

# Manitoba Paint Collection Site Guidelines

SEE INSIDE FOR PICKUP – SUPPLY FORMS AND INSTRUCTIONS



## 1. INTRODUCTION

The Collection Site Guidelines are intended to provide practical guidance to operators who will be participating as Collection Sites in the Manitoba Paint Recycling Program (the “Program”). These guidelines are not intended to replace any Provincial and Federal regulations standards, acts or regulations nor relieve the operator of any obligations under the regulations. Product Care Association (PCA) accepts no responsibility and assumes no liability arising from the use of the information contained in this publication.

### **Background Information**

The Household Hazardous Material and Prescribed Material Stewardship Regulation under the Waste Reduction and Prevention (WRAP) Act, requires brand owners of certain types of paint to operate a province wide paint recycling program to manage post consumer leftover paint. PCA is the non-profit industry association which has developed, and will operate, the Program on behalf of the paint brand owners.

PCA has contracted with local government, paint retailers and other businesses, to act as collection sites for consumers to return leftover paint.

## 2. PRODUCTS ACCEPTED

The Program includes architectural paint (household paint) in containers under 25L in size, all paint aerosol, (automotive, industrial etc.) and single use compressed gas cylinder (i.e.camping cylinders). There are two major types of architectural (household) paints sold to consumers: latex or water-based paints and alkyd or solvent-based paints. Both types are accepted by the program regardless of the sheen/gloss or finish, solid or transparent.

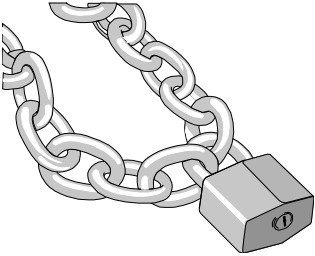
The Program accepts leftover paint from any category of paint consumer including:

- Homeowners
- Commercial painters
- Businesses

**See Appendix A: Products Accepted/Not Accepted**

### 3. COLLECTION SITE OPERATIONS

#### 3.1 Collection Site Security



During normal business hours, only staff members should have access to the collection bins/drums.

When the Collection Site is closed or not attended, the collected paint must be secured or locked inside the premises so that it is not accessible by animals or other people.

#### 3.2 Collection Site Supplies



The Program will supply the following to the paint collection facility:

1. Collection Site guidelines.
2. Collection Site signage.
  - Entrance sign or poster to inform consumers that the premises are a Program Collection Site.
  - Product information sign to inform staff and customers what products are accepted and not accepted.
3. Two or more collection bins (photo at left) for paint containers.
4. One 205 L (45 gallon) drum for paint aerosols.
5. One 205 L (45 gallon) drum for single use compressed cylinders.
6. One spill kit.
7. Waiver stickers to be used for the PaintShare (if applicable).

#### 3.3 Receiving Leftover Paint from Consumers

**Important:** Never open the container or allow the container to be opened by the consumer.

► Examine the container to ensure that:

- The product is included in the Program - refuse any unacceptable products and explain that the Program only covers specific paints.
- The container is properly sealed.
- The container is properly labelled.

If the paint is suitable for the PaintShare program place it on PaintShare shelving (see PaintShare section).

Storing products correctly:

- Immediately place the paint container inside the bin
  - place 5 gallon pails in the bottom of the bin
  - all containers should be packed upright and tightly together
- Pack paint aerosols into the 205 L drums.(do not stand upright)
- Pack single use cylinders in the 205 L drums.(do not stand upright)
- Do not overfill bin or drum.
- Replace the lid on the bin or drum.

### **3.4 Shipment Procedures**

#### **► Arranging for shipment:**

To order a pick-up, please contact Miller, using the attached pickup request form and indicate:

- Your collection site/company name, phone number and location.
- The number of bins or drums for pickup.
- Number of additional supplies required (labels etc.).

A pick-up should be ordered when half of the supplies are full:

- If you have 2 bins, call when one bin is full.
- If you have more than two bins, call when more than half of your bins are full and;
- The paint aerosol and cylinder drum is nearly full.

