

British Columbia Paint Collection Site Guidelines

MARCH 2025



DISCLAIMER

The Collection Site Guidelines (“Guidelines”) are intended to provide guidance to operators participating as a collection site in the British Columbia 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 British Columbia (“WorksafeBC”). 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 BC Ministry of the Environment (“MOE”) office. Further information about workplace safety can be obtained from your local WorksafeBC office. Further information about the TDG Regulations can be obtained from Transport Canada.

QUICK REFERENCE SHEET

Contact Information

Product Care Association

Lower Mainland: 604.592.2972
Outside Lower Mainland (Toll-free): 1.877.592.2972 x202
Email: bcopspaint@productcare.org

Shipment Requests

Lower Mainland: 604.592.2972 x355
Outside Lower Mainland (Toll-free): 1.877.592.2972 x360
Email: bcdispachpaint@productcare.org

Ordering Communication Materials

Lower Mainland: 604.592.2972 x355
Outside Lower Mainland (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

Recycling Council of BC (RCBC) Hotline

Lower Mainland: 604.Recycle or 604.732.9253
Toll Free in BC: 1.800.667.4321
Email: hotline@rcbc.ca

Important Information

Website:

www.productcare.org

Important Forms

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

- Paint Share (formerly Paint Exchange & Paint ReUse) Form (see Appendix A)
- BC Paint Monthly Inspection Form (see Appendix B)
- Emergency and/or Incident Report Form (see Appendix C)
- BC Paint Collection Site Guidelines Quiz & Answers (see Appendix D)
- BC Paint Collection Site Notification Forms (see Appendix E)
- BC 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
- Monthly inspection forms
- Emergency and/or incident reports
- Training records
- Paint Share Liability Forms



NOTE: Keep these records
for a minimum of two years

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LIST OF ABBREVIATIONS

BC	British Columbia
BCG	BC Generator Number
BOL	Bill of Lading
GHS	Global Harmonization System (formerly WHMIS)
HHW	Household Hazardous Waste (formerly Paint Plus)
HWR	Hazardous Waste Regulation
MOE	Ministry of the Environment & Climate Change Strategy
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 (formerly Depot Manual)
Program	BC Paint Stewardship Program

1 PAINTRECYCLE PROGRAM

Product Care Association of Canada (“Product Care”) manages the Paint and Household Hazardous Waste Stewardship Program in British Columbia (the “Paint Recycling Program”). The Paint Recycling Program is a way for consumers to return leftover regulated household paints through local collection sites. The Paint Recycling Program is the consumer-facing brand Product Care created for the paint and household hazardous waste (HHW) recycling program. The term is used for both Paint collection and HHW collection. These Guidelines provide information for the paint collection side of the Paint Recycling Program, as well as the collection of HHW.

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 BC’s *Recycling Regulation* (BC Reg. 449/2004 as amended) (“Regulation”) under the Province’s *Environmental Management 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>

BC Environmental Management Act/Recycling 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

http://www.bclaws.ca/Recon/document/ID/freeside/449_2004.

BC Environmental Management Act/Hazardous Waste Regulation: HHW Collection Sites are considered to be Hazardous Waste Disposal Facilities pursuant to *BC Environmental Management Act* and therefore requires sites to be registered in the province. Product Care can assist in registering your site or amending an existing registration. For more information, refer to

http://www.bclaws.ca/Recon/document/ID/freeside/63_88_00.

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 WorkSafeBC. 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://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation>

2.2 Forms and Records

Registration as a Hazardous Waste Generator: Collection sites must be registered as a Hazardous Waste Generator with the BC MOE by obtaining a *BC Waste Generator Number (BCG) number*. Product Care can assist collection sites in completing this registration. This registration must be approved by the BC MOE before collection can begin.

Bill of Lading (BOL): Every shipment of HHW (including 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 8 and must be kept by the collection site for a minimum of two years per regulatory requirements.

Monthly Collection Site Inspection Form: Is to be completed monthly, on or before the 10th of each month, and mailed, emailed, or faxed to Product Care's Operations Coordinator (contact details are on the form) and is illustrated in Appendix B. Please note that workplace inspections are a requirement of the BCHWR, as well as the OHS Regulations.

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 BC PAINT Collection Site Guidelines Quiz (see Appendix D) to demonstrate they know the practices they must follow.
- Employees are supervised to ensure they follow the Guidelines, and use any supplied PPE and 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
 - Product Care has completed a risk assessment indicating that the Paint Recycling Program is a LOW RISK operation. However, this assessment does not take into account any other operations performed on site. To address the low risk rating, Product Care is providing an eyewash station bottle
- 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. Changes in location and/or ownership requires an amendment be made to your *BC Waste Generator Number (BCG) number*. Failure to report in timely fashion may result in delay of service or temporary even closure of site. See Appendix E 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 PPE and 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 C)
- BC Paint Monthly Inspection Form (see Appendix B)
- BC Paint Collection Site Guidelines Quiz (see Appendix D)
- Paint Share Form (formerly Paint Exchange & Paint ReUse) (see Appendix A)
- Collection Site Notification Forms (see Appendix E)

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
 - Fire extinguisher
 - Eye wash station

As per section 5.5 (Shipping and Transport), when completing pickup request, please advise if any supplies are required (i.e. spill pads or socks for refilling spill kit, Paint Share and/or tubskid labels, brochures, placards, etc.). You may also request these items when completing your monthly depot inspection form. For more information, please see Section 5.8 (Completing the Monthly Inspection Form).

FIGURE 1: TUBSKID CONTAINER AND UN RATED DRUM



Tubskid



Drum (UN rated)



UN drum stamp on side



UN drum stamp on bottom

FIGURE 2: SAFETY EQUIPMENT



Spill Kit



Fire Extinguisher



Eyewash Station



Eyewash stations are **SINGLE USE ONLY**. Once used, complete an incident report and submit it to Product Care, you will be provided with a replacement bottle

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.

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.



NOTE: This is a requirement of the BC Hazardous Waste Regulations.

Collection Area Sign

As a requirement of the BCHWR, 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, as it is a regulatory requirement.

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.**



NOTE: This is a requirement of the BC Hazardous Waste Regulations.

FIGURE 3: COLLECTION AREA SIGN¹



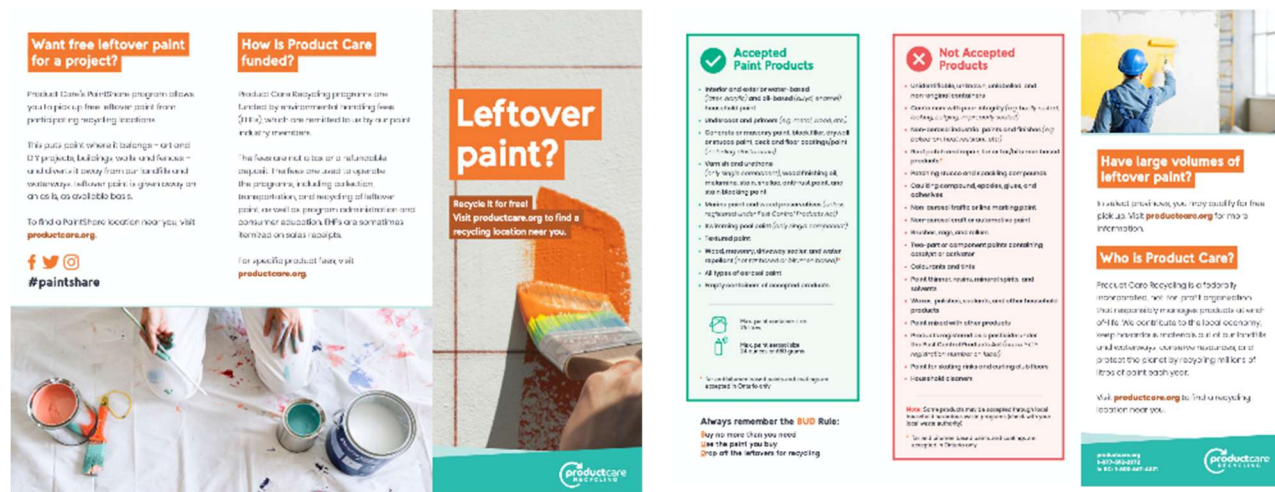
¹ The above image is as of July 2020. This may not be same as what you have on site due to updates.

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 4: 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 RCBC (Recycling Council of BC) at:

Lower Mainland: **604.732.9253 (604.RECYCLE)**

Toll-free BC: **1.800.667.4321** (outside Lower Mainland)

Fax: 604.683.7255

Email: hotline@rcbc.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 (Non-Anti-Fouling)
- ✓ 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
- ✖ Anti-fouling marine paint
- ✖ Asphalt, tar or tar/bitumen-based products
- ✖ Caulking compound, epoxies, glues or adhesives
- ✖ Colorants and tints
- ✖ Deck cleaners
- ✖ Industrial paint and finishes
- ✖ Line Marking, Field, Traffic and Zone Paint in paint form (Non-Aerosol)
- ✖ Lubricants, oils and antifreeze
- ✖ Nitro-cellulose based paints and lacquers
- ✖ Non-aerosol automotive paint
- ✖ Non-aerosol craft paint
- ✖ Non-aerosol traffic, field, zone or line marking paint
- ✖ Oil & Latex paints that are mixed in the same container
- ✖ Other household chemicals
- ✖ Paint thinner, mineral spirits or solvents
- ✖ Wood preservatives or paints that are registered as a pesticide under the Pest Control Products Act (has a P.C.P Registration number on the label)
- ✖ Resins, fibreglass
- ✖ Roofing products (i.e. glue, patch, tar or repair)
- ✖ Spray Foam
- ✖ Spray Gun Cleaners
- ✖ Two-part or component paints often containing a catalyst or activator
- ✖ Windshield Washer Fluid

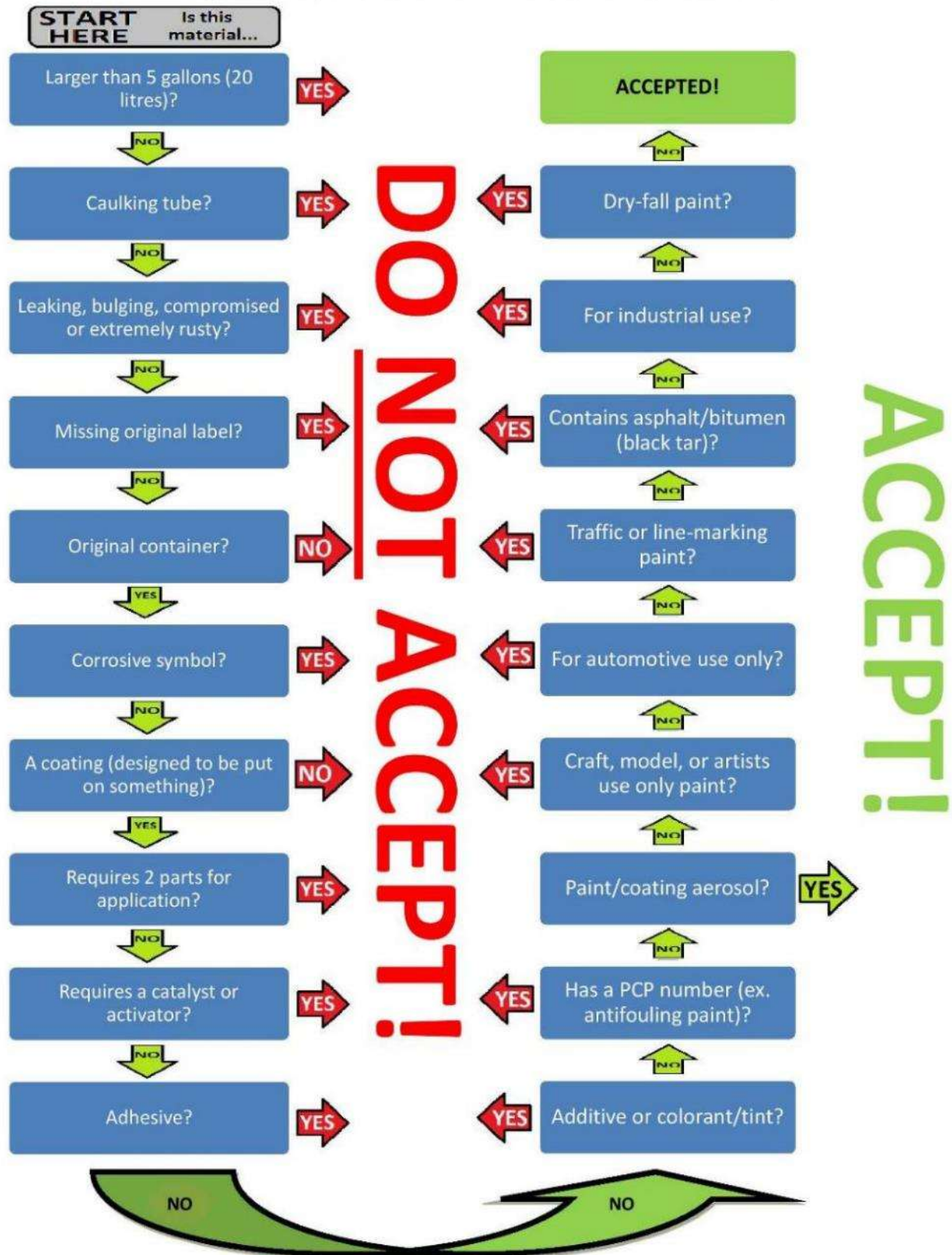
See Appendix F for detailed photos of products not accepted by the program.

Additional training is available at our Service Partners Page on our website

<https://www.productcare.org/service-partners/resources/>

It is illegal, as per Federal TDG and Provincial BCHW Regulations, 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



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 6.5 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 call the Recycling Council of BC (RCBC) Recycling Hotline for information regarding alternative disposal.

Lower Mainland: **604.732.9253 (604.RECYCLE)**

Toll-free BC: **1.800.667.4321** (outside Lower Mainland)

Fax: 604.683.7255

Email: hotline@rcbc.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 5: 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. in page protectors labelled “For Photocopying Use Only”.

