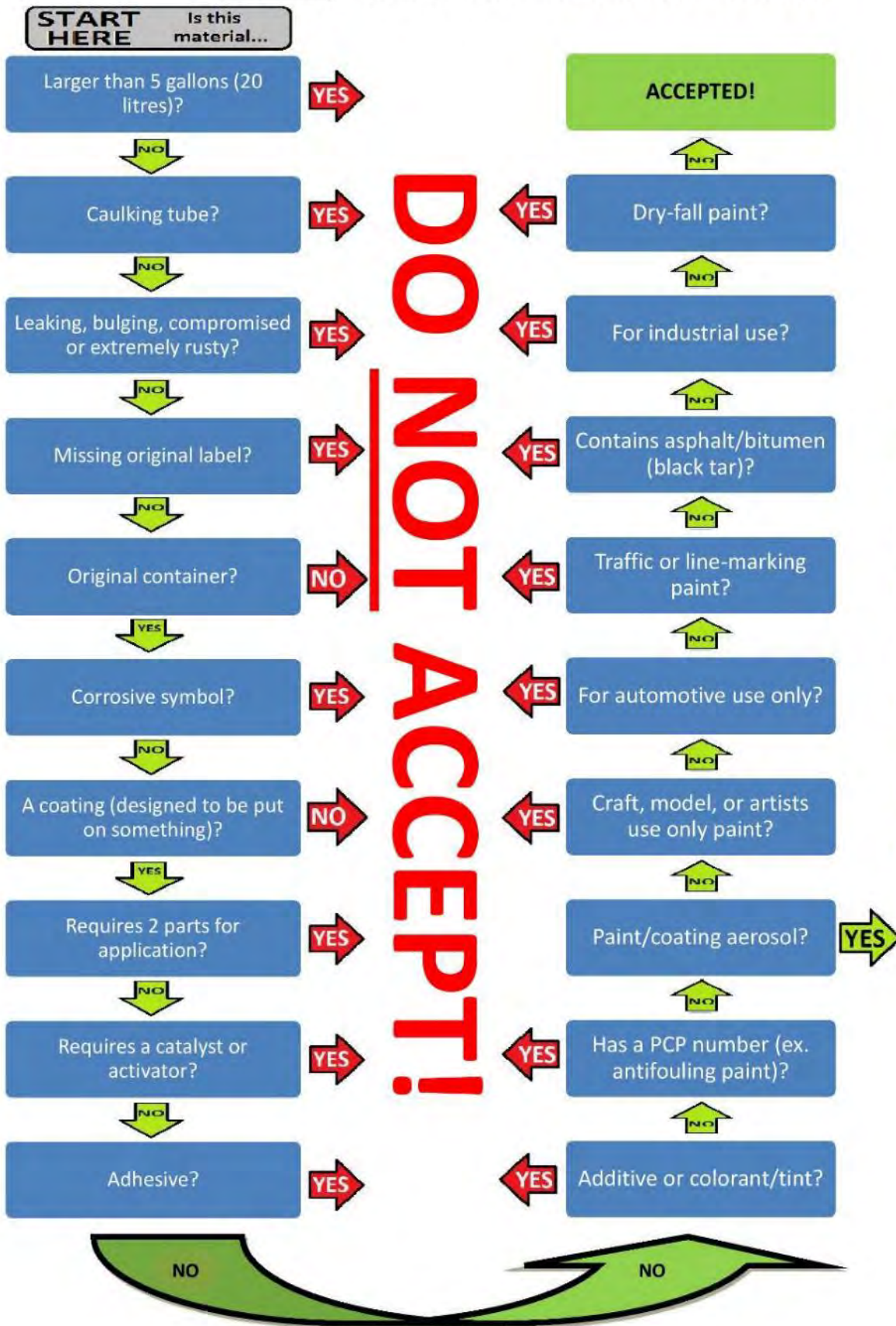
- ✗ Unlabelled containers
- ✗ Brushes, trays, rags and rollers
- ✗ Paint not in their original containers (e.g. glass jars)
- ✗ Leaking or improperly sealed paint containers
- ✗ Paint containers with poor integrity (e.g. badly rusted, burnt, bulging or leaking)
- ✗ Mixed paint (e.g. oil-based with latex)
- ✗ Unidentifiable, unknown or unlabelled products
- ✗ Industrial paint and finishes
- ✗ Paints or wood preservatives that are registered as a pesticide under the Pest Control Products Act (has a P.C.P Registration number on the label)
- ✗ Non-aerosol craft paint
- ✗ Non-aerosol automotive paint
- ✗ Two-part or component paints often containing a catalyst or activator
- ✗ Roofing products (i.e. glue, patch, tar or repair)
- ✗ Asphalt, tar or tar/bitumen-based products
- ✗ Non-aerosol traffic, field, zone or line marking paint
- ✗ Resins, fibre-glass
- ✗ Paint thinner, mineral spirits or solvents
- ✗ Deck cleaners
- ✗ Colorants and tints
- ✗ Caulking compound, epoxies, glues or adhesives
- ✗ Other household chemicals
- ✗ Nitro-cellulose based paints and lacquers
- ✗ Lubricants, oils and antifreeze
- ✗ Windshield Washer Fluid
- ✗ Oil & Latex paints that are mixed in the same container
- ✗ Spray Foam
- ✗ Spray Gun Cleaners
- ✗ Line Marking Paint in paint form (Non-Aerosol)

See Appendix F for detailed photos of products not accepted by the program.

