

# **New Brunswick Lights Collection Guidelines**

**June 2025**



# COLLECTION SITE GUIDELINE REVIEW

After reading the guidelines and any future updates, please indicate so below. By signing below, I confirm that I have reviewed the guidelines effective the date of review and I understand the program's operation and requirements. I am aware of all health and safety requirements with regards to the program, and I understand the acceptance criteria as outlined in these guidelines.

[illegible]

# **New Brunswick Lights Collection Guidelines**

**June 2025**



## DISCLAIMER

The Collection Site Guidelines (“Guidelines”) are intended to provide guidance to operators participating as a collection site in New Brunswick’s Lights 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](http://www.productcare.org) website. Please ensure you are using the most updated version.

The collection site is a place of work regulated by the WorkSafe NB. 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.

## QUICK REFERENCE SHEET

### Shipment Requests:

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

Fax: 604-592-2982

Phone: 1-877-592-2972 ext. 216

### Ordering Communication Materials:

[www.productcare.org/service-partners/promotion-and-education](http://www.productcare.org/service-partners/promotion-and-education)

### In Event of a Spill:

Report to Product Care:

1-877-592-2972 ext. 216

### Resources:

**US EPA:** [www.epa.gov/mercury/cleaning-broken-cfl](http://www.epa.gov/mercury/cleaning-broken-cfl)

**Health Canada:** [www.canada.ca/en/health-canada/services/environmental-workplace-health/reports-publications/environmental-contaminants/mercury-your-health-environment-resource-tool](http://www.canada.ca/en/health-canada/services/environmental-workplace-health/reports-publications/environmental-contaminants/mercury-your-health-environment-resource-tool)

### Important Information:

Accepted and Not Accepted Products – See Appendix A

### Forms:

Pickup Request Form – See Appendix B

Incident Report Form – See Appendix B

### Promo Material:

Poster Example – See Appendix C

Brochure Example – See Appendix C

### Websites:

Product Care Recycling:

[www.productcare.org](http://www.productcare.org)

WorkSafeNB:

[www.worksafenb.ca](http://www.worksafenb.ca)

Occupational Health and Safety Regulations:

[www.worksafenb.ca/policy-and-legal](http://www.worksafenb.ca/policy-and-legal)

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## **1. About New Brunswick's Lights Program**

Product Care manages the Light Recycling Program in New Brunswick. This program is a way for consumers to return used lamps to local collection sites. New Brunswick's Lights Program is the consumer-facing brand Product Care created for the recycling of used lamps. These Guidelines provide information about the standard practices and procedures for collecting lights.

Under the New Brunswick Regulation 2024-37 under section 32 of the Clean Environment Act 2024-166 with application of Regulation 2008-54, Lamp Products Stewardship requires brand owners of lamp products to operate a province wide lamp product recycling program to manage burned out lamps from residential and commercial sectors. Product Care Recycling is the non-profit industry association which has developed and will operate the Program on behalf of the lamps products brand owners.

New Brunswick's Lights 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 this program. This Program is meant for post-consumer products only.

### **Additional Information Contact**

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

Product Care Recycling

[nbopslights@productcare.org](mailto:nbopslights@productcare.org)

Tel: 604-592-2972 or Toll-Free 1-877-592-2972 ext. 216

Fax: 604-592-2982

## **2. Collection Site Operator/Employee Responsibilities**

### **2.1 Site Operator:**

1. Ensure the requirements described in these Guidelines are applied correctly at the collection site
2. Ensure employees have read the Guidelines
3. Ensure employees have access to spill kits and PPE as supplied.
4. Evaluate their site operations to ensure they are in compliance with the Occupational Health and Safety (OHS) regulations

### **Change of Collection Site Information:**

Collection sites must advise Product Care of any changes to contact and/or site info including email addresses, operating hours, location, or changes in ownership.