- Phone:
 - Lower Mainland: 604.592.2972 x355
 - Outside Lower Mainland (toll-free): 1.877-592.2972 x360
- Email: bcdispachpaint@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, Paint Share and/or tubskid labels, brochures, placards, etc.)
- For collection sites on the Sunshine or Central Coast or in Northern BC, provide the numbers stamped on the tubskids (tubskid numbers) and the product contained in these tubskids

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 6.2 of the Guidelines.
- Keep the loading area clear.



FIGURE 6: HAZARDOUS COLLECTION CONTAINER LABELS



Figure 7: 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 7 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 in order 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 8)
- Collection container (Hazardous tubskid) labels
- TDG Placards (see Figure 9)

Figure 8: 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-Club				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			

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

TO SHIPPER:

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

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

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 9: 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 (hazardous tubskid) 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 Shipment Quick Reference Sheet

To Request Pickup:

- Phone: Lower Mainland: 604.592.2972 x355
 - Outside Lower Mainland (Toll-free) 1.877.592.2972 x360
- Email: bcdispatchpaint@productcare.org
- Fax: 604.592.2982

Please complete and submit Pickup Request Sheet. See Appendix G. For additional copies, photocopy the form in page protectors labelled “For Photocopying Use Only”.



Paint &/or HHW Pickup Request Sheet

E-mail: bcdispatchpaint@productcare.org
Fax: 604-592-2982
Phone:
Lower Mainland: 604-592-2972 x 355
Outside Lower Mainland (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	
Other Aerosol		Drum	
Pesticide		Drum	
Flammable Solvent		Tubskid	
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, Paint Share or tubskid labels, placards, etc.)

For collection sites on Sunshine & Central Coast and in Northern BC, indicate the tubskid stamp numbers



Preparing collection containers for pickup:



- Tubskids - Packed correctly. NOT overfilled, not above the rim, lids must fit tight.
- Write the Depot # and the BOL Number on labels.



- 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: 1-888-772-9772 Fax: (604) 592-2982

BILL OF LADING NO. **108173**

CARRIER Vanguard Bottle Deposits Ltd.				PERMIT NOS.			
STREET 1175 Derrwood 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-Club				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 604-592-2972	FAX 604-592-2982		

Depot Number

NO. OF PIECES	DD	UN #	SHIPPING NAME	CLASS	PG	DESCRIPTION OF RESIDUAL / ARTICLE	VOL	UNIT
		NA	NA	NA	NA	NA		n/a
		NA	NA	NA	NA	NA		n/a
	X	UN1265	PAINT	3	II	Paint (Perk Point <2)		L
	X	UN1958	AEROSOLS	2.1		Aerosol Paints		L

Description of the material shipping

NO. OF PIECES	DESCRIPTION OF ARTICLE	WT.	UNIT	COMMENTS
	Empty Tubskids		Ka	
	DRUM Empty, UN Approved		Ka	
	n/a			
	n/a			

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

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 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		CONSIGNEE		CARRIER		DRIVER NAME		DRIVER NO.
Save the Planet, Recycle Everything		Product Care		Vanguard Bottle Deposits Ltd.				
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

6.5 Paint Share Program

The Paint Share program (formerly Paint Exchange and PaintReuse) allows consumers to take selected containers of leftover paint from the collection site free of charge.

The Paint Share program is a popular initiative that helps to protect the environment while at the same time providing consumers with leftover paint for their small home projects. When you signed on to be a collection site for the Paint Recycling Program, you were given the opportunity to also become a Paint Share site. If you are not currently offering paint for reuse through the Paint Share program and would like to start, please contact Product Care via info on Page 5.

Collection sites participating in the Paint Share program are encouraged to provide shelving, a cart or table for reusable, leftover paint. Place the Paint Share display in a visible and easily accessible location for customers that is within sight of staff.



Do **NOT** let customers open paint containers.

Examples of Paint Share storage areas







Paint Share must be supervised at all times to reduce liability, health and safety and environmental risks.



NEVER allow the consumer to take paint from a tubskid or open the cans on site. Most returned cans of paint have been used, so there are almost always markings and labels on the can indicating the colour and type of the paint within.

NEVER allow any non-paint or aerosol products to be taken from your site as part of the Paint Share program. Aerosols, pesticides and flammable liquids are **NOT** permitted for reuse.

This program is advertised on the Productcare.org website along with your depot information so you will benefit from an increased interest in your location and all the Recycling programs it offers. If you would like to do additional advertising, please contact our Communications team at communications@productcare.org

As the operator, you are authorized to select paint containers (cans, pails &/or bags) received that appear to be still suitable for reuse and staging them in a well-marked area for consumers to collect them free of charge. Consumers must be made aware that the paint is on a “AS IS” basis and quality cannot be guaranteed. They must read the Paint Share form prior to signing it.

Paint Containers Suitable for Paint Share

- Select paint containers only in good condition with no rust or damage. Do not give away aerosols or non-paint items.
- Select containers larger than 1 Litre **ONLY**.
- Shake container to ensure its contents are still liquid (**NOTE**: Do **NOT** open the container.)
- Select containers that are >50% full (**NOTE**: Do **NOT** open the container).



NEVER open cans to verify contents.

Paint Share Rules:

- Paint is offered on a “AS IS” basis. There is no quality guarantee.
- Do not allow consumers to open any containers.
- Containers may be returned if the consumer does not like the quality or colour.
- The Paint Share program is **ONLY** for PAINT CANS, BAGS and PAILS. No other items are to be given away not even aerosol paints.

Procedure for Taking Paint

1. Have the consumer read and understand the information on either the Paint Share orange waiver label or the Paint Share form before signing the form. The information on both the label and the form are the same.
2. Have the consumer complete the information required on a Paint Share form (Appendix A):
 - a. Use blue or black, ball-point pen. Other colors or types do not come through when emailed or faxed.
 - b. Print your collection site name and full collection site address at the top of the form.

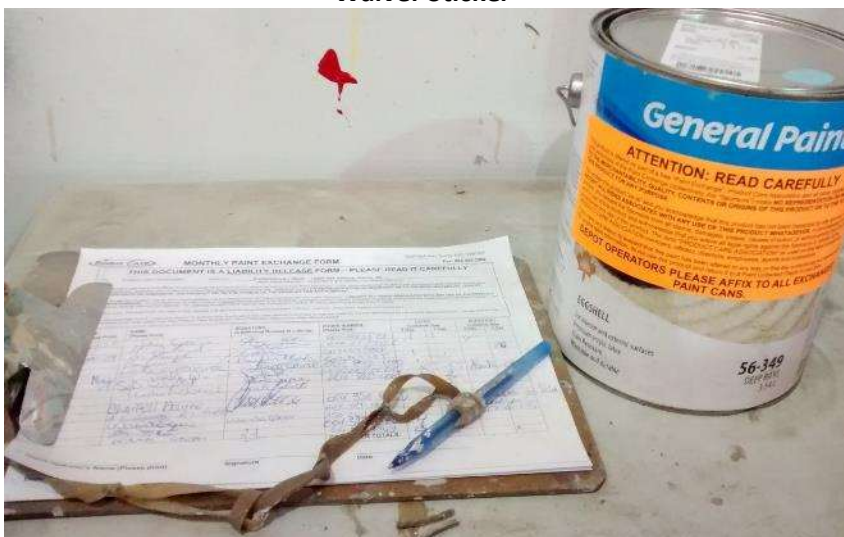
- c. Have consumer fill in the date, their name, signature and phone number*
 - d. Determine if the paint is latex (water-based) or alkyd (oil-based).
 - e. Record the number of containers taken based on paint type and container size. Please make sure this is legible. Note: This form is only for 3 Litre (1 gallon) or larger containers. If the container size is smaller than 3 Litres, there is no need to record it. And only write down the size of the container – do not estimate what the contents are.
3. Attach an orange Paint Share sticker to each can (see Figure 10). It is best to put the label on top of the can (over the lid) so that it does not cover the instructions and warnings.
 4. At the end of the page, add up the total number of containers taken.
 5. Stop writing when all lines are used. Start a new form, even if all the items are for one person.

*If customer asks, please reassure them that the information collected on this form is only used if Product Care needs to confirm they did indeed take paint for re-use or if they have a concern regarding the transaction and/or the liability waiver.

FIGURE 10: PAINT SHARE STICKER IN USE



Waiver Sticker



Waiver Sticker on can



Send completed Paint Share forms to Product Care via email to BCopspaint@productcare.org or via fax to 604.592.2982 no later than the 10th of the following month. See Figure 11 for an example of a completed Paint Share form or appendix A for a blank version. For additional copies, photocopy the form in page protectors labelled “For Photocopying Use Only”.

[illegible]

6.6 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), safety supplies, 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. 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.

6.7 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 depot, there may be physical hazards such as moving vehicles or objects that could fall and cause an injury. These hazards are different in every depot 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 response depends on the product type and quantity spilled. A paint spill does not require the same level of action as a gasoline, flammable liquid or pesticide spill.

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 12: 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 (PPE) 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, damaged or contaminated¹ protective clothing you may be wearing (i.e. gloves) and cleaning materials.



¹If item has residue, please wipe clean with rag or paper towel. Check equipment for tears or holes. Only send in items that are damaged or no longer provide protection.

- 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: BCopspaint@productcare.org
- According to the provincial Hazardous Waste Regulations, spills of the following sizes must also be reported to the Provincial Emergency Program at 1.800.663.3456 or 604.387.5956.

Oil-based paint	100L
-----------------	------

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. PAINT SHARE FORM

**APPENDIX B. BC PAINT
MONTHLY COLLECTION
SITE INSPECTION FORM**



BC PAINT MONTHLY COLLECTION SITE INSPECTION FORM

MONTH _____ YEAR _____

SEND COMPLETED FORM AT MONTH END TO:

Email: bcopspaint@productcare.org
Fax: 604.592.2982
Mail: 7781 Vantage Way, Delta, BC V4G 1A6

Please mark each box – check (✓) if OK or cross (X) if attention needed

Number of tubskids (T) and drums (D) on site:			
	Paint	Paint Aerosol	
Full		(T)	(D)
Empty		(T)	(D)

☐ Guidelines are available to staff
☐ All current staff have been trained and tested
☐ Tubskids and lids are in good condition

☐ Spill kit complete and ready for use
☐ Both signs are clean, in-place, and readable
☐ Collection area is cleaned and organized
☐ Program rack cards are available
☐ Collection site is locked and secured after hours
☐ PaintShare Forms & Labels available (if participating)

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: _____ <small>Please Print</small>	Today's Date: _____ <small>Please Print</small>
Depot Name: _____ <small>Please Print</small>	City: _____ <small>Please Print</small>

APPENDIX C.

EMERGENCY AND/OR INCIDENT REPORT FORM



105 West 3rd Avenue
Vancouver, BC, V5Y 1E6
604-592-2972
Toll Free: 1-877-592-2972
Fax: 604-592-2982
bcopspaint@productcare.org

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"/> Customer caused spill
<input type="checkbox"/> Spill in reception area	Quantity Spilled: _____
<input type="checkbox"/> Spill in other area: _____	Type of surface spilled on:
<input type="checkbox"/> Spill caused chemical reaction	<input type="checkbox"/> Gravel <input type="checkbox"/> Concrete
Chemicals involved in reaction (if known): _____	<input type="checkbox"/> Asphalt <input type="checkbox"/> Wood

☐ FIRE?

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

☐ PROPERTY DAMAGE?

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

☐ OTHER?

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



105 West 3rd Avenue
Vancouver, BC, V5Y 1E6
604-592-2972
Toll Free: 1-877-592-2972
Fax: 604-592-2982
bcospaint@productcare.org

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?):								
<table border="0"><tr><td>Was staff wearing protective gear?</td><td>Was anyone hurt?</td></tr><tr><td><input type="checkbox"/> Yes</td><td><input type="checkbox"/> Yes</td></tr><tr><td><input type="checkbox"/> No</td><td><input type="checkbox"/> No</td></tr></table>			Was staff wearing protective gear?	Was anyone hurt?	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> No
Was staff wearing protective gear?	Was anyone hurt?							
<input type="checkbox"/> Yes	<input type="checkbox"/> Yes							
<input type="checkbox"/> No	<input type="checkbox"/> 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:	BCospaint@productcare.org							
Emergency Telephone:	1-877-592-2972, Ext 6 (available 24 hours)							
Fax:	604-592-2982							
Employee Name:		Signature:						
Manager Name:		Signature:						

APPENDIX D. BC PAINT COLLECTION SITE GUIDELINES QUIZ



BC 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. RCBC
 - 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. An inspection of the collection area, signs and containers is to be done**
 - a. Every week
 - b. Once a month
 - c. Once a year
 - d. Once there is an incident like fire or spill
- 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

BC 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

Manager's Name (Please print)

Score (out of 10)

Manager's Signature

Date



BC 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. An inspection of the collection area, signs and containers is to be done**
a. Every week
- 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 E. BC PAINT
COLLECTION SITE
NOTIFICATION FORMS
(Change in Name,
Address, Owners, Depot
No Longer Collecting
and Depot Closure)**



PRODUCT CARE ASSOCIATION
7781 Vantage Way, Delta, BC V4G 1A6
Phone: 604 592-2972 Fax: 604 592-2982
Web: www.productcare.org

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 bcopspaint@productcare.org
or via fax to 604-592-2982. Thank you.**



PRODUCT CARE ASSOCIATION
7781 Vantage Way, Delta, B.C. V4G 1A6
Phone: 604 592-2972 Fax: 604 592-2982
Web: www.productcare.org

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 bcopspaint@productcare.org
or via fax to 604-592-2982. Thank you.**



PRODUCT CARE ASSOCIATION
7781 Vantage Way, Delta, BC V4G 1A6
Phone: 604 592-2972 Fax: 604 592-2982
Web: www.productcare.org

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 bcopspaint@productcare.org
or via fax to 604-592-2982. Thank you.**



PRODUCT CARE ASSOCIATION
7781 Vantage Way, Delta, B.C. V4G 1A6
Phone: 604 592-2972 Fax: 604 592-2982
Web: www.productcare.org

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 bcopspaint@productcare.org
or via fax to 604-592-2982. Thank you.**



PRODUCT CARE ASSOCIATION
7781 Vantage Way, Delta, BC V4G 1A6
Phone: 604 592-2972 Fax: 604 592-2982
Web: www.productcare.org

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?