Additional training is available at our Service Partners Page on our website www.productcare.org

It is illegal, as per Federal TDG to send non-accepted product to Product Care for disposal. Doing so may result in your closure as a collection site.

PAINT ACCEPTANCE FLOW CHART



Shipment Quick Reference Sheet

To Request Pickup:

- Phone: Toll-free 1.877.592.2972 x360
- Email: skopspaint@productcare.org
- Fax: 604.592.2982

Please complete and submit Pickup Request Sheet. See Appendix E. For additional copies, photocopy the form.



Paint Pickup Request Sheet

E-mail: skopspaint@productcare.org
Fax: 804-592-2982
Phone: Toll-free 1-888-772-9772 x 360

Today's Date: _____

Depot Name: _____

Depot Address: _____

Depot Phone #: _____

Contact Name: _____

Product	Amount	Container	Tubskid #'s (found on outside of tubskid)
Paint		Tubskid	
Aerosol		Tubskid / Drum	
Supplies needed:			

Please Note: Pick up is based upon transport carrier convenience, when there is space in the truck and when that the truck can be routed to the region of pick up.

When ordering a pick-up please indicate:

- Depot name and address
- Your name
- Number of containers, product type and container type
 - Type: Paint or Aerosol, and if it's a tubskid or a drum
- Any supplies required (Absorbent, spill pads or socks for refilling spill kit, etc.)



Preparing collection containers for pickup:



- Tubskids - Packed correctly. NOT overfilled, not above the rim, lids must fit tight.



- Complete the shipping document, sign and date the BOL.
 - Shipment matches the BOL.
 - Placards are used.
 - Keep a signed copy of BOL

For shipments that have received a partially pre-filled BOL, collection container labels and placards would have also been sent to your depot.

Make sure that:

- You have enough labels for the products
- That the amounts and types of tubskid match that what is already pre-filled on the BOL.
- If quantities do not match, do not ship extra items.
- Label each tubskid and drum. Labels provided
- Give placards to the driver

Product Care **BILL OF LADING** BOL Number

Plant: 7781 Vantage Way, Delta, BC V4G 1A6
Tel: 1-888-772-6772 Fax: (604) 592-2982

BILL OF LADING NO. **108173**

CARRIER Vanguard Waste Depots Ltd.				PERMIT NO.			
STREET 1175 Denwood Way				DISPATCHER Gavin			
CITY Delta	PROV BC	PC V4G 1A6	PHONE 604-520-0333	FAX 604-520-0360			
CONSIGNOR (FROM) Save the Planet, Recycle Everything Eco-C				CONSIGNEE (TO) Product Care			
STREET 111 - 2345 Hwy Street				STREET 7781 Vantage Way			
CITY Vancouver	PROV BC	PC	CITY Delta	PROV BC	PC V4G 1A6		
PHONE 604-123-4567	FAX		PHONE 604-592-2982	FAX 604-592-2982			

Depot Number

NO. OF PIECES	DS	LN #	SHIPPING NAME	CLASS	PG	DESCRIPTION OF RESIDUAL / ARTICLE	VOL	UNIT
		NA	NA	NA	NA	NA		NA
		NA	NA	NA	NA	NA		NA
	X	1/10/20	CAUST	3	B	Prod (Fib. Pail) (22)		L
	X	1/10/20	AEROSOL	2.1		Aerosol Pails		L

Enter the number of containers **Estimate Volume**

Description of the material shipping

NO. OF PIECES	DESCRIPTION OF ARTICLE	WT	UNIT	COMMENTS
	Empty Tubskids		kg	
	DRUM Empty 55L Approved		kg	
	NA			
	NA			

24-HOUR NUMBER CANUTRC: 1-888-226-8832	PLACARD REQ. NO	PLACARD TYPE	QUANTITY
--	---------------------------	---------------------	-----------------

Equivalency Certificate SU 7133 (Rev. 11) expiry date: May 31, 2024

I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, are properly classified and packaged, have appropriate hazard labels properly affixed or displayed on them, and are in all respects in proper condition for transport according to the Transportation of Dangerous Goods Regulations.

SHIPPER Save the Planet, Recycle Everything Name (Please Print)	CONSIGNEE Product Care Name (Please Print)	CARRIER Vanguard Waste Depots Ltd. Name (Please Print)	DRIVER NAME TRAILER	DRIVER NO
PER	PER	PER	UNIT	PIECE
DATE	DATE	DATE	TIME-START	AT SITE
TIME	TIME	TIME-START	AT SITE	FINISH TIME

Print and sign above

White Copy - Shipper • Yellow Copy - Transporter • Pink Copy - Consignee

6 COLLECTION SITE OPERATIONS

6.1 Receiving and Handling Products from Consumers

Receiving, Examining and Handling Products



When handling and examining products, keep the products at waist level or as close as possible, to lower the risk of getting any liquid product in your eyes.

1. Before accepting a product, examine it to ensure it is:
 - Accepted program product
 - In its original container and clearly labelled
 - The container is sealed and leak proof (i.e. not dented such that the cap or lid will not seal, or so rusty that it can easily be punctured)
2. If the paint is suitable for the Paint Share Program, put it aside for reuse (see section 5.4 on Paint Share). Otherwise, if the container is acceptable, place it in a transfer area.
3. At regular intervals, take the products from the transfer area and place them in the correct collection containers.