### **2.2 Site Employee:**

1. Take part in any instruction or training offered
2. Employees are responsible to report any condition to their supervisor that may be a risk.
3. Employees are responsible for following the instructions as provided in the Guidelines when handling lights.

### **2.3 Training**

All collection sites shall ensure that staff are trained in:

The handling and management of lamps including but not limited to:

1. Potential hazards and risks associated with handling of lamps
2. Proper and safe handling of lamps
3. Spill/breakage cleanup procedures and management
4. The program policies/procedures
5. The identification of which products are accepted and not accepted by the program
6. The completion of proper shipping documentation and record keeping and that all such training is documented



## 3. Collection Site Set-up

### 3.1 Facility Requirements

The collection site shall:



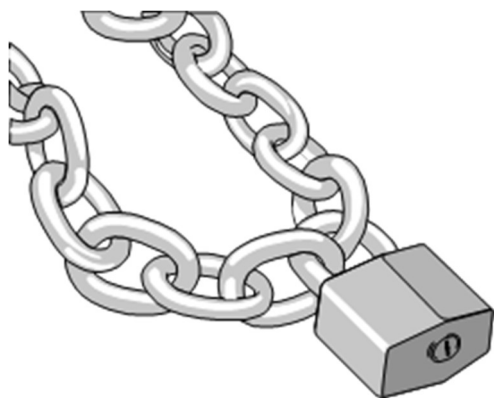
1. Provide a supervised area for drop off with mechanisms or systems in place to minimize breakage. Unsupervised, self-service drop off is not permitted.
2. Ensure the storage area has sufficient space for safe storage, is protected from weather, and the floor is constructed of impervious material.
3. Ensure that unauthorized access to the premises and storage area is prohibited or restricted through security measures.
4. Have appropriate signage to inform consumers that it is a collection site and has program information available for the customer.
5. Only accept program products as defined in these Guidelines
6. Accept post-consumer lights into the Program from any users: residential customers and institutional, commercial and industry users.
7. Provide notice of any incidents that require the assistance of first responders within 24 hours of the occurrence. Provide notice of any regulatory orders or fines within 48 hours of receiving such orders or fines.
8. Not charge the users for the program services

### **3.2 Site Security:**

During normal business hours, only staff members should have access to the collection containers. When the Collection Site is closed or not attended, the collected lamp products must be secured or locked inside the premises so they are not accessible by animals or other people.

Do not allow public access to the collection area without supervision.

This Program is not a self-drop system. Do not let consumers leave lamps without reviewing them with your staff or allow them to place products directly into the containers. They may break the lamps or store them incorrectly.



## 4. Collection Supplies

### 4.1 Collection Materials:

Product Care supplies the collection site with the following equipment:

#### 1. Storage containers:

- a. Compact fluorescent lights boxes - 24"x20"x24"
- b. 4 foot boxes - 48"x12"x12"
- c. 8 foot boxes - 96"x10"x10"
- d. Gaylord boxes – 48"x40"x48"

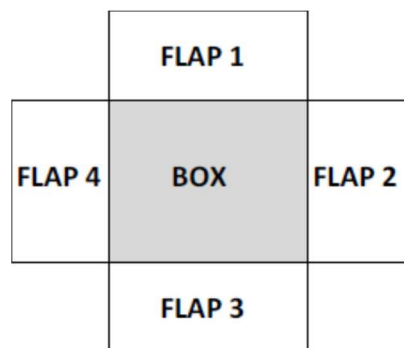
These boxes must be assembled prior to use.

Storage containers (boxes) must be stored in a dry area to prevent water damage. Transporters may not be able to pick up boxes that are water damaged.

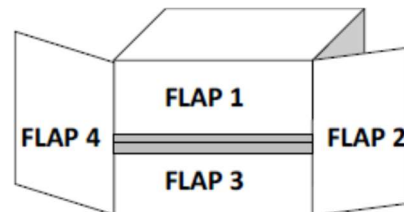
### 4.2 Packaging

#### Collection Box Assembly: CFL Bulbs

1. Start by unfolding the flattened box into a square shape.



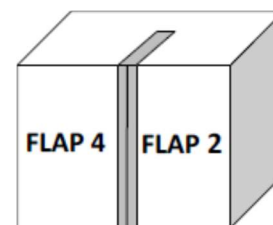
2. Fold Flap 1 and Flap 3 over the box opening until they meet in the middle.