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 _____

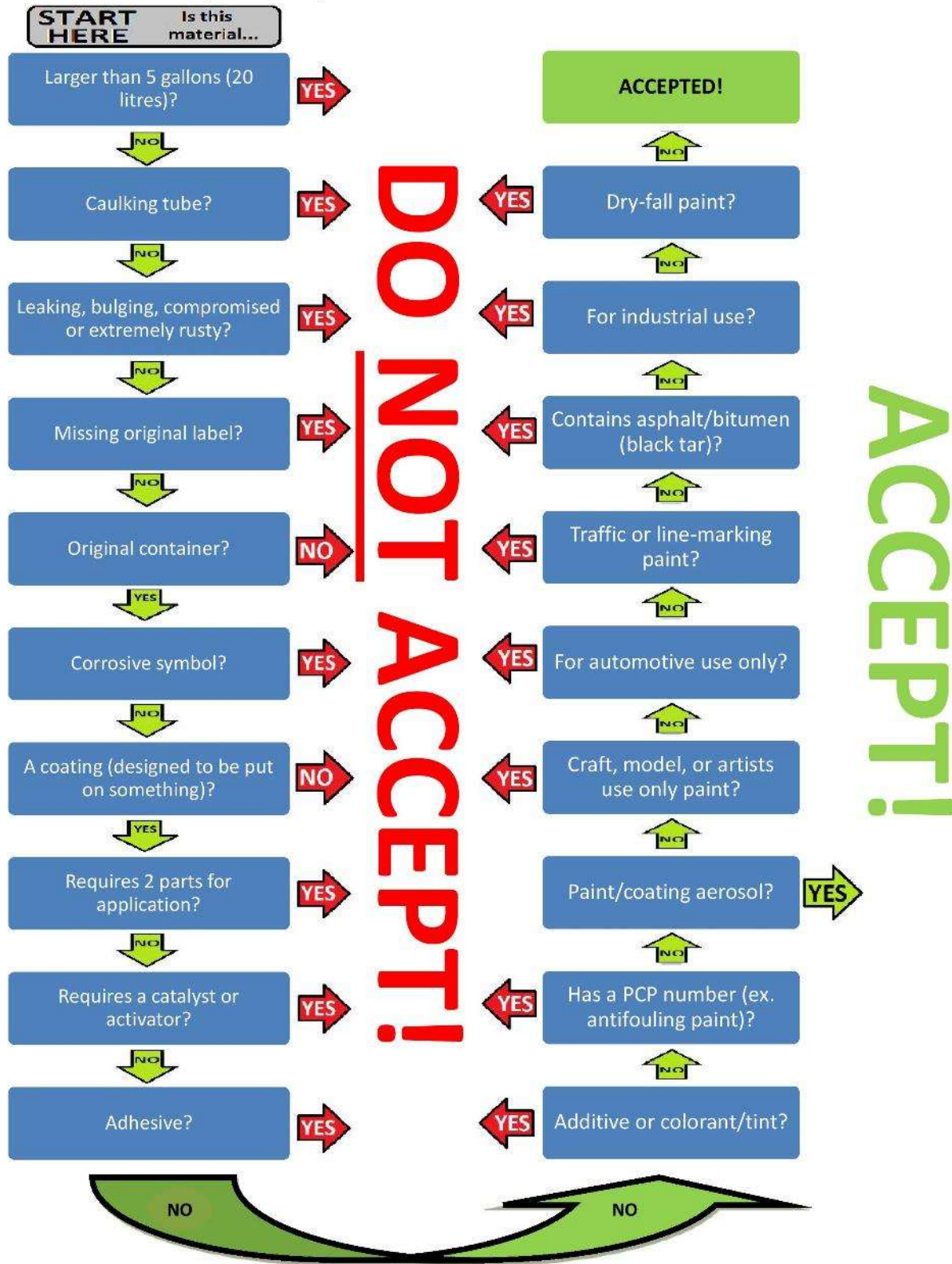
Signature _____

Date _____

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

APPENDIX F. PAINT ACCEPTANCE FLOW CHART

PAINT ACCEPTANCE FLOW CHART



APPENDIX G. PAINT PICKUP REQUEST SHEET



Paint &/or HHW Pickup Request Sheet

E-mail BCdispatchpaint@productcare.org
Fax 604-592-2982
Phone:
Lower Mainland: 604-592-2972 x 355
Outside Lower Mainland
(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	
Other Aerosol		Drum	
Pesticide		Drum	
Flammable Solvent		Tubskid	
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.

APPENDIX H:
ACCEPTABLE PROGRAM PAINT
IDENTIFICATION FOR PAINT DEPOTS



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BLOCK FILLERS are acceptable. “Commercial” and “Professional” are acceptable, “Industrial” is not.

Note: Some brands have Industrial in the name. This does not make them automatically an Industrial product. Typically, these are products that are used in a commercial or industrial setting and not something a consumer or do-it-yourself'er (DIY), would be purchasing. It must say “for Industrial Use Only” on label.







SWIMMING POOL PAINT is acceptable as long as it is One or Single Part Paint. Swimming Pool Chemicals and 2-Part Paint are NOT acceptable. 2-Part Paint is often shown as Step 1 or Part A on the label or uses a Catalyst or Activator.



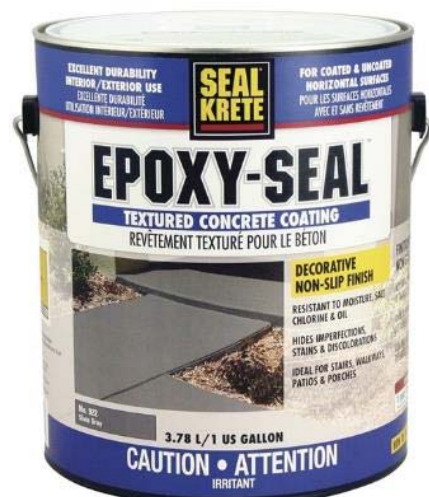


PORCH, FENCE & DECK PAINT are acceptable





FLOOR PAINT, CONCRETE PAINT, ANTI-SKID or SLIP PAINT are acceptable





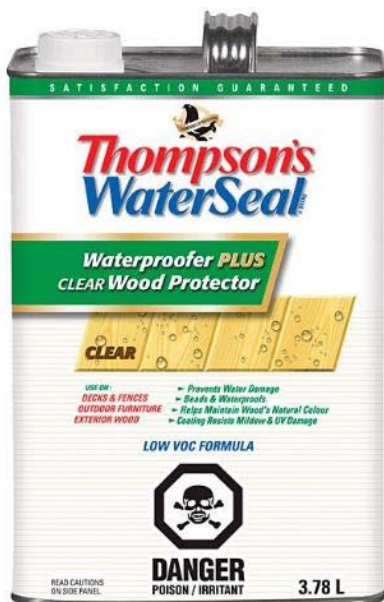


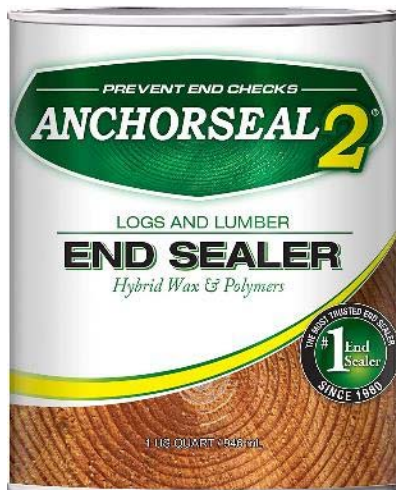
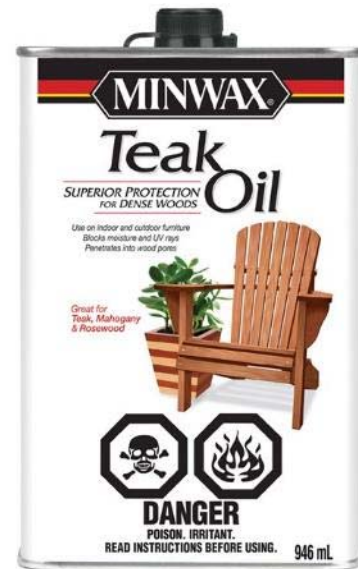


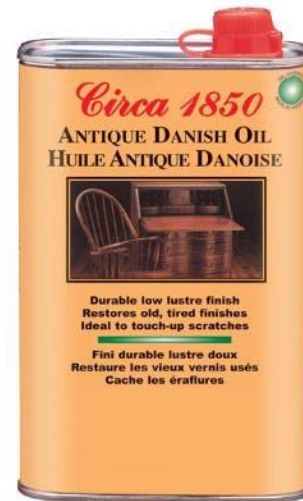
WOOD COATINGS like Varnish, Stain, Protector, Preservatives and Finishing Oils are **acceptable**. Wood Preservatives that have a PCP # (registered under Pesticides Control Product Act) are not acceptable at Paint only Depots.

Note: For Linseed Oil –**RAW** Linseed Oil is Acceptable. **BOILED** Linseed Oil is NOT acceptable as it has additives such as mineral spirits to decrease drying time
Wood Preservatives that have a PCP # (registered under Pesticides Control Product Act) are not acceptable at Paint only Depots.









RAW Linseed Oil is Acceptable.

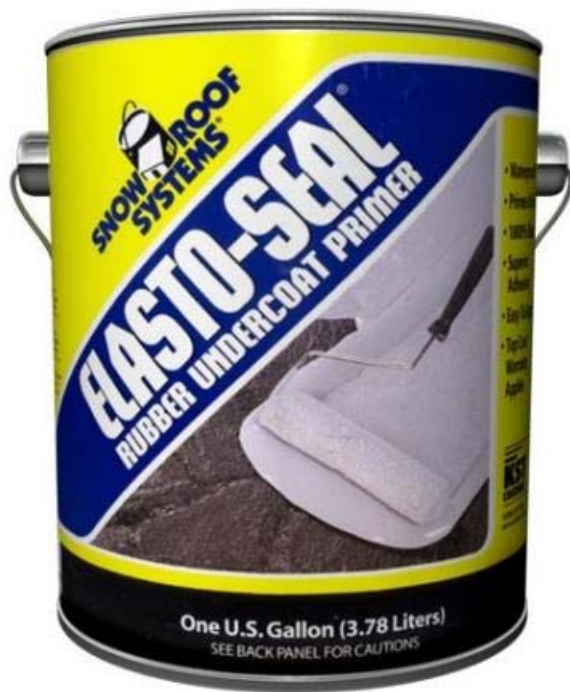
BOILED is NOT acceptable as it has additives such as mineral spirits to decrease drying time

RUST and ANTI-RUST PAINT are acceptable. These protect and prevent items from getting rust or corrosion.





UNDERCOATS AND PRIMERS are acceptable







STAIN BLOCKERS AND STAIN KILLERS are acceptable





PAINTS & COATINGS that are **"For Industrial Use Only"** are **NOT** acceptable.

Words such as Commercial, PRO, Industrial and Trade in the manufacturer name or brand name are indicators that the product may be for Industrial Use Only. However, they may also be acceptable. You will need to double check this product by reviewing the information on label.





MASONRY, STUCCO AND BRICK PAINT are acceptable







WATERPROOFING & WATER REPELLANT COATINGS are acceptable.

NOTE: Tar, Bitumen or Rubber Based are NOT acceptable)

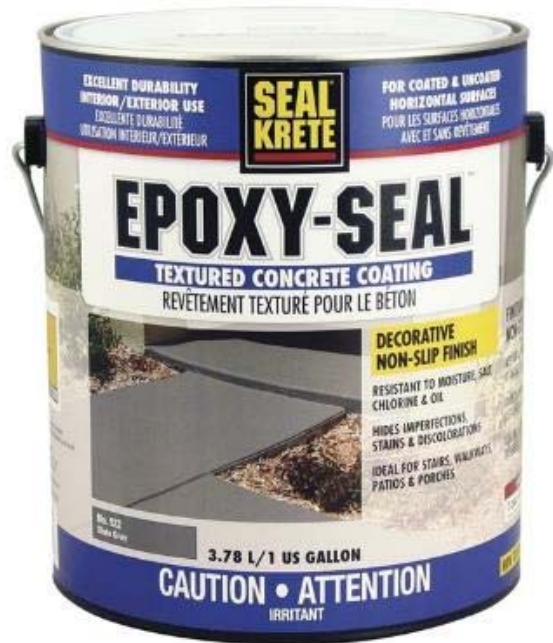




DRIVEWAY SEALERS are acceptable. **NOTE: Tar Based or Bitumen Based are NOT acceptable.**



TEXTURED PAINTS are acceptable





SPECIALTY PAINTS are acceptable as long as all other conditions are met (not industrial, not craft paint, etc).







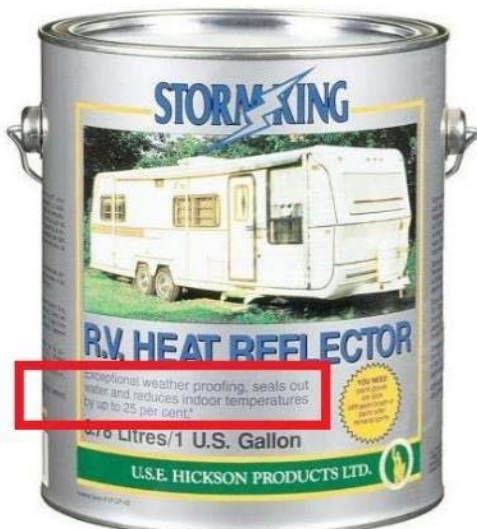


SAMPLES and TESTERS are acceptable





ROOF & SHINGLE COATINGS are acceptable as they are a Paint Coating Product.
Non-Paint roofing products are NOT accepted.