FOR PAINT-IN-A-BAG CONTAINERS

Some paint is sold from the manufacturer in bags. The material is considered a program product; and so should be accepted at your collection site, whether it is full, partially full, or empty. The same restrictions apply as with regular paint containers (no leaks, with a cap, and original label) as well as ensuring no rips or tears. Once verified as acceptable, please pack the paint- in-a-bag in to your collection tub/skid. Please see section 6.2 for detailed instructions on packing collection containers.



NOTE: This Program is **NOT** a self-drop system. Do **NOT** let consumers leave items without reviewing them with your staff or place products directly into the collection containers. They may choose the wrong collection container, drop off unacceptable items or may pack the products incorrectly.

Drop-Off Volumes

If a customer wants to return a large number of items that are more than your site can handle:

1. Accept what you can manage.
2. Ask the customer to return another time with the remainder of the items.
3. Direct the customer to contact Product Care if they are unable to return or in the future if they have large numbers of items to return.

If you accept large volumes that hinder your day-to-day collections, Product Care cannot guarantee immediate service.



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.

ALWAYS wear appropriate gloves and PPE when handling products

Dealing with an Unacceptable Product

DO **NOT** accept unacceptable product.

1. Provide the consumer with a Product Care brochure.
2. Direct the consumer to contact Recycle Saskatchewan for information regarding alternative disposal (<https://www.recyclesaskatchewan.ca>).

6.2 Storing Products

Paint products must be stored safely to ensure that containers are not knocked over, spilled or create a risk of fire.

Rules for packing tubskids:

- Pack all products with the lids upright so they do not leak or spill.
- As Paint-in-a-Bag containers are non-rigid plastic nothing can be stacked on top of them. Keep bags on top of the pails and cans in the tubskid.
- Ensure the bag is not pinched when stacking containers into the tubskid
- When packing tubskids, pack heavy items at the bottom with additional smaller products packed on top.
- Do not mix regular paint and aerosol paint cans. Place aerosol paints **ONLY** into separate collection container (tubskid or drum) designated for aerosol paints.
- Pack the collection containers as tight as possible. This helps to keep containers in place and avoids spillage.
- Never overfill the collection container. Make sure the lid sits flat on top.
- Always keep lids on the collection containers to protect the contents from rain and snow.



IMPORTANT: All paint products must be stored in the correct collection containers at the end of each business day.

FIGURE 4: CORRECTLY PACKED TUBSKIDS



6.3 Shipping and Transport

It is important to contact Product Care for a pick-up prior to filling all your empty collection containers. If you do not have any empty collection containers remaining to receive acceptable products, you must discontinue accepting products until empty collection containers arrive. Explain to the public that this is for environmental and safety reasons and that they can return at a later date with their products. Continuing to accept products after all your tubskids or drums are full and storing the products on the ground or elsewhere increases the potential for spills, which in turn increases environmental risk and safety concerns. Your depot may incur a severe penalty should a spill occur or risk of closure.

Depending on your location, please allow up to 7 (seven) business days for a pick-up.

Requesting a Shipment

Transport time can take up to 7 (seven) business days so shipments should be ordered when:

- Half of the tubskids on your site are full
- The aerosol tubskid or drum is three-quarters full

To request a pickup:

- Complete and submit Pickup Request Sheet. See Appendix G. For additional copies, photocopy the form.
- Phone:

- Toll-free: 1.877-592.2972 x360
- Email: skopspaint@productcare.org
- Fax: 604.592.2982

When ordering a shipment for pick-up please indicate:

- Your collection site name and address
- Your name
- Number and type of collection containers (tubskid or drum)
- Number and type of product (paint and/or aerosol)
- Any supplies required (spill pads or socks for refilling spill kit, tubskid labels, brochures, etc.)

Depending on your location, allow up to 7 (seven) business days for a pick-up.

Preparing Collection Containers for Removal

Complete the following steps when preparing collection containers for pickup:

- Pack collection containers following the directions in 5.2 of the Guidelines.
- Keep the loading area clear.



FIGURE 5: HAZARDOUS COLLECTION CONTAINER LABELS



Figure 6: Label placement and information

- Write the depot number and the BOL number on hazardous collection container labels.
 - This information can be found on the BOL that is either provided by Product Care prior to the pick-up or provided by the driver at the time of pickup. More information on documentation is provided below.
- Complete the labels for paint (Class 3) or aerosols (Class 2.1), per requirements (see below) and place on the appropriate collection containers for shipping (see Figure 5).
 - This is a requirement under the *Transportation of Dangerous Goods Regulation*. The labels have the product name on the bottom of them.
- The hazardous collection container label is to be placed to the left of the tubskid number on the outside of the tubskid or on the side of a drum between the first and second 'ridge'.
 - Please see Figure 5 for tubskid label placement.
 - If the label will not stick to the outside of the tubskid or drum, please use an additional adhesive such as spray glue.
 - Please do not place the hazardous collection container label on the lid or inside the tub, change the size of the labels or cut the labels in half.
 - Under no circumstances should you ship full collection containers without the correct labels.
- Complete the shipping document and sign.
 - By signing the shipping document (bill of lading – BOL), you are declaring that the goods shipped are as indicated and the markings on the label are correct. Ensure you understand the statement at the bottom of each BOL you are signing to ensure shipments are compliant with the *Transportation of Dangerous Goods Regulations*.