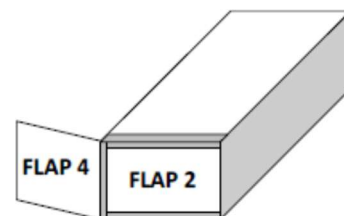
Affix two (2) strips of packing tape down the middle of the flaps.

3. Fold Flap 2 and Flap 4 until they meet in the middle.

Affix two (2) strips of packing tape down the middle of the flaps. Make sure that the strips of tape reach down the entire side of the box.



4. Affix two (2) strips of packing tape along each side of the box where the flaps were closed.



5. Ensure that all open edges of the bottom of the box are securely taped up.

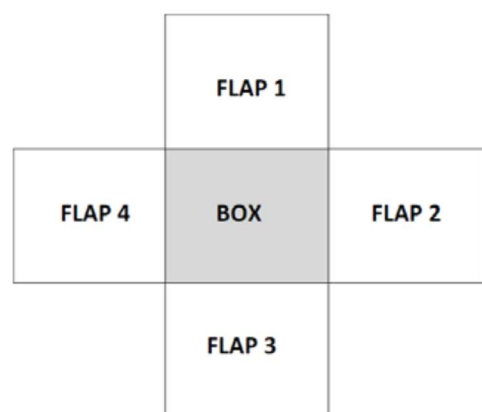
7. Open the plastic liner bag provided inside each box and fold the liner over the top of the box.

Upon completion of steps 1-7, the box is now ready for use.

### Collection Box Assembly: Fluorescent Tubes

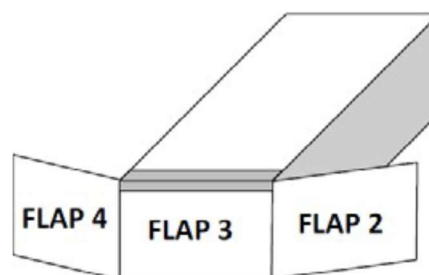
1. Start by unfolding the flattened box into a rectangular shape.

**Note:** All four flaps are full flaps.



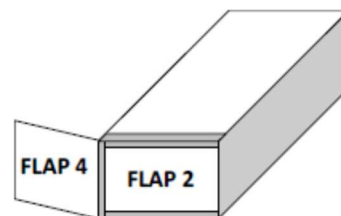
2. Fold Flap 1 and Flap 3 over the box opening.

Affix two (2) strips of packing tape along the edge of the box where the flap is closed.



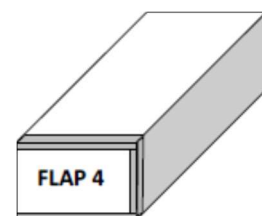
3. Fold Flap 2 over.

Affix two (2) strips of packing tape along each of the three (3) edges of the box where the flap was closed.



4. Fold Flap 4 over.

Affix two (2) strips of packing tape along each of the three (3) edges of the box where the flap was closed.



5. Make sure all the open edges of the bottom of the box are securely taped up.

6. Open the plastic liner bag provided inside each box and fold the liner over the top of the box.

Upon completion of steps 1-6, the box is now ready for use.

## Gaylord Box Instructions

Gaylord boxes should be placed on pallets prior to being filled as they will be shipped on a pallet.