MARINE FINISHES & COATINGS such as Anti-Fouling Paint are acceptable unless they have the Toxic symbol and registered as a pesticide (has PCP Reg. # on label). Those with Toxic symbol and PCP Registration # MAY be acceptable at an HHW depot.







APPENDIX I:
NON-PROGRAM PAINT IDENTIFICATION
FOR PAINT DEPOTS



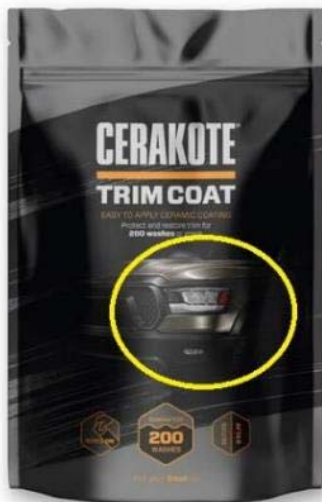
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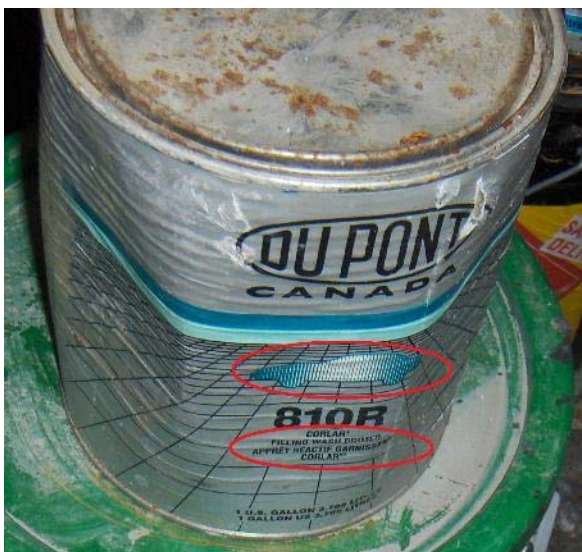
AUTOMOTIVE PAINTS & FINISHES (non-aerosol) are not acceptable

- **Indicators or Key Words and Phrases:**
 - Car names (i.e. Chevrolet Orange)
 - OEM Matched (OEM = Original Equipment Manufacturer)
 - Touch-up, trim or panel refinishing or restoration.
 - Lid that has bracket on top that attaches to sprayer









NON-PAINT ROOFING PRODUCTS are not acceptable. These include all non-paint items that have the word 'ROOF' in the product name. If "ROOF" is elsewhere on the label, please review to determine if item is acceptable. Often applied with a brush, putty knife or trowel. Can be applied to wet, dry or damp surfaces.

- **Roof Tar, Patch or Repair** - Black in colour, referred to as Plastic Cement, often in caulking tubes
- **Roof Membrane Primer** - Not a coating, but a preparation for repair, often an adhesive
- **Roof Cement, Glue or Adhesive** – used for adhering
- **Roof Cleaner** – Prepares surface for application of primer, coatings and/or patches and repairs









BITUMEN BASED PRODUCTS are not acceptable. Bitumen is a sticky, black, dense, petroleum based product similar to an extra-heavy oil. Black in color. Word 'Bitumen' may be in description. Often described as Coal, Tar, Coal Tar, Blacktop, Asphalt, Asphalt Emulsion, Asphaltum, Restorer, Fibrated/Non Fibrated, Pitch, etc.

- Key Words or Phrases:
 - Torch Down
 - Membrane
 - Oil & Gas Resistant
 - Pot Hole Patch
 - Need to use Tar & Asphalt Remover to clean tools









PATCHING COMPOUNDS are not paint or coatings and therefore are NOT acceptable. These include items such as Stucco, Concrete, Mortar, Wood, Floor, Drywall, Driveway, Window Frame, Cement, Instant, Roof, Spackle, Pre-Mixed Acrylic Mortar, Leveller, Drywall Mud, etc.

- **Key Words or Phrases:**

- Trowel on Solid
- Trowel application or requirement to pre-mix
- Forms seal
- Paintable
- Weather Tight







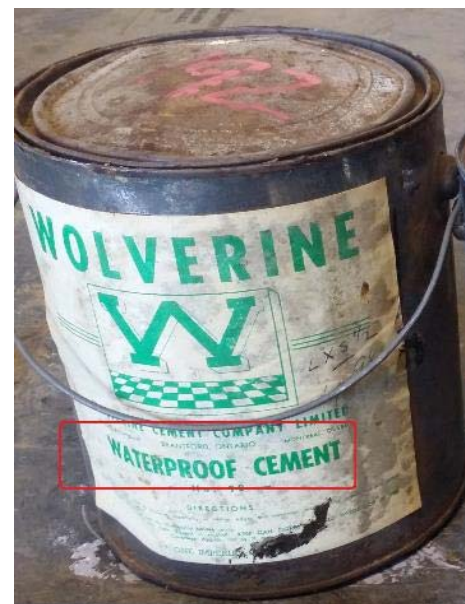
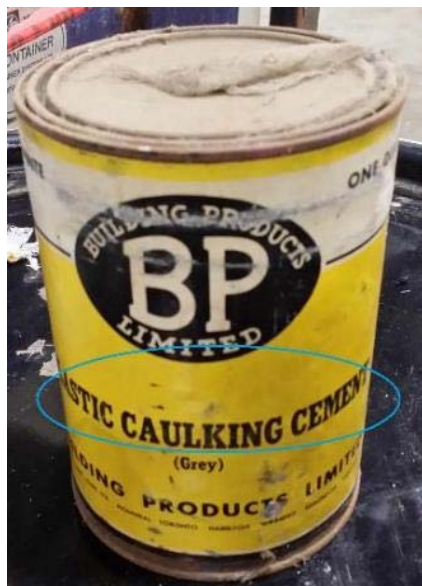


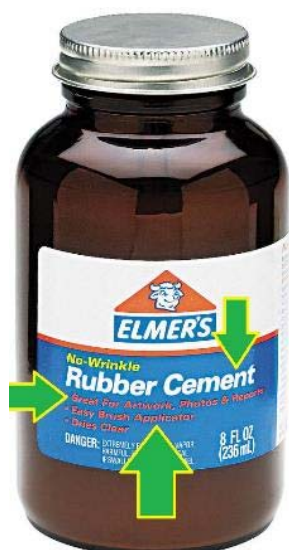
CEMENT PRODUCTS (mortar based or flammable) are not paint or coatings and therefore are NOT acceptable. Includes Plastic or Vinyl Cement, Cement Colorants, tints and additives

- **Indicators or Key Words and Phrases:**

- Plastic
- Floor
- Levelling
- Caulking
- Wall Tile
- Trowel application or requirement to pre-mix
- Container is in KG or LB rather than Litres or Gallons.
- Roof
- Hydraulic
- Waterproofing
- Acrylic Mortar
- Rubberized
- Stops Leaks
- For wet or dry surfaces









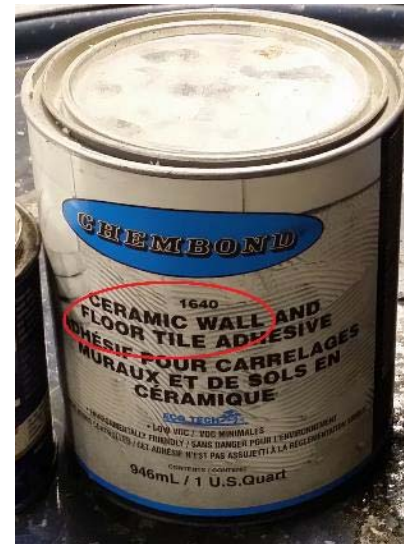
ADHESIVES, GLUES & RESINS are not acceptable in the Paint program as they are not paint or coatings.

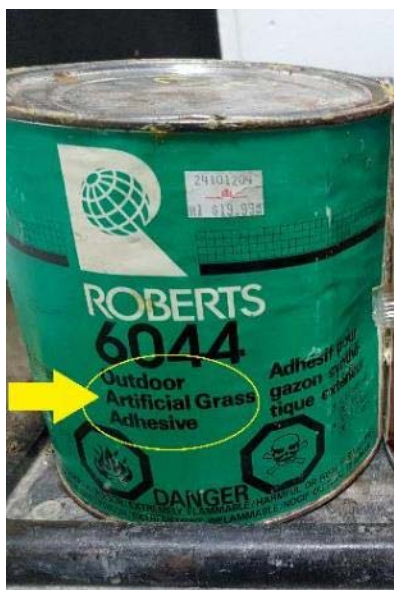
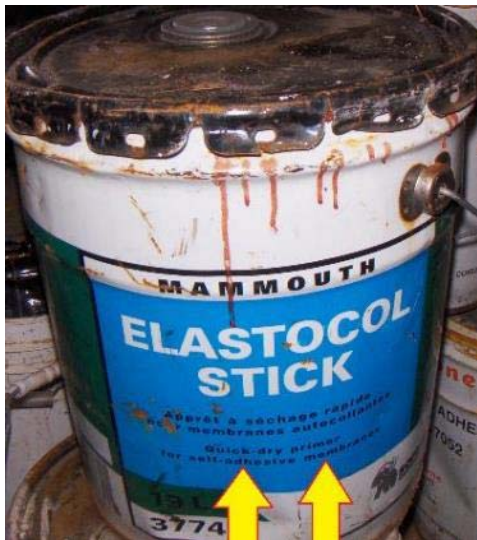
Note: Flammable Adhesives may be acceptable at an HHW depot if the container size is less than 10 Litres and was liquid in its original state.

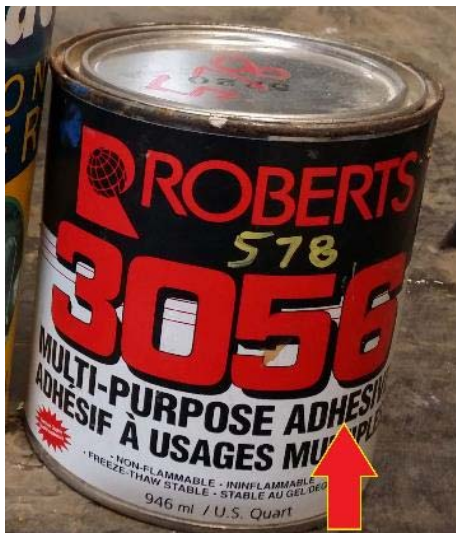
Indicators or Keywords and Phrases:

- | | | |
|--------------------------|------------|-----------------------|
| • Patch | • Carpet | • Construction |
| • Repair | • Roof | • Vinyl |
| • Wall Panel | • Grass | • Wall Paper |
| • Waterproofing | • Flooring | • 2 Part |
| • Tile | • Latex | • Use with Catalyst |
| • Splice | • Brick | • Requires Activator |
| • Multi-Purpose | • Turf | • Industrial Use Only |
| • Outdoor | • Membrane | • Trowel |
| • Requirement to pre-mix | | |



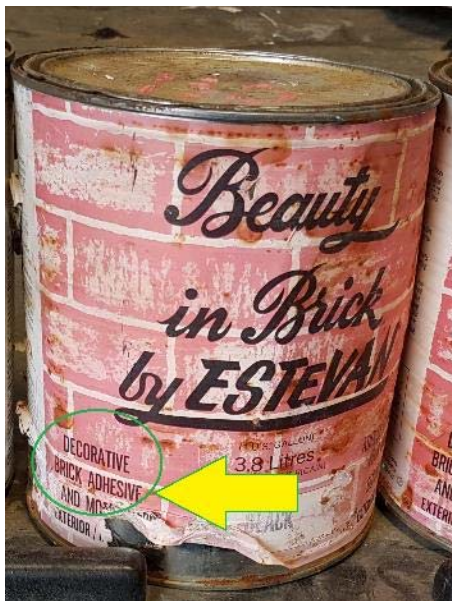






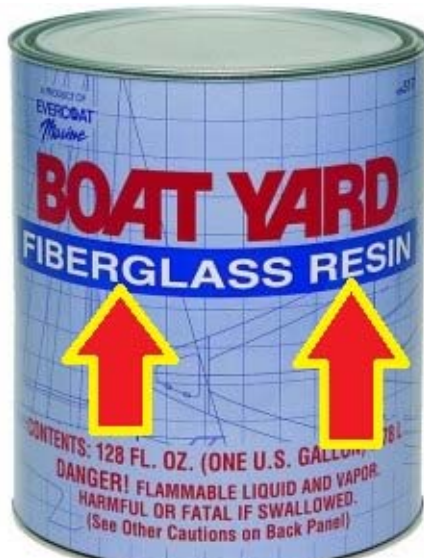
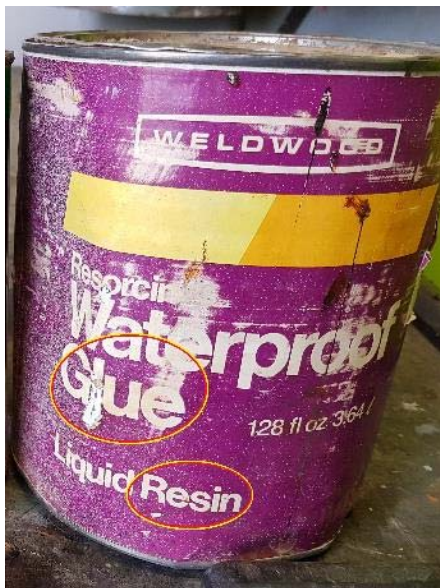


















ADHESIVE REMOVERS & PROMOTERS are not acceptable in the paint program as they are not coatings.

Note: Flammable Adhesive Removers & Promoters may be acceptable at an HHW depot if the container size is less than 10 Litres and was liquid in its original state.



ADDITIVES of any type are not paint or coatings and therefore not accepted in the Paint Program.