NOTE: Do **NOT** overfill collection containers. Lids must fit tight and be level for loads to be properly secured for transport. To ensure this, do not stack products above the rim of the collection containers. If a lid cannot be closed, the transporter will either ask you to put the overflow into a different collection container or will refuse to accept it.


You may be required to assist the transporter to load and unload. Ensure a forklift (or other loading equipment) is available to assist the transporter.

Documentation & Visual Identification

The following documents are associated with the collection of program products:

- Bill of Lading (BOL): this is the shipping document (see Figure 7)
- Collection container labels
- TDG Placards (see Figure 8)

Figure 7: Bill of Lading


BILL OF LADING

BOL Number
108173

Plant: 7781 Vantage Way, Delta, BC V4G 1A6
 Tel: 1-888-772-9772 Fax: (604) 592-2982

BILL OF LADING NO

CARRIER Vanguard Bottle Depots Ltd.				PERMIT NOS.			
STREET 1175 Derwent Way				DISPATCHER Gavin			
CITY Delta	PROV BC	PC V3M 5V9	PHONE 604-520-0333	FAX 604-520-0363			

CONSIGNOR (FROM) Save the Planet, Recycle Everything Eco-C				CONSIGNEE (TO) Product Care			
STREET 111 - 2345 Busy Street				STREET 7781 Vantage Way			
CITY Vancouver	PROV BC	PC	CITY Delta	PROV BC	PC V4G 1A		
PHONE 604-123-4567	FAX		PHONE 604-592-2972	FAX 604-592-2982			

Depot Number

FROM SHIPPER:

NO. OF PIECES	DG	UN #	SHIPPING NAME	CLASS	PG	DESCRIPTION OF RESIDUAL / ARTICLE	VOL	UNIT
		NA	NA	NA	NA	N/A		n/a
		NA	NA	NA	NA	N/A		n/a
	X	UN1263	PAINT	3	II	Paint (Flash Point <23)		L
	X	UN1950	AEROSOLS	2.1		Aerosol Paints		L

Enter the number of containers

Estimate Volume

Description of the material shipping

TO SHIPPER:

NO. OF PIECES	DESCRIPTION OF ARTICLE	WT.	UNIT	COMMENTS
	Empty Tubs/ids		Kg	
	DRUM, Empty, UN Approved		Kg	
	n/a			
	n/a			

24-HOUR NUMBER	PLACARD REQ.	PLACARD TYPE	QUANTITY
CANUTEC 1-888-226-8832	NO		

Equivalency Certificate SU 7133 (Ren. 11) expiry date: May 31, 2024

I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, are properly classified and packaged, have dangerous goods safety marks properly affixed or displayed on them, and are in all respects in proper condition for transport according to the Transportation of Dangerous Goods Regulations.

SHIPPER Save the Planet, Recycle Everything		CONSIGNEE Product Care		CARRIER Vanguard Bottle Depots Ltd.		DRIVER NAME	DRIVER NO.
Name (Please Print)		Name (Please Print)		Name (Please Print)		TRAILER	
PER.		PER.		PER.		UNIT	PIECES
DATE	TIME	DATE	TIME	DATE	TIMES-START	- AT SITE	- FINISH TIME

Print and sign above

White Copy - Shipper • Yellow Copy - Transporter • Pink Copy - Consignee

FIGURE 8: TDG PLACARDS



Class 2.1 placard



Class 3 placard

In most cases, the transporter will have the BOL, the required collection container labels, and the placards with them at the time of pick up. As required by the TDG Regulations, make sure that:

- The shipment matches the information found on the BOL.
- The appropriate collection container labels are attached to each shipping container.
- The appropriate placards are supplied to the transporter.

In certain locations, a partially pre-filled BOL, collection container labels and placards are sent by Product Care to the collection site operator directly in advance of pick up. If you have received these documents in advance:

- Please confirm you have enough labels for the products you are shipping. Every item being shipped must have the appropriate collection container label. If you do not have enough, please contact Product Care when making your pickup request and advise what products you require.
- Only send the amounts and types of collection containers that are already pre-filled on the BOL. Note that the required placards and weights listed on the BOL are based on the quantities you had advised Product Care of when calling in for pick up.
 - If you do not have the quantity available listed on this Bill of Lading, please contact Product Care to help determine what quantities will need to be changed. If you have more than the quantity listed, do not ship these extra items. They will need to be put aside and shipped at a later date.
- Label each collection containers with the collection container labels provided.
- Supply the placards provided to the driver for the shipment as per the information on the bill of lading.

In addition, when the transporter picks up the products, you must:

- Provide a signature, date, and time of pick-up on the shipping documents.
- Keep a copy of the shipping documents for your records.

- For collection sites that receive paperwork directly from Product Care, fax or email a copy of the signed BOL to Product Care.
- If requested, open collection containers for the driver to verify the contents.
- Ensure a staff member is available to handle these requirements to avoid shipping delays.

Document Retention

It is important to keep copies of all documents associated with products collected under the Program. The BOLs are required to provide proof to Product Care of products collected and to confirm that the monthly payments are accurate. All documents should be kept for a minimum of two years per regulatory requirements.

6.4 Health & Safety Hazards



NOTE: This section is only provided as an additional reference and guidance for your company/organization's Health and Safety Program and Emergency Plan; follow those instructions.