The transporter will provide:

- Replacement tubskids/drums and supplies, as requested.
- Labels to apply to the full tubskids/drums
- Transportation of Dangerous Goods (TDG) labels to be applied to the replacement tubskid or drum before use.
- Shipping document for you to sign.

#### **► Preparation for shipment:**

- Ensure the lid of the collection container is secure.
- Ensure that the collection container has the proper TDG label affixed.
- Sign the shipping document provided by the transporter.
- If your shipment is being picked up by a third party transporter, additional shipment instructions will be provided for paperwork. A copy of these instructions is included at the end of this manual.

#### 4. DOCUMENTATION

- ▶ Monthly Collection Site inspection form - Collection Sites are to complete a monthly Collection Site inspection form (Appendix B).
- ▶ PaintShare form (not applicable to retail sites) – fax the form to PCA at 1-866-975-2982 (toll free) or scan/email it to [MBopspaint@productcare.org](mailto:MBopspaint@productcare.org) at the end of every month (Appendix C).
- ▶ Copies of completed shipping documents (provided by the transporter) should be kept by the Collection Site for two years.

#### 5. PAINTSHARE

The PaintShare program displays and offers selected containers of leftover paint to consumers free of charge. All Collection Sites except paint retailer sites can offer the PaintShare program to the public. The PaintShare shelving should be placed in a location that is easily accessible to customers.

- ▶ Selecting containers for the PaintShare program:
  - No aerosols - aerosols must not be given away through the PaintShare program.
  - Based on the weight of the container, select containers that are >50% full (do not open container).
  - The colour of the paint should be indicated on the container or label.
  - Select containers with original labels.
  - Select containers in good condition with no rust or damage.
  - Shake container to ensure its contents are still liquid.

Place selected containers on PaintShare display shelving.

- ▶ Signing out PaintShare containers:

Because the paint given away in the PaintShare program is a used product, certain procedures must be followed:

- Attach a waiver sticker to top of container, once the customer selects the paint.
- The customer must read and complete PaintShare form (Appendix C).

Additionally, the Collection Site must complete the details on the bottom of the PaintShare form(s) at the end of every month and fax the form(s) to PCA at 1-866-975-2982 (toll free) or scan/email it to [MBopspaint@productcare.org](mailto:MBopspaint@productcare.org).

## 6. HEALTH & SAFTY

You are responsible for ensuring that your facility and operations, including paint collection activities, meet the requirements of Workers Compensation Board (WCB).

- ▶ The following are some general safety guidelines related to the Program:
  - No smoking near 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.
  - Wash hands before eating, smoking or using the washroom.
  - Follow the procedures outlined in these guidelines
- ▶ Depending on the type of paint, the label may display warning or hazard symbols. The following are some common product hazard symbols found on paint containers.

### *Poison Hazard*



This symbol is a warning that the product could be poisonous 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, for example, an aerosol can.

Always handle and store the product carefully. It may be dangerous if the container is accidentally heated, punctured or crushed.

### *Flammable/Combustible Hazard*



Solvent-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 fumes, build-up of vapours, open flame, spark or heat, ingestion and skin contact

### *Toxic Hazard*



This symbol is a warning that the product could be toxic or poisonous if you accidentally swallow it or if it touches your eyes or skin.

Avoid ingestion and skin contact.

## 7. IN THE EVENT OF A SPILL

Each Collection Site is provided with a spill kit. Be sure that the kit contains all of the supplies that were originally provided and ensure that it is accessible at all times.

**Important:** Respond quickly to a spill so that the spilled paint does not harm the environment or present a risk of personal injury.