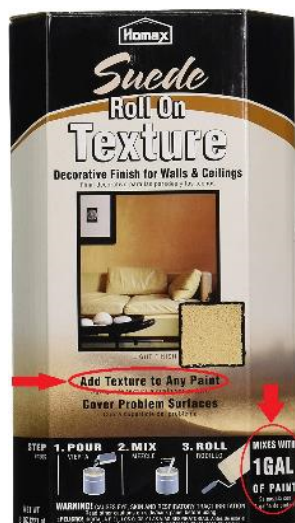
Indicators or Key Words and Phrases:

- Concentrated
- Add to Paint
- Microfine
- Will not alter paint
- Colourless
- Hardens or Hardener
- Mix With ...
- Slip Resistant or Non-Slip
- Skid Resistant or Non-Skid
- Flakes
- For Use With
- Extender
- Eliminates Marks
- Adds Texture
- Adds Traction
- Preserves
- Improves Flow













WAXES are not acceptable as paint as they are not coatings

Indicators or Key Words and Phrases:

- Finishing
- Paste
- Food Safe
- Cream
- For use with paint
- Seal and protect
- Safe for food contact
- Apply with buffing pad or cloth

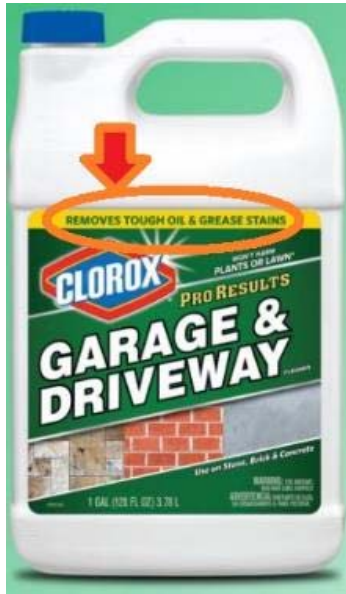






CLEANERS such as Furniture, Floor, Spray Gun, Auto Parts, Brush, Wood, Deck, Driveway, Glass, Patio, Mold Remover, etc. are not Paint or Coatings and are not acceptable.









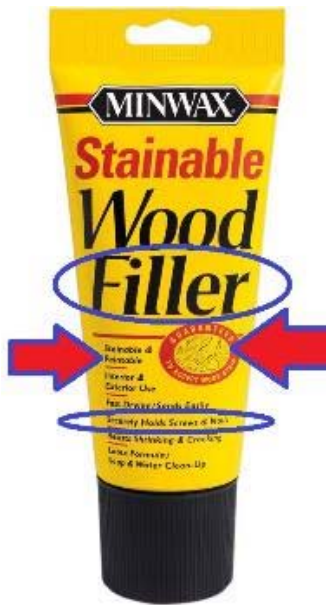


WOOD PRODUCTS such as Putty, Filler, Hardener and Water Repellant are not acceptable as they are not architectural coatings.

Indicators or Key Words and Phrases:

- Spread on
- Trowel on
- Gel or Paste
- 2 step process
- Fills in wood
- Liquid repelling treatment
- Securely holds screw & nails
- Add hardener
- Apply to painted, stained or finished wood





FILLERS are not acceptable as paint as they are not architectural coatings.

Indicators or Key Words and Phrases:

- Spread on
- Trowel on
- Contains hardener
- Repairs / Fills in / Fixes dents, holes, scratches, cracks, etc.
- Paste
- Fibreglass reinforced
- Weight is in pounds or kg not Litres





COLORANTS and TINTS are not acceptable as these are not coatings. These are an additive added to the coating to give it color. May be done at the paint shop or at home.

Indicators or Key Words and Phrases:

- Machine Shake
- Concentrated
- Has the color name on the label
- Pigment powder
- Add water
- Dye color
- Pigment additive





SCREEN and PRINTING INKS are not acceptable. Neither are items related to screen and printing. Often are small containers.

Indicators or Key Words and Phrases:

- For use on fabrics or leather
- Silk-screening
- Apply to paper or cardboard
- Good for long production runs
- Powder
- Apply with trowel or sponge
- Mix with extender





FABRIC INK & CRAFT PAINTS are not acceptable as they are not architectural coatings. These are often small containers or squeeze bottles.

Note: Aerosol craft paints are acceptable in the Aerosol Paint tub









SWIMMING POOL CHEMICALS AND 2-PART PAINT are not acceptable as Paint. Note: Swimming Pool Paint is acceptable as long as One or Single Part Paint. Two-Part Paint that uses a Catalyst or Activator is NOT acceptable. Often shown as Step 1 or Part A on the label

Indicators or Key Words and Phrases:

- | | | |
|--------------|----------------|-------------------|
| • pH+ or pH- | • Chlorinating | • Non-Chlorinated |
| • pH Booster | • Treatment | • Catalyst |
| • pH Reducer | • Shock | • Activator |







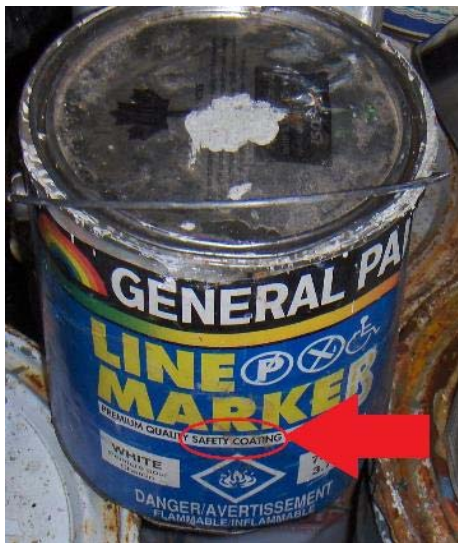
TRAFFIC, STRIPING, ZONE, FIELD & LINE MARKING PAINT (Non-Aerosol) are not accepted as they are considered Industrial Paint rather than Architectural Paint. These products are often used by road and city crews, volunteers, warehouse staff, etc. to mark roads, walkways, parking lots, curbs, pathways, sports fields, etc. for commercial and public use.

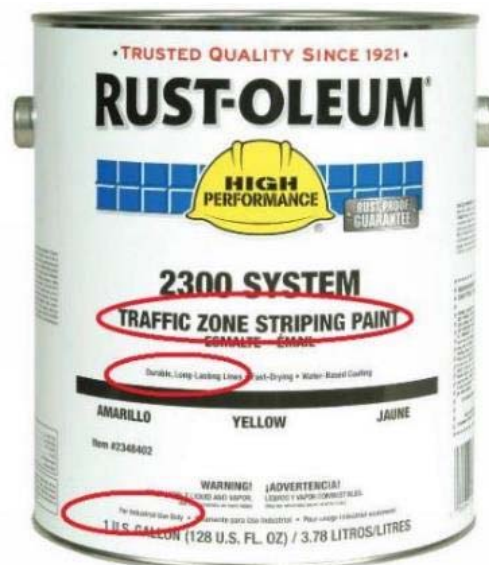
NOTE: Aerosol are accepted and are to be placed in Aerosol Paint tub

Indicators or Key Words and Phrases:

- Cold spray-applied
- Grass
- Hot-applied
- Contains "optical brighteners"
- Marking wand
- Transfer wheel markers
- Handicap
- Use on natural grass and synthetic playing fields
- Can be applied with standard airless spray equipment
- Paving paint
- For over marking
- Good for parking lots
- Use with line marking machine
- Will not permanently damage natural turf

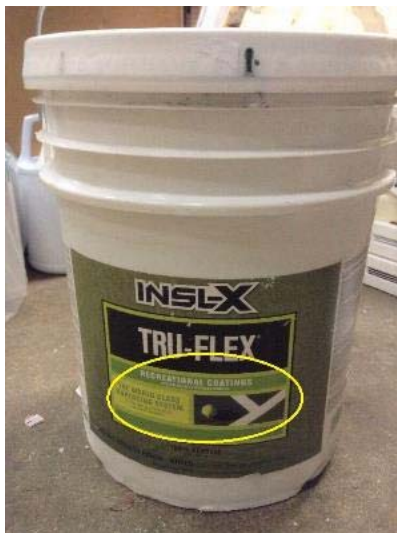








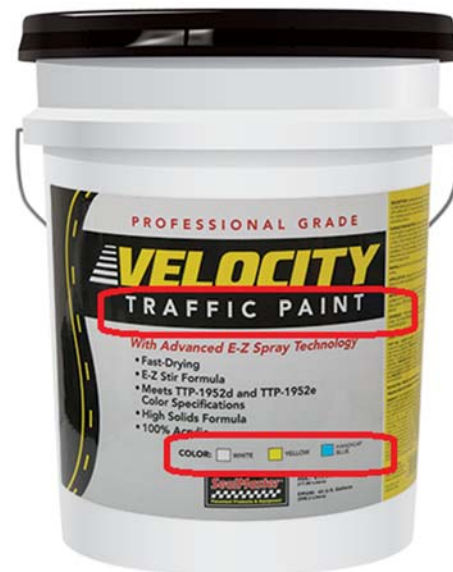






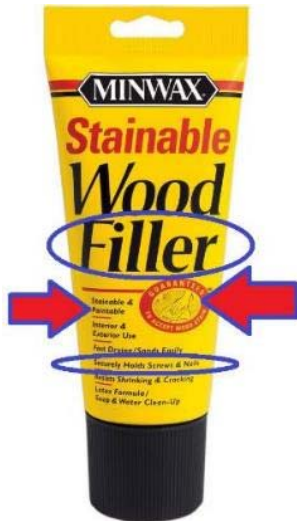






TUBES, TANKS, CYLINDERS OR DISPENSERS OF ANY KIND are not accepted as paint because they do not contain architectural coatings.





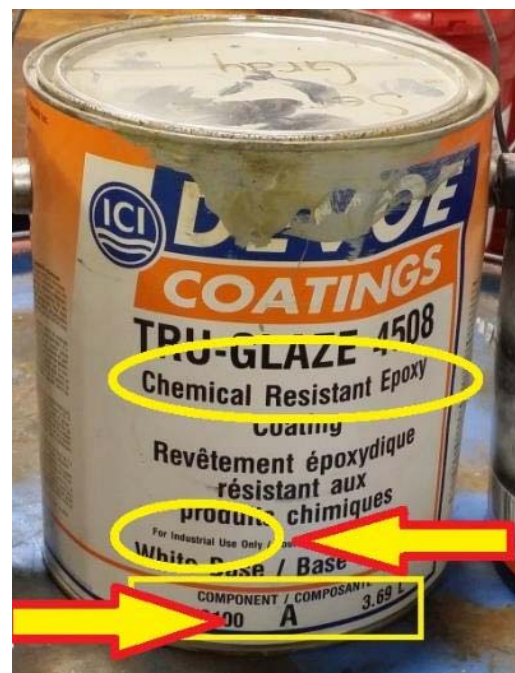


2 PART COATINGS – Often Industrial Paint, Epoxy Adhesives, Polyester Resin,

Indicators or Keywords and Phrases:

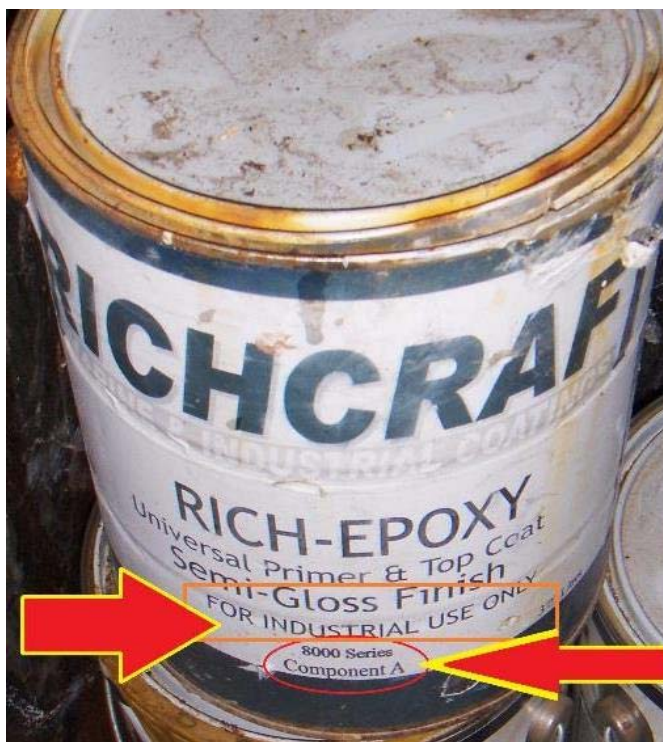
- Uses or requires catalyst
- Part 1 or 2 of a 2 Part Kit
- Requires activator
- Use with ...,
- Activator
- Polyester
- Curing agent or hardener
- Must be mixed with Cure
- Catalyst
- Laminating
- Resin
- Mix Ratio (i.e. 1:1, 2:1 or 4:1)
- Label contains Part A or B, Component A or B, Step 1 or 2, two-component
- Contents is in Lbs or Kg rather than Litres or Gallons

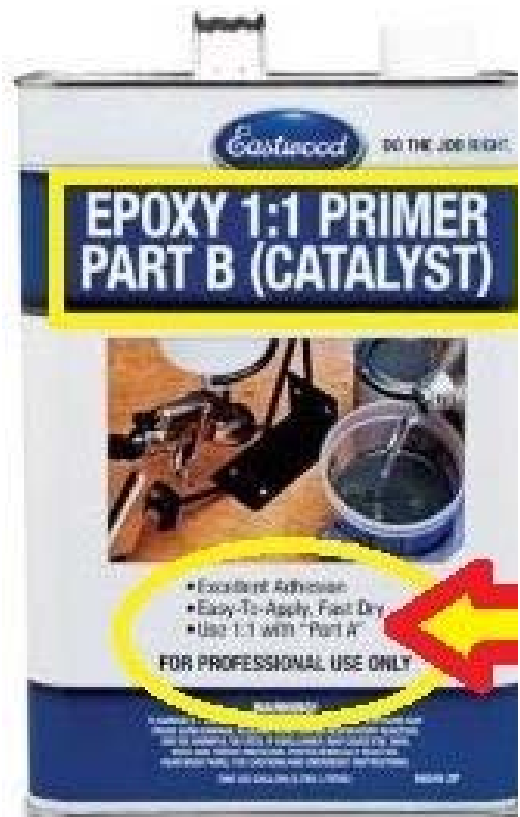
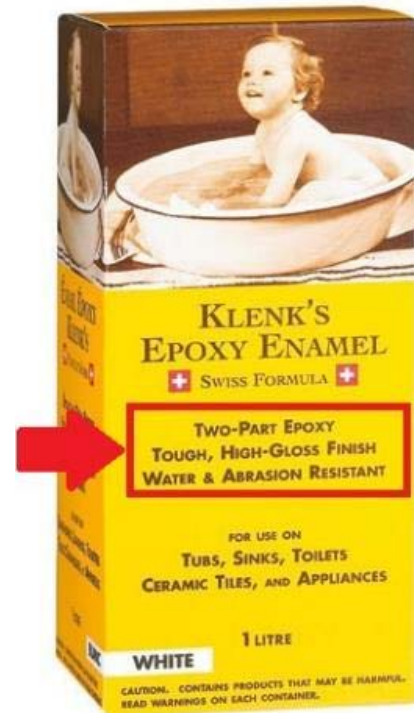
Note: Some brands have Industrial in the name. This does not make them automatically an Industrial product. Typically, these are products that are used in a commercial or industrial setting and not something a consumer or do-it-yourself'er (DIY), would be purchasing.

