General safety guidelines for handling paint:

- No smoking near the 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 to confirm the product is accepted by the program.
- Follow basic hygienic procedures.
- Follow the procedures outlined in these Guidelines.

Tripping Hazards

Since products must be carried from the customer vehicle to the staging area, and then to the collection containers, pathways must be well lit and kept clear of obstructions.

Lifting Hazards

Removing products from a customer's vehicle and/or staging areas and placing them in collection containers requires bending and lifting. Handling containers incorrectly could result in injury. To reduce the chance of injury, use the following precautions:

- Bring objects near to the body when lifting and do not try to lift at arm's length.
- Bend the knees and keep the back straight.
- Never try to lift more than can be lifted safely. Ask for assistance if needed.
- All items must be carried at waist level or as close as possible.

Hazard Symbols

Depending on the type of paint, the label may display warning or hazard symbols. The following are some common product hazard signs found on paint containers:

Poison Hazard



This symbol is a warning that the product could be toxic 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 (e.g., an aerosol can).

Do **NOT** throw the container and store the product in appropriate containers. It may be dangerous if the container is accidentally heated, punctured or crushed.

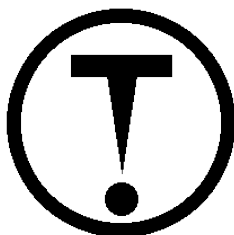
Flammable Hazard



Alkyd (oil-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 in fumes, build-up of vapours, open flame, spark or heat, ingestion and skin contact.

Toxic Hazard



This symbol is a warning that the product has other affects that could be toxic over time or with consistent exposure.

Avoid ingestion and skin contact.

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.

First Aid

A first aid program is required in all places of work. First aid requirements are regulated by WorkSafeBC and depend on the type of business and the number of workers present.

7 EMERGENCIES

7.1 Emergency Plan

It is important for the operator and collection site workers to know what actions must be taken in case of a fire or spill. The correct emergency action depends upon the location of the collection site and whether a local fire department is able to respond. Accordingly, please follow your own emergency plan and use the information below as a reference.

7.2 Emergency Training

If collection site workers are given responsibilities in an emergency, they should be trained 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.

7.3 Fire

Every work site must have a fire safety 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 Product Care immediately, when it is safe to do so



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

7.4 Dealing with a Spill

It is important that all collection site workers know the correct steps to take in the event of a spill when a product is dropped or damaged during handling (collection, storage, and shipment).

Spill Kits

Product Care provides each collection site with a spill kit to deal with emergency spills of program products. It is the operator's responsibility to ensure the spill kit location is known to staff, contains all of the required supplies originally provided and is quickly and easily accessible to collection site staff at all times. Storage of spill kit in the same place over long periods of time can accumulate in dust and dirt/debris being on top. Please clean off bag regularly to avoid build-up and risk of injury to staff when retrieving the bag.

Spill kits come equipped with:

- 1x disposal bag (to place used materials in)
- 1x spill response mini poster
- 2x 4' universal absorbent socks
- 50x oil absorbent spill pads

FIGURE 9: SPILL KIT SUPPLIES



Spill Response

A spill response plan must be created that is site specific. The following steps outline the basic procedures when handling a spill, and can be used in your site-specific spill response plan.



NOTE: Large spills that cannot be safely managed by your staff, escapes containment, spills that reach waterways, chemical reactions or fires should be handled by qualified professionals. Do not attempt to respond to such incidents. Follow the collection site emergency response procedure in your Emergency Plan.

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

1. **CARE:** Ensure personal safety by evaluating the spill or incident. For spills that can be managed by collection site staff, wear any protective gear required to perform regular site activities, and secure the area.

2. **CONTROL:** Stop the flow by placing the spilling container in a position where the least amount will spill
Examples: an open container on its side would be placed upright, placing the leaking container into another container, or placing a spill sock around the container to catch the spill.



- Determine if there is a drain near the spill. If so, wrap the absorbent sock around the drain to stop any potential liquid from entering. Absorbent socks can also be used to circle spills to contain liquids and prevent further spread. Make sure to overlap the ends of socks to create leak-proof barriers.



- Sprinkle floor dry around the spill to avoid springing as well as over the spill to help with clean-up



- Absorbent pads should be placed directly on spills to absorb liquids quickly.



3. CLEAN-UP:

- Use the materials in the spill kit to contain and clean up the spill.
- Collect all the spilled material with absorbent and/or absorbent pads and place it in the plastic bag(s), along with any used spill control supplies, contaminated protective clothing you may be wearing (i.e. gloves) and cleaning materials.





- Seal the plastic bag(s) containing the recovered spilled material.
- Label the bag(s) to identify the contents and contaminants and place it in the collection container that the spilled container would have been packed into.



- Remove any contaminated clothing. Wash thoroughly to remove spilled material from your hands or body.
- Replace any used spill control supplies. Additional replacement supplies can be ordered from Product Care (indicate so on your Incident Report form).

4. **CONTACT:**

- Report ALL spills where the spill kit supplies are used, and all other incidents involving program materials or program equipment, to Product Care at 1.877.592.2972 Ext 6 (24 hours).
- After reporting the incident, complete the Emergency and/or Incident Report Form with all the details of the spill and send it to Product Care immediately:

Fax: 604.592.2982

Email: SKopspaint@productcare.org

Replacement supplies can be requested for free* from Product Care in three ways:

- When you call for pickup
- On your monthly inspection form
- On the incident report form

* Replacement supplies are only free if incident report forms have been provided to indicate appropriate spill kit use. There will be a charge for replacing spill kits and/or supplies that are lost, misused or used for non-Product Care tasks.