### Spill Response Procedures:

- Ensure personal safety - if the spill involves solvent based paints, ensure proper ventilation and that there is no source of ignition. Put on the protective gear provided in the spill kit.
- Secure the area - restrict entry into the spill area, only allow access to the personnel controlling the spill.
- Stop the flow of paint - place the spilling container upright or in a position to minimize the spill or place something under it to catch the spill.
- Contain the spill area - if necessary, cover drains and/or place barriers to contain the spill within a small area.
- Clean up the spill - capture the spilled material using the absorbent material provided, and then place the used absorbent material in plastic bags together with any used spill control supplies, contaminated protective clothing and cleaning materials. Seal the bags and place them in the collection bin for disposal.  
Remove any clothing that may be contaminated. Wash thoroughly to remove spilled material from your hands or body. Replenish any used spill control supplies.
- Report the spill - report the spill immediately if the spill:
  - is larger than 9 litres or
  - escapes containment and enters the environment or
  - results in an injury

To report the spill, contact PCA at 1.877.592.2972. For all spills, complete the Emergency and/or Incident Report (Appendix D) recording the details of the spill and fax it to the PCA program office immediately at 1-866-975-2982 (toll free).



## PRODUCTS ACCEPTED/NOT ACCEPTED (appendix A)

### Architectural (Household) Paints

(Maximum Container Size: 25 Litres)

- All containers must be properly sealed, labeled and in original container.
- Full, partially full and empty containers are acceptable.



#### ACCEPTABLE HOUSEHOLD PAINTS

- ✓ Interior & exterior : latex, acrylic, water-based, alkyd, oil-based, enamel
- ✓ All types of finishes & sheens including textured
- ✓ Deck coatings & floor paints (including elastomeric)
- ✓ Concrete, drywall, stucco & driveway paints and sealers (non-tar-base)
- ✓ Marine paints (except antifouling)
- ✓ Melamine, metal & anti-rust paints
- ✓ Stains & shellacs
- ✓ Stain blocking paints
- ✓ Swimming pool (single component)
- ✓ Varnishes & urethanes (single component)
- ✓ Wood and masonry water repellents & sealers
- ✓ Wood finishing oils & preservatives (containing no pesticides)
- ✓ Already empty paint containers



### Paint Aerosols

(Maximum Container size: 660g or 24 oz)

- All types of spray paint or paint aerosols- including consumer, automotive and industrial aerosols.
- Already emptied, partially full or full containers are accepted.

### Single use Compressed Gas Cylinders

(Maximum Container size: 5kg)



#### UNACCEPTABLE PRODUCTS

- X Brushes, rollers & paint trays
- X Bulging containers
- X Caulking compound, epoxies, glues or adhesives
- X Colorants & tints
- X Deck cleaners
- X Industrial paints & finishes (baked-on, heat resistant etc...)
- X Non-aerosol automotive paints
- X Non-aerosol craft paints
- X Paint thinners, mineral spirits or solvents
- X Pesticide containing products e.g. creosote
- X Quick drying paints
- X Resins
- X Roof patch or repair
- X Tar-based or bitumen based product
- X Traffic or line marking paint
- X 2 part or component paints
- X Improperly sealed containers or leaking
- X Unidentifiable or unlabeled containers

# UNKNOWN OR UNLABELLED

## NOT ACCEPTED IN PROGRAM



LOOK OUT FOR

1. No original label
2. Unreadable original label
3. Not in the original container



PRODUCTS

- Original labeling is essential for safely identifying, handling, and packing material
- Original packaging ensures proper containment during handling and transport



IMPORTANT

- It is not safe for you to manage something if you don't know what it is
- It could result in serious injury if packed with non compatible materials



IMPORTANT

- Advise consumer that it is unsafe for you to accept because it can not be identified by the processor to manage safely
- Advise the consumer to always keep material in original container or to put it back in the original container after
- Advise consumer to ensure labels are kept on containers and are readable for a safety reason
- Advise consumer that if they know what it is, it is best to use it up for its original purpose
- Suggest to customer if they still have the original container with the original label to put the material back in it if safe to do so and then bring it back

# PAINT (LIQUID)

## PROGRAM PRODUCTS



LOOK OUT FOR

- Paints – oil based, latex, acrylics
- primers, stains,
- Water sealers (Thompson Water Seal)
- Enamels, Varnish
- Under coats
- Top coats



PRODUCTS

- Household architectural liquid paint
- Latex, Oil based, alkyd and enamel, including Marine enamel
- Porch, floor and deck paint or sealers
- Wood finishing oil, stains and shellacs
- Driveway sealers-latex or oil
- Rust paint, decorative metal paint
- Swimming pool paint
- Interior and exterior varnish urethanes, primer
- undercoat, block filler and sealer