ANTI-FOULING PAINT is not acceptable if it has toxic symbol and is registered as a Pesticide (Has PCP Reg. # on the label).

If it does have toxic symbol and has the PCP Reg.# on the label, it may be accepted at a Product Care HHW collection site.

Toxic Symbol



Toxic Symbol



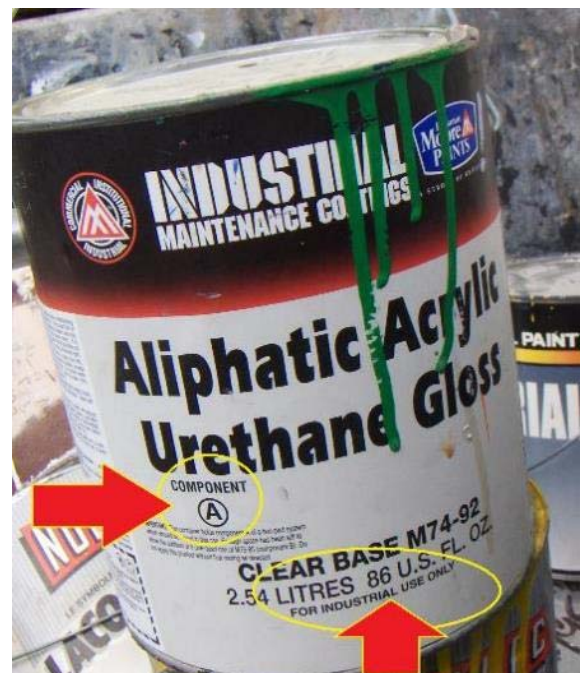
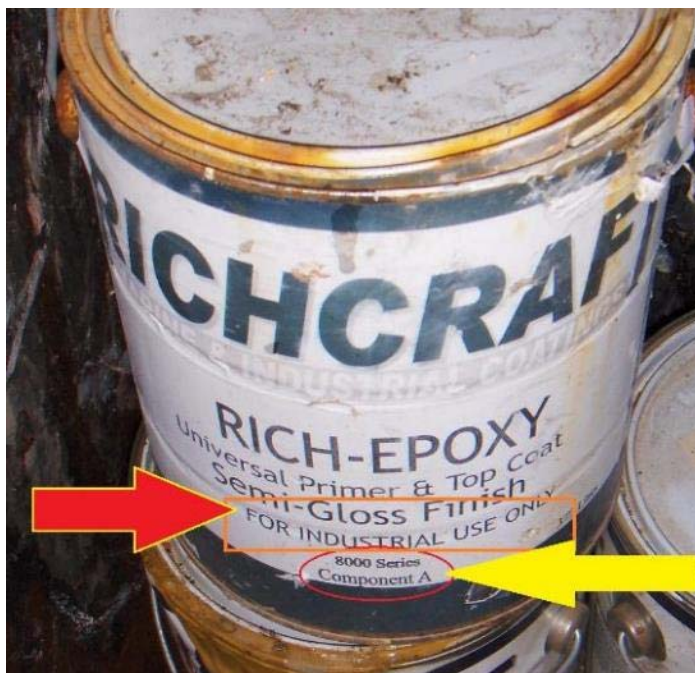
INDUSTRIAL PAINT is not acceptable in the paint program as it is not architectural coatings. These are typically not used by consumers and no eco-fee is paid on these items. Eco-Fees are what fund our program. Often say “Industrial” or “For Industrial Use” on the label.

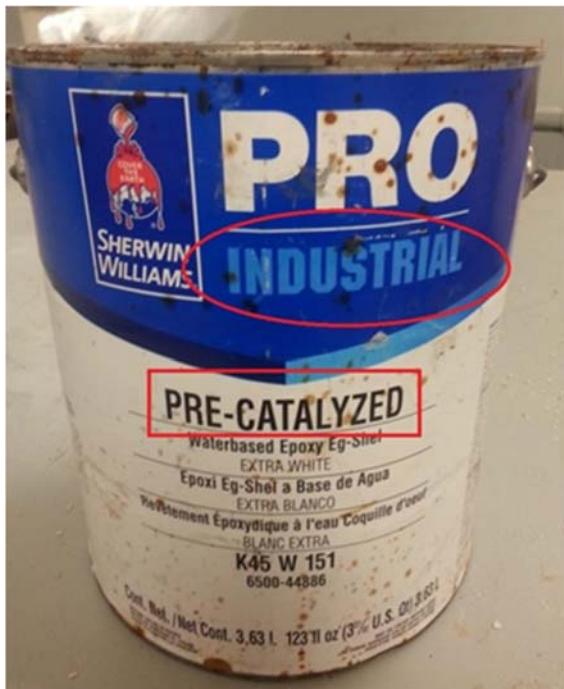
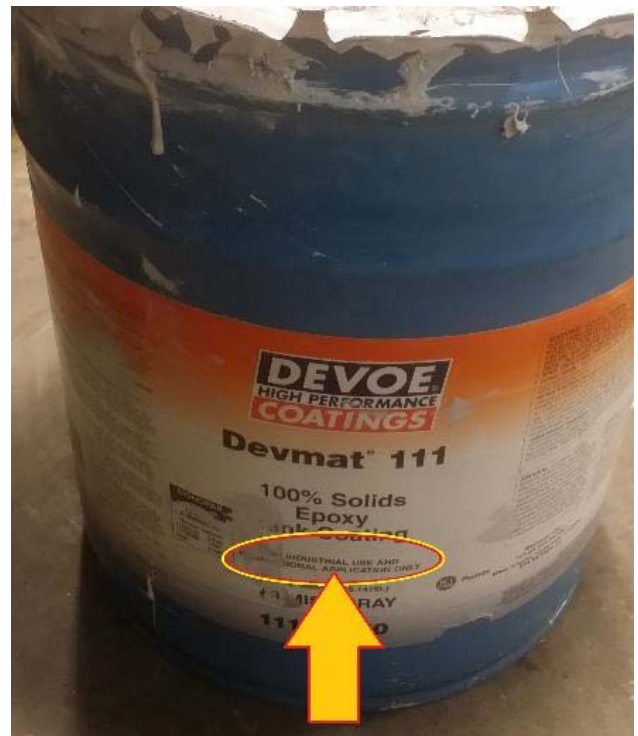
Indicators or Key Words and Phrases:

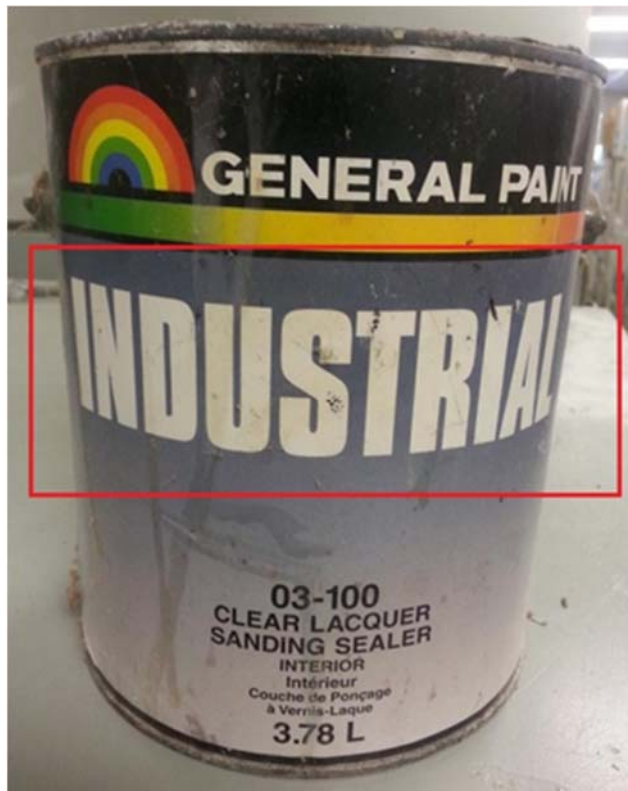
- Pre-catalyzed
- Two component
- Component A or B
- “fast dry” or “speed dry”
- WHMIS/GHS labelling or TDG label
- Use with spray gun applications
- Dryfall
- Lead Incapsulating
- Allows you to paint ceilings or high areas without paint splatter
- Specific Dangerous Goods Markings
- Vapor Barrier
- Fire Retardant
- Tree Marking
- For use in Spray Booths or with sprayer
- Use on substrates
- Hotline

NOTE: These are good indicators however still must say “for Industrial Use Only” on label.

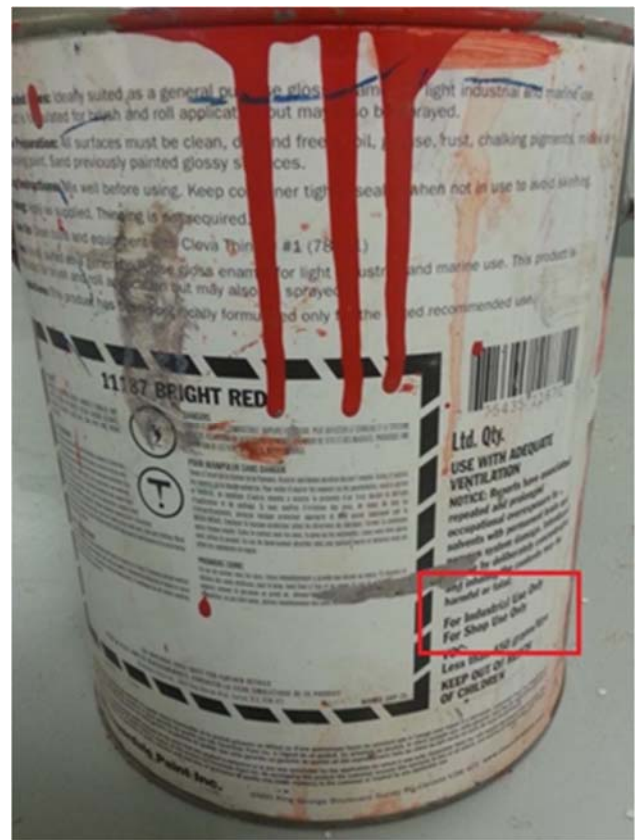
Note: Some brands have Industrial in the name. This does not make them automatically an Industrial product. Typically, these are products that are used in a commercial or industrial setting and not something a consumer or do-it-yourself’er (DIY), would be purchasing.