8 VISITS BY PRODUCT CARE'S REPRESENTATIVE

Product Care representatives may visit your location. Please assist the representative by having your records readily available. These visits are also a valuable opportunity to discuss any concerns or questions you may have about the Paint Recycling Program. If between visits you have any concerns or questions, please contact Product Care rather than waiting until a Product Care rep comes to visit. Please see contact info on Quick Reference sheet located at the beginning of these guidelines to determine the correct person to contact.

APPENDIX A. EMERGENCY AND/OR INCIDENT REPORT FORM

EMERGENCY and/or INCIDENT REPORT

Collection Site Name:			
Collection Site Location:			
Employee Name:			
Phone Number:			
Date of incident:		Time of incident:	
Were other programs involved? If yes, please list:		Were regulators involved/contacted? If yes, please list:	
Instructions:	Check one of the following emergencies and fill out the appropriate information. Attach a separate form if you need more space.		

☐ **SPILL?**

<input type="checkbox"/> Spill in parking lot <input type="checkbox"/> Spill in reception area <input type="checkbox"/> Spill in other area: _____ <input type="checkbox"/> Spill caused chemical reaction Chemicals involved in reaction (if known): _____	<input type="checkbox"/> Customer caused spill Quantity Spilled: _____ Type of surface spilled on: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Gravel <input type="checkbox"/> Asphalt </div> <div> <input type="checkbox"/> Concrete <input type="checkbox"/> Wood </div> </div>
--	--

☐ **FIRE?**

<input type="checkbox"/> Fire in parking lot <input type="checkbox"/> Fire in reception area <input type="checkbox"/> Fire in aerosol paint tubskids or drums <input type="checkbox"/> Fire in paint tubskids	<input type="checkbox"/> Fire in other area: _____ <input type="checkbox"/> Fire Department called <input type="checkbox"/> Fire extinguishers used (if so, the unit(s) must be serviced)
--	---

☐ **PROPERTY DAMAGE?**

<input type="checkbox"/> PCA Equipment damaged <input type="checkbox"/> Tubskid damaged	<input type="checkbox"/> PCA drum damaged <input type="checkbox"/> Other property damaged: _____
--	---

☐ **OTHER?**

<input type="checkbox"/> Lifting or carrying injury <input type="checkbox"/> Slip & fall accident	<input type="checkbox"/> Inhalation or exposure to chemicals or fumes <input type="checkbox"/> Other: _____
--	--

Describe in detail the incident or accident including any events leading up to and immediately following. This also 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:

Describe your response effort (what did you do?):

Was staff wearing protective gear?

- ☐ Yes
☐ No

Was anyone hurt?

- ☐ Yes
☐ No

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

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

Phone and report the incident immediately on the emergency phone line. Once form is complete, please email or fax to Product Care using the contact information below.

Email: SKopspaint@productcare.org

Emergency Telephone: 1-877-592-2972, Ext 6 (available 24 hours)

Fax: 604-592-2982

Employee Name: **Signature:**

Manager Name: **Signature:**

APPENDIX B. SK PAINT COLLECTION SITE GUIDELINES QUIZ



SK PAINT COLLECTION SITE GUIDELINES – QUIZ

This quiz lets you see how much you have learned by reading the manual. There may be more than one correct answer to each question. Circle the best answer, for example b. If you do not know an answer, look it up in the manual. When finished, give the quiz to the depot operator to mark and discuss any mistakes you may have made.

1. If a customer brings a product you cannot accept, who do you refer them to?

- a. Product Care
- b. Recycle Saskatchewan
- c. Another depot
- d. Where they purchased the product

2. Who requires TDG Training & Certification?

- a. Anyone who collects dangerous goods like Paint or Aerosol Paints
- b. Anyone who handles dangerous goods like Paint or Aerosol Paint
- c. Anyone who ships out dangerous goods like Paint or Aerosol Paint
- d. All of these

3. Depot workers are responsible for

- a. Reporting conditions that may be dangerous
- b. Using work procedures described in these guidelines
- c. Taking part in safety instructions
- d. All of these

4. Some paint from the store is brought to you from a damaged shipment to a store. Is it acceptable?

- a. Yes
- b. No

5. Which of these products are not accepted in this program?

- a. Industrial products
- b. Roofing materials
- c. Leaking or poorly sealed containers
- d. Unlabelled Containers
- e. Containers larger than 20 Litres
- f. All of these

6. Do not accept container if it

- a. Does not have original label
- b. Is not in its original container
- c. Is extremely rusty
- d. All of these

SK PAINT COLLECTION SITE GUIDELINES QUIZ CONTINUED

7. Which of these leftover consumer products are accepted in the Paint program?

- | | |
|---|--|
| a. Gasoline, diesel fuel and propane | b. Pesticides, cosmetics and pet products |
| c. Paint and paint aerosols | d. Paint for crafts, cars or colorant |
| e. Aerosol adhesives, cosmetics and beauty products | f. Cleaning products, solvents and insect repellants |

8. What are indicators that paint may be industrial and not accepted?

- | | |
|-----------------|-----------------|
| a. WHMIS Label | b. 2 Part |
| c. Quick Drying | d. All of these |

9. What is one thing you should always do

- | | |
|--|--|
| a. Open a product to see what's inside | b. Transfer or pour products on site |
| c. Put returned products on their sides in the collection containers | d. Wear appropriate PPE when handling products |

10. In case of a spill, you must quickly

- | | |
|----------------------------|-------------------------------------|
| a. Determine size of spill | b. Secure area and put on PPE |
| c. Grab spill kit | d. Follow spill clean-up procedures |
| e. Advise Product Care | e. All of these |

Staff Name (Please print)

Depot Name (Please print)

Staff Signature

Date

SK PAINT COLLECTION SITE GUIDELINES – ANSWERS TO QUIZ

This information is provided for the depot operator to check a completed quiz and discuss any mistakes that the worker may have made.