KEYWORDS

- Paint
- Sealer
- Enamel
- Coating
- Varnish
- Primer
- Under coat
- Top coat



IMPORTANT

- Maximum container size: 25 litres
- Architectural paint accepted from Commercial sources also
- **Do not include Tar based sealers or tar based products – pack as Non Program Flammable**



HOW TO PACKAGE

1. Use a tubskid no vermiculite required
2. Attach TDG flammable liquid label to tubskid before packing requires 2 labels, on opposing sides
3. Pack large pails on the bottom, paint in a bag on top
4. When packing cans ensure handles are down
5. Ensure containers have lids, are sealed and are standing upright
6. DO NOT lie them on side or upside down



TDG LABEL

# PAINT AEROSOLS

## PROGRAM PRODUCTS



LOOK OUT FOR



PRODUCTS

- All aerosol spray paints **accepted** regardless of industrial or household products
- including automotive and industrial products



KEYWORDS

- Paint in an Aerosol
- Canned Spray paint
- Canned Spray coating
- Primers
- Truck bed paint
- Rust paint
- Undercoat
- Primer Sealer



IMPORTANT

- Maximum container size: 680 grams / 24 ounces
- Aerosol containers must have original labels and be in good condition



HOW TO PACKAGE

1. Use 205 litre steel drum, no vermiculite required
2. Attach TDG flammable gas label to drum before packing
3. No need to stand upright
4. Remove drum bung plug during storage when lid is secure



TDG LABEL

# FUEL CYLINDERS

## PROGRAM PRODUCTS



LOOK OUT FOR



PRODUCTS

- Camping Single Use Propane Cylinders
- Single use Butane Cylinders



IMPORTANT

- **NON-REFILLABLE** pressurized gas cylinders only
- Maximum container size: 5 kg
- Cylinders should have original labels



HOW TO PACKAGE

1. Use 205 litre steel drum, no vermiculite required.
2. Attach TDG flammable compressed gas label to drum before packing.
3. Ensure fuel cylinders are sealed and not leaking, no need to stand them up in the drum.
4. Remove drum bung plug during storage when lid is secure.



TDG LABEL

# TDG SYMBOLS



Flammable Gas



Non-Flammable Gas



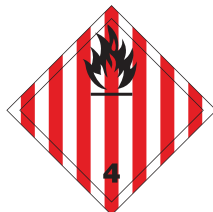
Oxygen & Oxidizing Gas



Toxic Gas



Flammable Liquids



Flammable Solid



Spontaneously Combustible



Dangerous When Wet



Oxidizer



Organic Peroxide



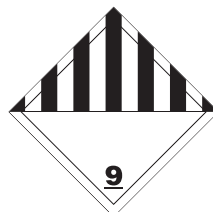
Toxic Substances



DANGER



Corrosives



Miscellaneous Products

Send completed form by the 10<sup>th</sup> of every month to either:

Email: [mbopspaint@productcare.org](mailto:mbopspaint@productcare.org)

Fax: 1.866.975.2982



## MONTHLY INSPECTION FORM

### 1. Collection Site Details

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

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

(Add comments underneath each space if needed)

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

### 3. Need spill kit / safety materials?

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

### 4. Need promotional materials?

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

### 5. Other: Please provide any additional comments:

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

Effective April 2024







420-2238 Yukon St.  
Vancouver, BC V5Y 3P2  
604-592-2972  
Toll Free 1-877-592-2972

MBopspaint@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: _____



420 - 2238 Yukon St.  
Vancouver, BC, V5Y 3P2  
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?):		
Was staff wearing protective gear?		
<input type="checkbox"/> Yes		
<input type="checkbox"/> No		
Was anyone hurt?		
<input type="checkbox"/> Yes		
<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:	MBospaint@productcare.org	
Emergency Telephone:	1-877-592-2972, Ext 6 (available 24 hours)	
Fax:	604-592-2982	
Employee Name:		Signature:
Manager Name:		Signature:



## Paint Depots Supply & Waste Pickup Request Form



### REQUEST TO MILLER ENVIRONMENTAL

204-925-9600 Fax: 204-925-9601

Email: [hww@millerenvironmental.mb.ca](mailto:hww@millerenvironmental.mb.ca)

Date: \_\_\_\_\_

Depot Name & Address: \_\_\_\_\_

Site Contact Name & Tel #: \_\_\_\_\_

**Supply Request: Note: only a one for one pickup/supply of containers is allowed.**

# Tubskids \_\_\_\_\_

# Metal Open Top Drums \_\_\_\_\_

Eye Wash Bottles replacement \_\_\_\_\_

Spill Kit supplies: Universal Spill Socks 2 x 4', Absorbent Pads x 50

*Spill report must be submitted with spill kit supply requests*

Requires TDG Stickers: # 2 aerosols/cylinders # 3 paint

Quantity	Description	Container
	Aerosols	Drum
	Paint	Tubskid
	*Single use Cylinders	Drum

\* May not be collected at retail sites

Depot Hours of Operation: \_\_\_\_\_

Loading Equipment Availability: \_\_\_\_\_

Is an appointment needed: \_\_\_\_\_

Additional comments: \_\_\_\_\_

\_\_\_\_\_

*If additional supplies above a one to one is required please contact your PCA coordinator for approval*

Contact Information for Manitoba Stewardship Program Access		
GENERAL PRODUCTS	STEWARDSHIP ORGANIZATION	CONTACT INFORMATION
Household Batteries - Single use and rechargeable household batteries	 Leading the charge for recycling.™	Call2Recycle 1-888-224-9764 customerservice@call2recycle.ca call2recycle.ca
Batteries - Lead acid automotive and industrial batteries	 Canadian Battery Association Representing the Industry Since 1970	Canadian Battery Association 250-216-3664 executivedirector@canadianbatteryassociation.ca canadianbatteryassociation.ca
Agricultural - Expired Farm Chemicals, Empty Farm Chemical Container, Storage Bags, Baler Twine, Livestock, Equine Medications		Cleanfarms Inc. 1-877-622-4460 info@cleanfarms.ca www.cleanfarms.ca
Electronics - Household Electronic Devices, Accessories, Photocopiers, Microwaves		Electronic Products Recycling Association Recycle My Electronics Manitoba 1-888-527-9382 1-204-415-5947 dennis.neufeld@epra.ca EPRA.ca   recycleMYelectronics.ca
Automotive Products - Oil, Oil Filters, Antifreeze, DEF Fluid Containers, Empty Oil Containers, Empty Antifreeze Containers		Manitoba Association for Resource Recovery Corp. (MARRC) 204-632-5255 1-888-410-1440 marrc@mts.net usedoilrecycling.com
Household Hazardous Consumer designated Materials - Paint, Paint Products, Flammable, Toxic, Pesticide, Corrosives, Aerosols, Physically hazardous materials		Product Care Association Phone: 1-877-592-2972 ext: 367 mbfieldcoordinator@productcare.org manitoba@productcare.org; productcare.org
Thermostats - Mechanical thermostats containing mercury , Electronic thermostats containing mercury		Heating, Refrigeration and Air Conditioning Institute of Canada (HRAI) Thermostat Recovery Program 1-800-267-2231 x 108 trp@hrai.ca
Tires		Tire Stewardship Manitoba 204-661-3242 1-866-724-5002 info@tsmb.ca tirestewardshipmb.ca
Blue Box - Packaging and Printed Paper		Multi-Material Stewardship Manitoba 1-888-410-1440 204-632-5255 info@simplyrecycle.ca simplyrecycle.ca
Medical - Prescription Drugs, Over-the-Counter Medications, Natural Health Products, Medical Sharps	 HEALTH PRODUCTS STEWARDSHIP ASSOCIATION	Health Products Stewardship Association 1-844-535-8889 info@healthsteward.ca healthsteward.ca
Contact information for Manitoba Non-Stewardship Program Access		
Propane Cylinders - 5lb - 100lb cylinders		Prairie Propane Ltd. 1-204-999-2146 ; 1-204-392-0989 jp2015propane@outlook.com prairiepropane.ca