1. Gaylord boxes should be centered in the middle of the pallet.
3. Make sure that the box is placed securely on the pallet (should not extend or fall beyond the edges of the pallet).
4. Begin filling Gaylord boxes from the middle of the box going outward to prevent tubes from tipping over.
5. When the Gaylord box is full, pull the plastic liner over the top and tie or tape it shut to prevent the items from falling out of the box or to contain any breakage.
6. Ensure the box is completely full, as to minimize the amount of movement within the box during transport, to minimize the amount of breakage.
7. Do **NOT** overfill the Gaylord boxes.
8. Place the lid on top of the box opening and shrink wrap it to prevent it from shifting during transportation.
9. Write the name of your company on the shrink wrap.



### 4.3 Safety Equipment:

#### 1. Spill kit

A spill kit will contain the following supplies:

- a. Sealable Plastic Bags
- b. Tape
- c. Cardboard
- d. Disposable gloves
- e. Disposable mask
- f. Eyedropper (for liquid mercury pickup)



### 4.4 Other supplies that will be provided:

1. Tape (for boxes)
2. Shrink wrap
3. Shipping Pallets
4. Copy of Guidelines
5. Communication Materials:
  - a. Collection Site signage
  - b. Brochures or Rack cards

See Appendix C for Communication Materials Photos

Communication materials may be obtained by phone (1.877.592.2972 ext. 216), fax (604.592.2982) or through our website at [www.productcare.org/service-partners/promotion-and-education](http://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.



## 5. Products Accepted (See Appendix A for full list)

The Program includes all lamp products as defined by the regulation:

“Lamp product” means a replaceable light source designed to produce light from electricity and includes, but is not limited to, all of the following:

1. Fluorescent tubes,
2. Compact fluorescent lamps,
3. High-intensity discharge lamps,
4. Incandescent lamps,
5. Light-emitting diode lamps

The program's public collection sites are not to accept lamps that have been crushed on purpose. However, a resident or generator may bring their incidentally broken lamps and the materials used to clean it up (such as paper towel or cardboard) in a sealed plastic bag or sealed glass container. If a resident or generator brings in a broken lamp, ensure it is in a sealed bag or sealed glass container and put it in the program collection container for lamps.

Although collection sites are not to accept intentionally crushed lamps (ie those crushed by a drum-top crusher, or bulb crusher) the program can provide alternative collection services for them on request. For inquiries about recycling intentionally crushed lamps, please instruct generators to contact Product Care Recycling at 1-877-592-2972 ext. 216 or [nbopslights@productcare.org](mailto:nbopslights@productcare.org).



String lights are considered light fixtures and are NOT accepted when bulbs are attached to the fixture. Consumers must remove bulbs from string lights for the bulbs to be accepted. The fixture portion of the product is not accepted through this program.

The Program accepts lamps products from any category of lamp products consumer including:

1. Homeowners
2. Institutional, commercial, and industry users



## 6. Collection Procedure

### 6.1 Receiving burned out lamp products from Consumers and Businesses:

- ▶ Storing products correctly:
  - Immediately place the lamp products inside the appropriate boxes:
    - place tubes in 4' or 8' boxes according to length of tubes
    - CFL, LED, HID, incandescent, or halogen (all bulbs) in bulb boxes (cubic boxes)
  - Do not overfill the boxes
  - Properly close the boxes when full
- ▶ In case of breakage of lamps product:
  - The program has provided a spill kit in case of lamp breakage
  - The content of the spill kit should be used to recover lamp product (refer to section 9)
  - The material used to collect the debris should be placed in the plastic bag provided and placed into a bulb box

### 6.2 Shipment Procedures

- ▶ Arranging for shipment:
  - You should order a pickup once 1/2 – 3/4 of any of your box types have been filled to ensure your site does not reach over-capacity
  - When you have full boxes and would like them picked up you can either call or email your information to us

#### By Phone/Fax:

Please call Product Care at 1-877-592-2972 ext. 216

Or complete the form found in Appendix B and fax to 604-592-2982

You can also request any supplies needed at that time.