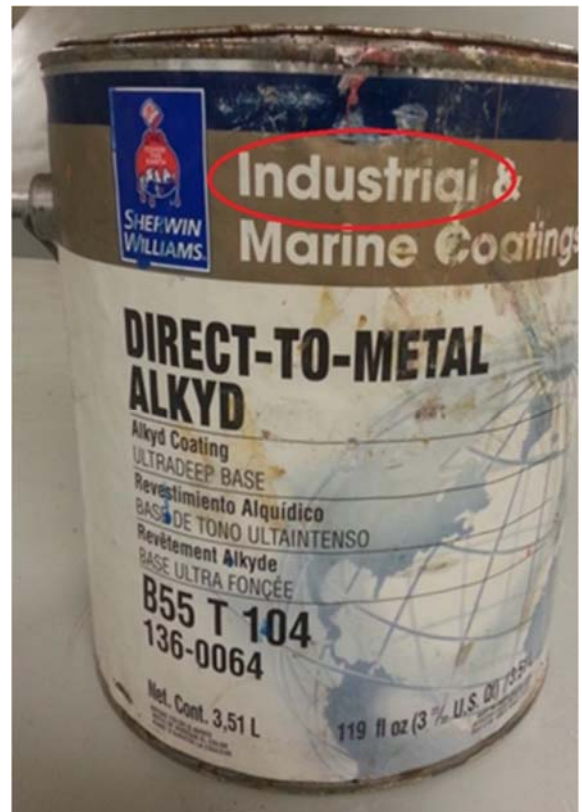


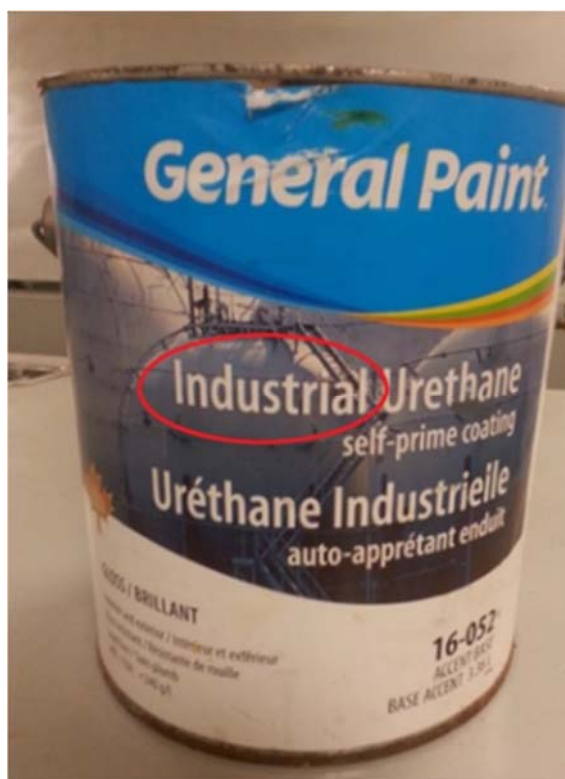
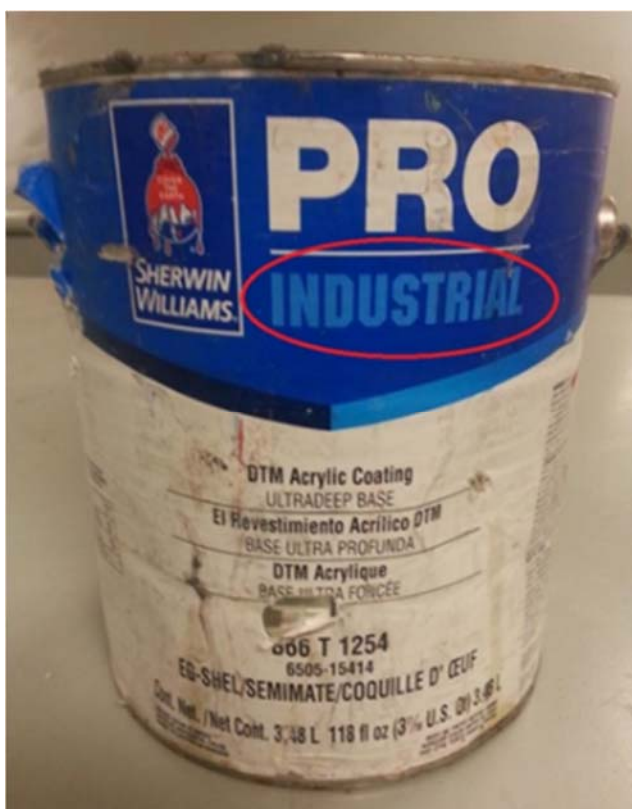


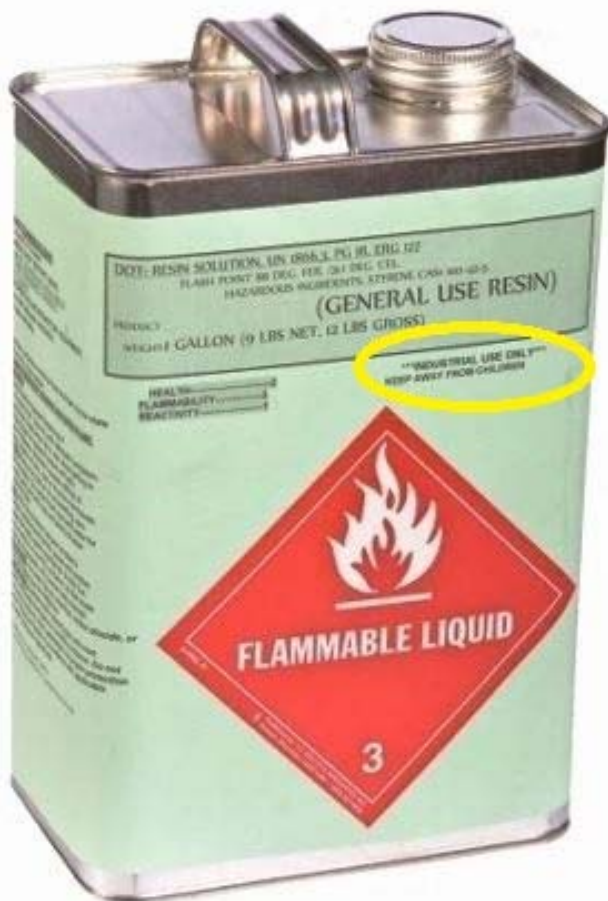




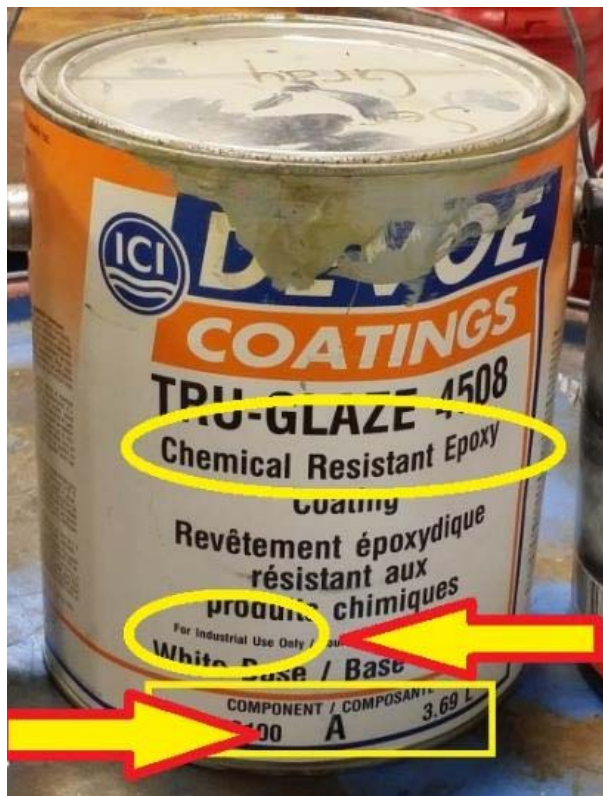














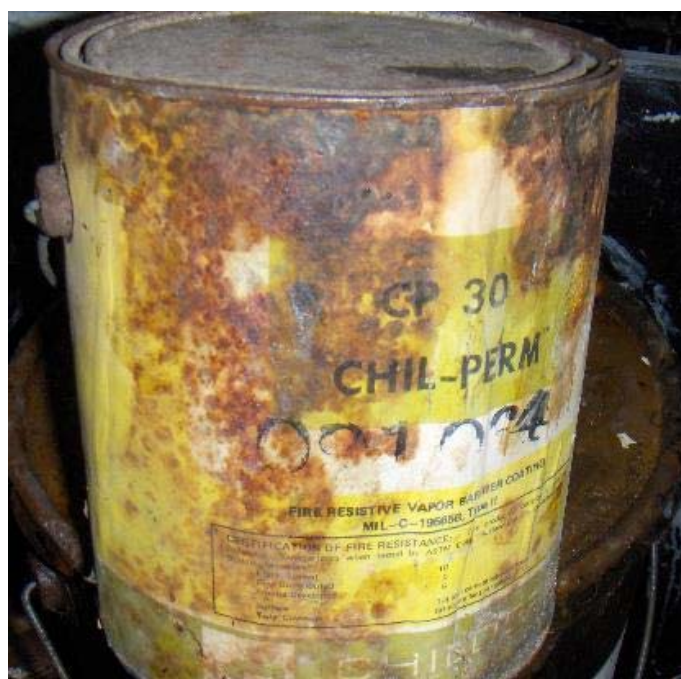






UNLABELLED CANS, ILLEGIBLE OR PARTIAL LABEL – These are not acceptable in the paint program, as the contents cannot be identified. If the label is missing or not original, illegible (obscured or faded) or can has original label but key information is missing – do not accept as you cannot properly identify or sort material.

- Important info needs to be reasonably legible.
 - Anything obscuring brand name, or finish type is not important
 - Paint type is key
 - If a can cannot be determined whether it is oil or water-based from the label, then it must be refused
 - If a can has indicators of industrial paint, but the part of the label that would say “industrial use” is obscured, then the can would be refused
- Labels not in English are also not acceptable, as they may have originated from another country.



Can has original label but it has faded and key information is unreadable. This information is required to properly identify and sort this paint.



Can has original label but it is covered in paint and key information may be unreadable



Can has original label but portion is missing and key information is unreadable



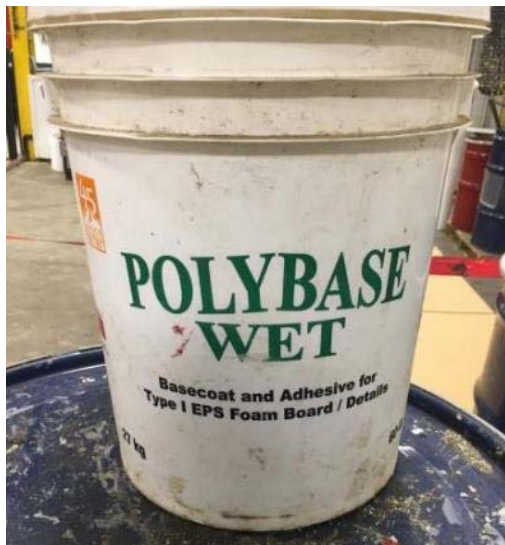
Original label has been removed. These containers do not contain the information required to properly identify and sort this paint.



Original label has been removed or painted over and new label, non-original, label has been applied.



Original label has been removed or original label does not contain the information required to properly identify and sort this paint.



These labels may look original but key information is missing. This information is required to properly identify and sort this paint.

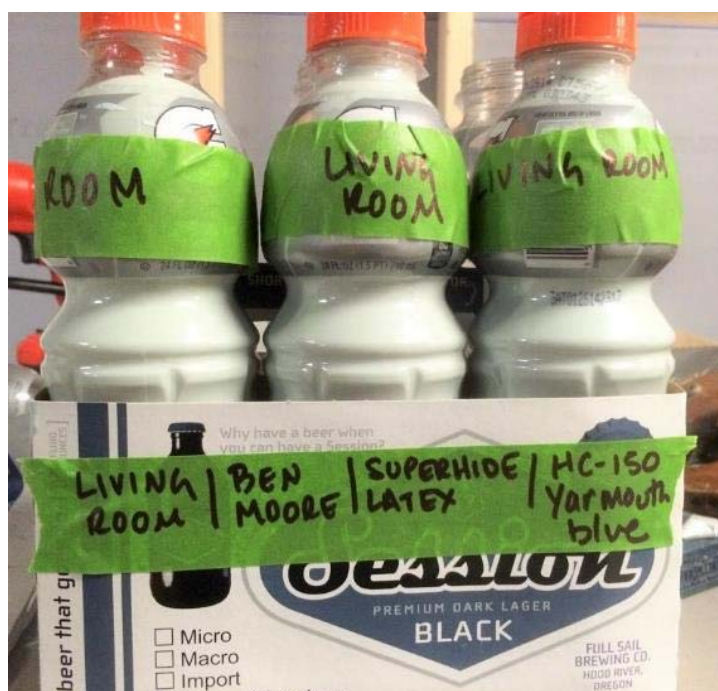


Can has original label, but key information is missing, label is very loose and may not be attached when arriving at the processing facility



Containers that do not have English and French on the label were not manufactured for Canadian markets. As result, no eco-fee has been paid on this product and therefore is not acceptable in our program.

PAINT NOT IN ORIGINAL CONTAINERS is not acceptable in the paint program. Often these are glass jars, household plastic containers, Do not accept as they do not have the original label and so you cannot properly identify or sort material.





RUSTY, LEAKING, DAMAGED OR IMPROPERLY SEALED CONTAINERS are not acceptable in the Product Care program. Slight bit of rust is okay but it cannot affect the structural integrity. You must feel safe carrying it from the customer to the collection container and that it will survive the trip from there to the processing facility.

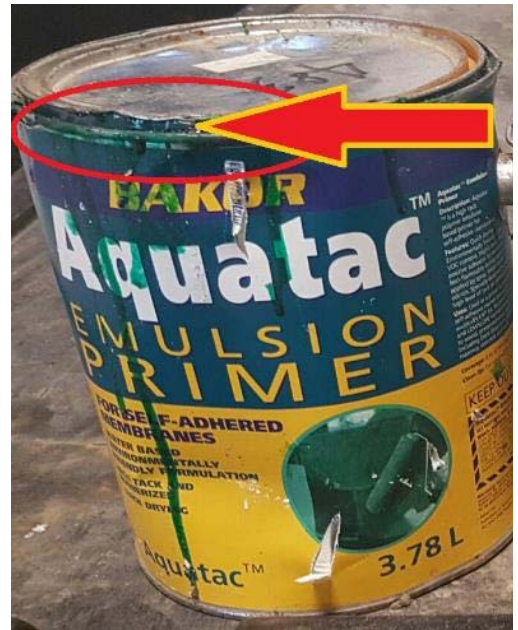
Leaking or improperly sealed containers may cause harmful odors, spills, contamination and other safety hazards to both your staff, the transporter and at the recycling facility.

NOTE: If the contents inside are completely dry, you may accept the container without a lid. You can also place another container inside so to take up less space.









MARKING PAINT (non-aerosol) is not acceptable in the Product Care program as it is not an architectural coating. These include Tree or Log Marking Paint.

NOTE: Aerosols are accepted and are to be placed in Aerosol Paint tub

Indicators or Key Words and Phrases:

- Bark
- Logs
- Aervoe
- Nelson
- For use with Paint Guns
- Fluorescent
- Forest
- Boundary
- Wet Adhesion
- Stakes
- For Spraying Only









SURFACE PREP & ADHESION PROMOTOR is not acceptable in the Product Care program as it is not an architectural coating. These include

Indicators or Keywords and Phrases:

- Cleans and/or Preps Surface
- Surface Builder
- Increases Paint Flow
- Surface Conditioner
- Makes Paint Stick
- Roughens Surface
- Adheres to Multiple Surfaces
- Makes Paint Flexible
- High Tack
- Rubberized
- Bonds Paint
- Penetrating Oil
- For use with all Paint and Varnishes
- Surface Modifier
- Self-Adhesive
- Transforms Paint,
- Dewaxes
- Cleans Painting Tools









NON LIQUID PAINT is not acceptable in the Product Care program as it is not a pre-mixed architectural coating. These include

Indicators or Keywords and Phrases:

- Textured Coating
- Flaked
- Must Add Water or other liquid
- Requires Heat Source
- Paste
- For Preparing Surfaces
- Restores Textured Finishes
- Aggregate Filled
- Finishing Cream







NON ARCHITECTURAL COATINGS are not acceptable in the Product Care program as they are not an architectural coating.