- 1. If a customer brings a product you cannot accept, who do you refer them to?**
b. RCBC
- 2. Who requires TDG Training & Certification?**
d. All of these
- 3. Depot workers are responsible for**
d. All of these
- 4. Some paint from the store is brought to you from a damaged shipment to a store. Is it acceptable?**
a. No
- 5. Which of these products are not accepted in this program?**
f. All of these
- 6. Do not accept container if it**
d. All of these
- 7. Which of these leftover consumer products are accepted in the Paint program?**
c. Paint and paint aerosols
- 8. What are indicators that paint may be industrial and not accepted?**
d. All of these
- 9. What is one thing you should always do**
d. Wear appropriate PPE when handling products
- 10. In case of a spill, you must quickly**
e. All of these

APPENDIX C. SK PAINT COLLECTION SITE NOTIFICATION FORMS (Change in Name, Address, Owners and Depot Closure)

NOTIFICATION OF NAME CHANGE

Current Name of Depot: _____

Depot Phone No.: _____

Depot Address: _____

Depot Contact: _____

Effective Date: _____

CHANGE DETAILS

With the name change, is this an “operating as” or a legal name change? Will the corporation named on the contract remain same or will it be changing? This will help determine if new contracts are required.

☐ **Corporate (Legal) name is staying the same; just the operating name is changing**

☐ **Corporate (Legal) name is changing**

NEW DEPOT NAME INFO:

New name of Depot: _____

Email: _____

Phone: _____

Reason for the name change: (please give details):

Please provide the steps involved in making this decision to close: (Please use additional paper if required)

If you had the opportunity would you participate in our program again? ☐ Yes ☐ No

What comments do you have on our program? (Please use additional paper if required)

What could we do to improve the program in the future? (Please use additional paper if required)

Other Comments: (Please use additional paper if required)

Have you had any spills at this site? Yes No

If yes – please advise date _____ Was spill reported? Yes No

If not reported, why not? _____

By signing this form, I verify the above information is correct and complete.

Print Name

Position

Signature

Date

***Please send this completed form to skopspaint@productcare.org
or via fax to 604-592-2982. Thank you.***

NOTIFICATION OF ADDRESS CHANGE

Name of Depot:

Depot Phone No.:

Depot Address:

Depot Contact:

Effective Date:

NEW ADDRESS – this is very important, as we have to give 30 days' notification to the Ministry of Environment before you can start collecting at new site

Name: _____

Address: _____

Email: _____

Phone: _____

Hours: _____

Reason for change of location (Please use additional paper if required):

Please provide the steps involved in making this decision to change locations: (Please use additional paper if required)

What comments do you have on our program? (Please use additional paper if required)

What can we do to improve the program in the future? (Please use additional paper if required)

Other Comments: (Please use additional paper if required)

Have you had any spills at this (old) site?

Yes

No

If yes – please advise date(s) _____ Was spill reported? Yes

No

If not reported, why not?

By signing this form, I verify the above information is correct and complete.

Print Name

Position

Signature

Date

Please send this completed form to skopspaint@productcare.org

or via fax to 604-592-2982. Thank you

NOTIFICATION OF OWNER CHANGE

Name of Depot:

Depot Phone No.:

Depot Address:

Depot Contact:

Effective Date:

SALE DETAILS

With the new ownership, will the corporation named on the contract remain same or will it be changing? This will help determine if new contracts are required.

☐ Corporate name is changing

☐ Corporate name is staying same

NEW OWNER CONTACT INFO:

Name: _____

Address: _____

Email: _____

Phone: _____

CURRENT OWNER CONTACT INFO:

Forwarding address, email & phone number (soon to be Previous Owner):

Reason for change of owner: (please give details):

Please provide the steps involved in making this decision to close: (Please use additional paper if required)

If you had the opportunity would you participate in our program again? ☐ Yes ☐ No

What comments do you have on our program? (Please use additional paper if required)

What could we do to improve the program in the future? (Please use additional paper if required)

Other Comments: (Please use additional paper if required)

Have you had any spills at this site? Yes No

If yes – please advise date _____ Was spill reported? Yes No

If not reported, why not? _____

By signing this form, I verify the above information is correct and complete.