## By Email:

- Please complete the 'Container request form' found in appendix B.
- Please keep this form blank and photocopy as needed. Please request any supplies needed at this time using this form.
- Please email the completed form to: [nbopslights@productcare.org](mailto:nbopslights@productcare.org)

**Whether you choose to phone, email or fax in your order, we will send the carrier to pick up the full boxes and deliver empty replacement ones to you.**

**Note:** the pickup of full boxes and the drop off of new empty boxes is not necessarily done at the same time.

*Make sure to order any supplies that you need and at the time you place your order for pickup. These supplies will likely be delivered to you separately from your pickup. Ensure that you place an order for supplies before you run out as it could take several days from the time you place an order to when you receive your order.*

## 7. Occupational Health and Safety

You are responsible for ensuring that your facility and operations, including lamp products collection activities, meet the requirements of WorkSafeNB.

All collection sites shall:

1. Comply with all applicable health and safety regulations including but not limited to the Workers' Compensation Act
2. Possess written procedures to systematically manage environmental, health and safety matters such as but not limited to accidents and spills
3. Implement and maintain proper lamp handling and safe housekeeping procedures to ensure minimal risk of breakage



4. Provide adequate training for all employees to ensure safe and proper handling of lamps
5. Document health and safety training
6. Provide and enforce correct use of required personal protection equipment noted in Section 9
7. Implement spill/breakage cleanup procedure when needed and maintain equipment/supplies according to the Guidelines

## 8. Hazards related to Lamp Collection

### 8.1 Lifting

Moving boxes of lamps requires bending and lifting which can cause injury if done incorrectly. Simple precautions should be used as a means of prevention.



- When lifting, bring objects near to the body; do not try to lift at arm's length.
- Bend your knees and keep the back straight.
- Only lift what you can manage safely; ask for assistance if it is needed.
- Ensure that boxes are not overfilled to avoid unsafe lifting.

### 8.2 Broken Glass

A risk with handling lamps is getting cut with broken glass. Should a lamp get broken, follow the clean-up procedure found in Section 9.

### 8.3 Mercury Exposure

Inhaling mercury vapour is another risk associated with handling broken lamps. As with broken glass, follow the clean-up procedure in section 9.

### 8.4 Safety Equipment

No safety equipment is required for the regular handling of intact light bulbs. The personal protective equipment (PPE) required to handle broken lamps is noted in Section 9.

## 9. Emergency Response

### 9.1 Summary of Emergency Response Procedures

#### Spills/Breakage

If you break a fluorescent lamp (CFL or fluorescent tubes) or HID lamp, follow these directions for clean-up:

1. Leave the room
2. Ventilation:
  - Ventilate the room by opening windows and doors to the outdoors.
    - This will ensure that the mercury vapour levels are reduced before you start cleaning.

#### 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** 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 to shut off the material.  
Persons at workstations are responsible for shutting down equipment as they evacuate, provided it is safe to do so.

### 9.2 Detailed Response Procedures

#### Spills/Breakage

If you break a fluorescent lamp (CFL or fluorescent tubes) or HID lamp, follow these directions for clean-up:

1. Leave the room
  - Leave the room and keep people out from the room during the clean-up process.
  - Avoid stepping on broken glass

## 2. Ventilation

- Ventilate the room for at least 15 minutes prior to starting clean-up by opening windows and doors to the outdoors.
  - This will ensure that the mercury vapour levels are reduced before you start cleaning

## 3. Clean-up

- Do **NOT** use a vacuum or broom to clean up the initial breakage.
  - This will spread the mercury vapour and dust throughout the area.
  - Additionally, contamination may occur within the vacuum and/or on the broom.
- Wear disposable gloves to avoid direct contact with mercury and to reduce the risk of cuts.
- Scoop or sweep up the broken pieces and debris with the two pieces of cardboard provided in the clean up kit and place into the sealable plastic bag.
  - Work from the outside of the spill to the centre.
  - Use the cardboard to gather the beads of mercury.
    - Tip- a flashlight held at a low angle in a darkened room can be used to find beads of mercury which can travel quite far on a hardened surface.
- Use eyedropper to collect mercury and then squeeze carefully into a damp paper towel.
  - Repeat this step as often as necessary to cover the affected area thoroughly.
  - Place the paper towel into the same sealable plastic bag (note this is only required for HID lamps with a visibly broken ampoule).
- Use packing tape to pick up smaller beads and place in plastic bag.
  - Note this is only required for HID lamps with a visibly broken ampoule.
- Residual mercury can be removed by wiping with vinegar followed by peroxide.
  - Note this is only required for HID lamps with a visibly broken ampoule.