BOILED Linseed Oil is **NOT** acceptable
as it has additives such as mineral
spirits to decrease drying time

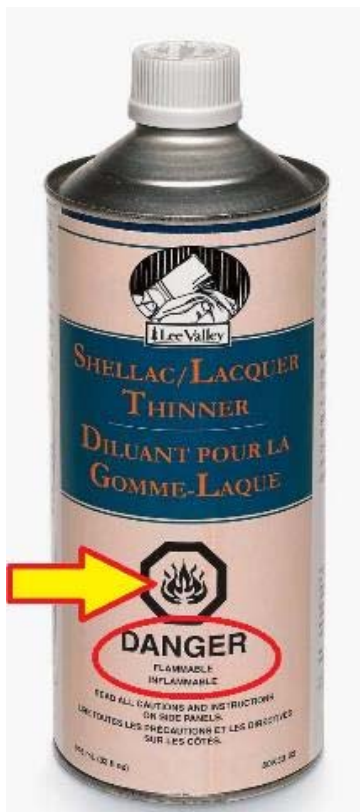
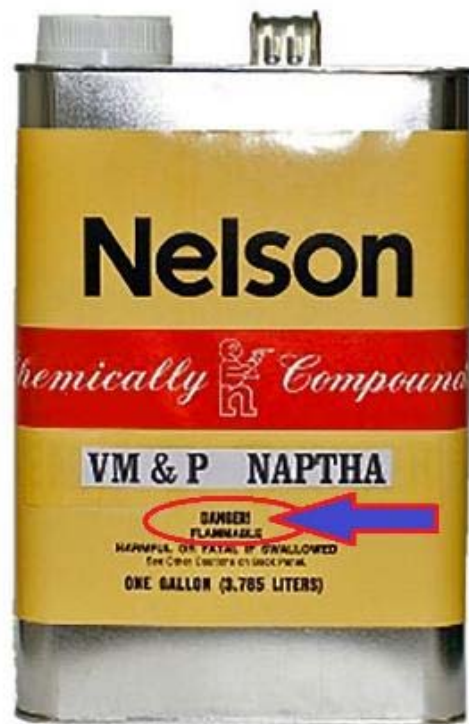


FLAMMABLE LIQUIDS are not acceptable in the Paint program as they are not architectural coatings. These include Paint Thinner, Automotive Thinner, Paint Remover, Paint Stripper, Spray Gun Cleaner, Gun Wash, Lacquer Thinner, Washer Solvent, Acetone, Turpentine, etc.

Note: If containers are less than 10L these items may be acceptable at an HHW depot.









APPENDIX J:
NON-PROGRAM AEROSOL IDENTIFICATION
FOR PAINT DEPOT



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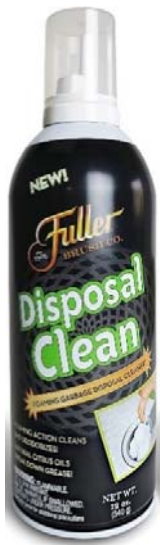
FOREIGN PRODUCTS..... 27

PERSONAL CARE PRODUCTS such as Shaving Cream, Deodorant, Body Sprays, etc. are not acceptable in the Product Care Program.



HOUSEHOLD CLEANING PRODUCTS such as Room Freshener, Oven Cleaner, Compressed Air, etc. are not acceptable in the Product Care Program.





HOUSEHOLD BUILDING SUPPLY PRODUCTS such as Insulating Foam, Foam Sealant, Gap Filler, Texture Spray, etc. are not acceptable in the Product Care Program.

Key Words: Insulating/Insulation, Expanding/Expansion, Foam, Sealant, Use with nozzle or hose, Gap, Filler



FOOD PRODUCTS such as Cooking Sprays, Coloring Sprays, Glazes, Food Release, etc. are not acceptable in the Product Care Program.



AUTOMOBILE CLEANING PRODUCTS such as Restorers, Cleaners, Wax, etc. are not acceptable in the Product Care program.

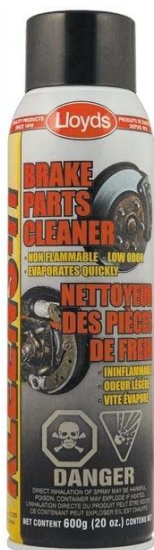
NOTE: Automobile / Car Spray Paint is acceptable in Aerosol Paint collection containers.





AUTOMOBILE REPAIR PRODUCTS such as Filter Oil, Tune-Up, Brake and Carburetor Cleaners, Lubricants and Degreasers, etc. are not Aerosol PAINT and therefore not acceptable at Product Care Paint Depots. NOTE: These may be acceptable at an HHW Depot.





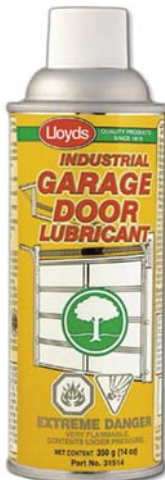
ADHESIVE PRODUCTS such as Spray Adhesives, Adhesive Cleaners and Strippers, etc. are not Aerosol PAINT and therefore not acceptable at Product Care Paint Depots. NOTE: These may be acceptable at an HHW Depot.



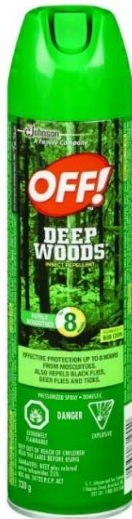
PAINT REMOVAL PRODUCTS such as Paint Strippers, Thinners and Removers, Paint Gun Cleaners, etc. are not Aerosol PAINT and therefore not acceptable at Product Care Paint Depots. NOTE: These may be acceptable at an HHW Depot.



HOUSEHOLD LUBRICANTS such as Multi-Purpose Spray Lube, Penetrating Oil/Spray, Lock De-Icer, etc. are not Aerosol PAINT and therefore not acceptable at Product Care Paint Depots. NOTE: These may be acceptable at an HHW Depot.



INSECT REPELLANTS are not acceptable in the Product Care Program.



INSECT CONTROL PRODUCTS such as Bed Bug Spray, Flying Insect Killer, Nest Destroyer, etc. are not acceptable in the Product Care Program.



FOREIGN PRODUCTS that have additional languages other than English and French are not acceptable as they may have been imported and therefore an eco-fee may not have been paid on these items. The eco-fee, applied at point of purchase, is what funds the Product Care program.



APPENDIX K:

SITE CONTINGENCY PLAN



DISCLAIMER

This Contingency Plan is intended to provide guidance during emergency situations to operators participating as a collection site in the British Columbia Paint Recycling Program.

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

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

Further information about environmental requirements can be obtained from your local BC Ministry of Environment and Climate Change Strategy (MoECCS) office.

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As a collection site for the Paint Recycling Program, a contingency plan is required under the BC Hazardous Waste Regulations. This plan satisfies this requirement for Product Care Programs ONLY. If you collect other hazardous materials on-site, you will require contingency plan that includes those materials.

1. EMERGENCY PLANNING, ORGANIZATION, AND RESOURCES

1.1. Identification of Hazards and Risks

PRODUCT TYPE	RISK	INCIDENT
Water-based paint	None	Spill
Oil-based paint and paint aerosols	Combustible	Fire
	Environmental contaminant	Spill

1.2. Legislation and Industry Standards

Regulation	Section reference	Requirement
Hazardous Waste Regulation	42.3, 42.4	Contingency plan
Spill Reporting Regulation	Schedule	Spill reporting
Transportation of Dangerous Goods Regulations	8.2	Spill reporting

1.3. Emergency Organization and Responsibilities

The following personnel have been appointed to carry out actions in accordance with the Contingency Plan:

Primary Emergency Response Coordinator (ERC)

Name	
Title	
Office Number	
Home Number	
Cell Number	

Alternate Emergency Response Coordinator

Name	
Title	
Office Number	
Home Number	
Cell Number	

The Emergency Response Coordinator (ERC) or an alternate must be available 24 hours a day.

1.4. Resources

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 contains all of the required supplies originally provided and is accessible to collection site staff at all times.

Spill kits come equipped with:

- 1x disposal bag
- 1x spill response mini poster
- 2x 4' universal socks
- 50x clean-up pads

Figure 1: Spill Kit Supplies



If there is a spill and you use the materials, contact Product Care to obtain supplies to restock your spill kit.

1.5. Training and Practice Drills

Employees are required to review the Contingency Plan. Managers are recommended to perform annual testing of the procedures at a minimum.

2. EMERGENCY RESPONSE

2.1. Summary of Emergency Response Procedures

2.1.1. Spills

In the event of a paint spill at the collection site, the person who discovers the spill will immediately initiate the response plan as follows:

1. **Shut off the source** of the spill if it can be done safely and shut off all ignition or spark sources in the area. Do not approach sources of spills of highly flammable liquids such as gasoline.
2. **Notify** all personnel in the vicinity of the spill and direct them to evacuate the area.
3. **Contact** the primary or alternate ERC directly or request nearby personnel to notify the ERC immediately.
4. **Follow instructions** from the ERC and other emergency response personnel.

2.1.2. Fire or Explosion

In the event of a fire at the collection site, the person who discovers the fire will immediately initiate the response plan as follows:

1. **Set off/pull** the fire alarm.
2. **Notify** all personnel in the vicinity of the fire and direct them to evacuate the area.
3. **Contact** the primary or alternate ERC directly or request nearby personnel to notify the ERC immediately.
4. **Contain** the fire using available fire protection equipment **only** if the fire is small or manageable.
5. **Clear** the area and allow the Fire Department access. Persons at workstations are responsible for shutting down equipment as they evacuate, provided it is safe to do so.

2.2. DETAILED RESPONSE PROCEDURES

2.2.1. Spills

1. **CARE**
 - SHUTDOWN all local equipment, and all other ignition or spark sources in the area.
 - NOTIFY the primary ERC or an alternate ERC if the primary ERC is not available.
 - Put on personal protection equipment (PPE) appropriate to the material spilled
 - Secure the area to prevent people from entering the affected area
 - Depending on the size and nature of the spill, the ERC may choose to engage the services of an emergency response contractor as necessary (refer to Section 3.2.1)

2. CONTROL

- Attempt to CONTAIN OR ISOLATE the spill or leak, IF POSSIBLE TO DO SO SAFELY.
 - 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.

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 place it in the plastic bag(s), along with any used spill control supplies, contaminated protective clothing 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.

2.2.2. Fire or Explosion

1. Notify a staff member who will then notify the Emergency Response Co-ordinator or alternate ERC. Set off the fire alarm.
2. The Emergency Response Co-ordinator will then ensure the following actions occur:
 - Call Fire Department (911)
 - Evacuate all other personnel to the rendezvous point
3. If the **FIRE IS MANAGEABLE**, the Emergency Response Co-ordinator will supervise the response team in the following:
 - Bearing down on fire with available extinguisher
 - Ensuring all process equipment is turned off
4. If the **FIRE IS RAPIDLY EXPANDING OR OUT OF CONTROL**, all personnel will be evacuated to the marshalling area indicated below:

Evacuation and Assembly Point

In the event of an evacuation due to emergency, all personnel will collect at the primary marshalling area indicated below:

Description of the primary marshalling area location

5. Stay upwind of the fire. If the primary marshalling area is not safe due to wind direction or for other reasons, all personnel will proceed to the secondary marshalling area indicated below:

Description of the secondary marshalling area location

Personnel must remain at the marshalling location until otherwise directed by the Emergency Response Co-ordinator (ERC). The ERC will perform a head count at the marshalling area to ensure all personnel are accounted for.

5. Emergency Response Co-ordinator will take a head count at the marshalling area to ensure all employees are accounted for.
6. When the Fire Department arrives, all necessary assistance will be given to the Fire Department under the direct supervision of the Emergency Response Co-ordinator.

3. Notification

3.1. Product Care

Report any incident to Product Care (24 hrs) at 1-888-772-9772; press 6

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: BCopspaint@productcare.org

The Emergency and/or Incident Report form is in appendix C of this BC Paint Collection Site Guidelines.

3.2. Regulatory

3.2.1. Spill

If the incident is a spill, the ERC must determine if the spill is a reportable spill as shown below. If the spill is greater than or equal to the reportable quantity in the table below, the ERC will notify the following agencies:

Provincial Emergency Program (PEP) 1-800-663-3456 (24-hr)

Oil-based paint	100L
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Canadian Transport Emergency Center (CANUTEC) 1-888-226-8832 (24 hr)

Spill while loading trucks for transport	Any amount
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For a major release of hazardous materials, WorksafeBC should be contacted. A major release is defined as any release resulting in an injury that required treatment beyond first aid, or a situation of continuing danger to workers:

WorksafeBC 1-866-621-7233 (8am – 5pm) OR 1-866-922-4357 (after hrs)

The Provincial Emergency Program (PEP) may request details regarding the spill, including the circumstances, causes, quantity, etc. This information is to be provided by the Emergency Response Coordinator (ERC), or any others that have the information regarding the circumstances of the spill.

If there are any site contamination issues, after receiving confirmation to go ahead from the PEP (and WorkSafeBC if they have been contacted), begin the remedial work to address any site contamination issues as required. This is to be done under the direction of the ERC and/or the emergency response contractor.

3.2.2. Fire

If the incident is a fire, note that all fire incidents are reported to the regulatory agencies below:

Provincial Emergency Program (PEP) 1-800-663-3456 (24-hr)

WorksafeBC 1-866-621-7233 (8am – 5pm) OR 1-866-922-4357 (after hrs)