Print Name

Position

Signature

Date

Please send this completed form to skopspaint@productcare.org

or via fax to 604-592-2982. Thank you

NOTIFICATION OF DEPOT CLOSURE

Name of Depot:

Depot Phone No.:

Depot Address:

Depot Contact:

Effective Date:

CURRENT OWNER - Forwarding address, email & phone number:

Reason for depot closure:

- ☐ Financial
- ☐ Lack of resources or support
- ☐ Selling business
- ☐ Lack of time
- ☐ Other

Details: (please use additional paper if required)

Please provide the steps involved in making this decision to close: (Please use additional paper if required)

If you had the opportunity, would you participate in our program again? ☐ Yes ☐ No

What comments do you have on our program? (Please use additional paper if required)

What could we do to improve the program in the future? (Please use additional paper if required)

Other Comments: (please use additional paper if required)

Have you had any spills at this site? Yes No

If yes – please advise date(s) _____ Was spill reported? Yes
No

If not reported, why not?

By signing this form, I verify the above information is correct and complete.

Print Name

Position

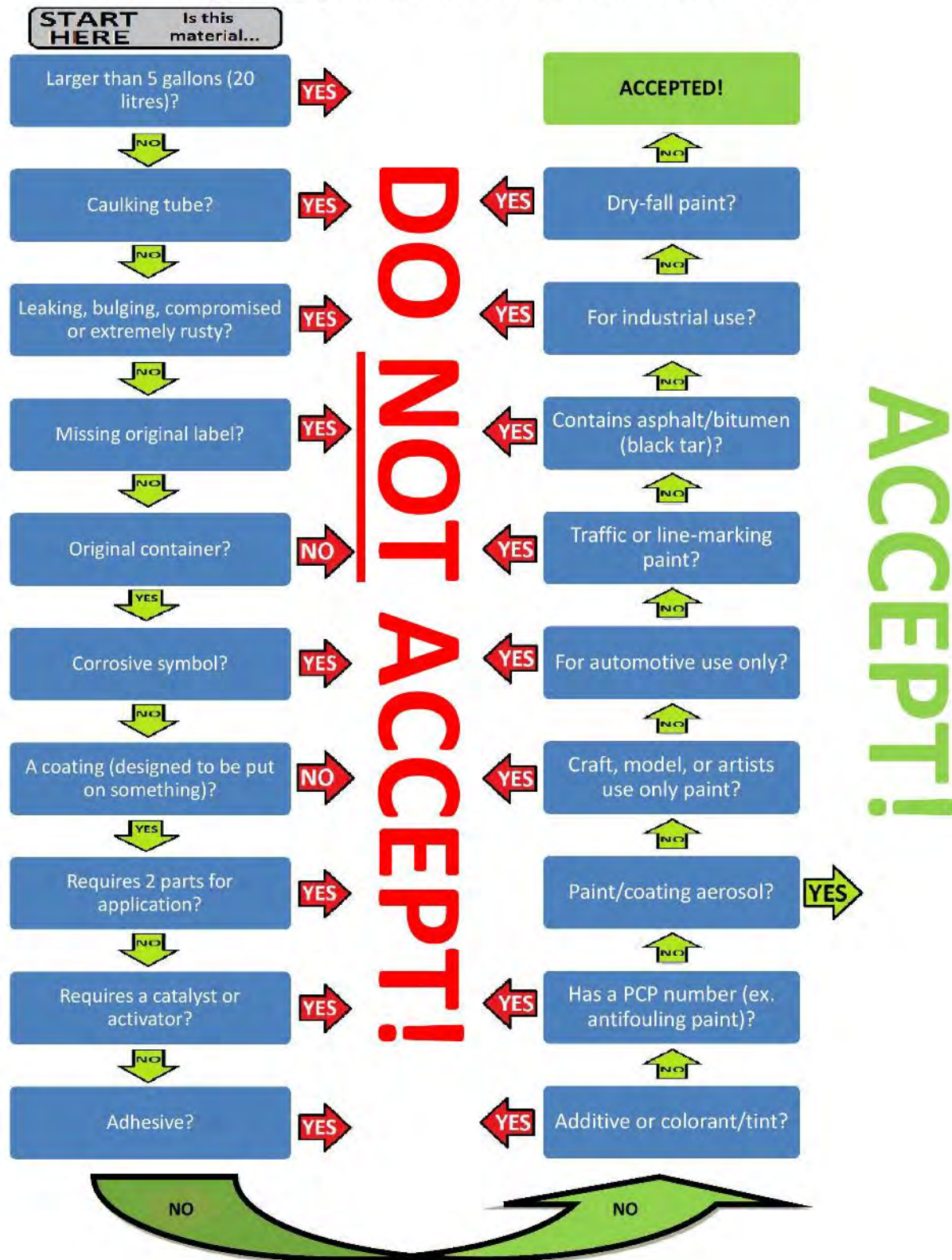
Signature

Date

***Please send this completed form to skopspaint@productcare.org
or via fax to 604-592-2982. Thank you***

APPENDIX D. PAINT ACCEPTANCE FLOW CHART

PAINT ACCEPTANCE FLOW CHART



APPENDIX E. PAINT PICKUP REQUEST SHEET



Paint Pickup Request Sheet

E-mail skopspaint@productcare.org
Fax 604-592-2982
Phone:
Toll-free 1-888-772-9772 x 360

Today's Date: _____
Depot Name: _____
Depot Address: _____
Depot Phone #: _____
Contact Name: _____

Product	Amount	Container	Tubskid #'s (found on outside of tubskid)
Paint		Tubskid	
Aerosol		Tubskid / Drum	
Supplies needed:			

Please Note: Pick up is based upon transport carrier convenience, when there is space in the truck and when that the truck can be routed to the region of pick up.

Updated copies of this document can be found on the Product Care website <https://www.productcare.org/service-partners/forms/>