- Keep the area well ventilated for 24 hours.
- Place the broken glass and all clean-up materials in the plastic bag and seal it to further minimize the release of mercury vapour.
- All contaminated items and mercury should be double or triple bagged.
- Once the clean-up effort is completed, place the sealed bags in a sturdy container (plastic container, glass jar etc.) and then place the container in a bulb box.
- Wash your hands after storing and disposing of waste.

NOTE: These procedures based off the recommended procedures from Health Canada that are at the following link: <https://www.canada.ca/en/health-canada/services/health-risks-safety/radiation/everyday-things-emit-radiation/compact-flourescent-lamps.html#a6>

### 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

- 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.

- Emergency Response Co-ordinator will take a head count at the marshalling area to ensure all employees are accounted for.
- 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.

### **9.3 Notification**

#### **Product Care**

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

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: [nbopslights@productcare.org](mailto:nbopslights@productcare.org)

The report form is in appendix B of this guideline.

#### **Regulatory**

Fire or Major Incident

If the incident is a fire or major incident, report to the regulatory agencies below:

NB Emergency Measures Organization 1-800-561-4034 (24-hr)

Bathurst Regional Office (506) 547-2092

Miramichi Regional Office (506) 778-6032

Moncton Regional Office (506) 856-2374

Saint John Regional Office (506) 658-2558

Fredericton Regional Office (506) 444-5149

Grand Falls Regional Office (506) 473-7744

After hours, telephone Environment and Climate Change Canada's National Environmental Emergencies Centre (NEEC) until personal contact is made and provide as much information that is known about the environmental emergency.

The telephone number for NEEC is provided below:

NEEC (Phone) at 1-800-565-1633

WorksafeNB 1-888-999-9775 (8am – 5pm) OR FAX 1-888-629-4722



## 9.4 Emergency Reporting

### Initial Notification

Immediately following the discovery of an environmental emergency, a designate representing the owner or operator of the facility shall notify the Department in the following manner:

During normal business hours, telephone the Department's applicable Regional Office **until personal contact is made** (i.e. no voice mail messages will be accepted) and provide all information known about the environmental emergency. The telephone numbers for the Regional Offices are provided above.

### Follow-Up

Within 24-hours of the time of initial notification, a copy of a **Preliminary Emergency Report** shall be faxed by a designate representing the owner or operator of the facility to the Department's applicable Regional Office *as well as* the Department's Central Office using the fax numbers provided below. The Preliminary Emergency Report shall clearly communicate all information available at the time about the environmental emergency.

Within five (5) days of the time of initial notification, a copy of a **Detailed Emergency Report** shall be faxed by a designate representing the owner or operator of the facility to the Department's applicable Regional Office *as well as* the Department's Central Office using the fax numbers provided below. The Detailed Emergency Report shall include, as a minimum, the following: i) a description of the problem that occurred; ii) a description of the impact that occurred; iii) a description of what was done to minimize the impact; and iv) a description of what was done to prevent recurrence of the problem.

## APPENDIX A – ACCEPTED / NOT ACCEPTED PRODUCTS




### Accepted Products:



Lamp Category	Typical Size
<b>1. Fluorescent Tubes measuring <math>\leq 2</math> feet</b> - Includes all diameters, light outputs and shapes (curved etc.)	2 feet
<b>2. Fluorescent Tubes measuring <math>&gt; 2</math> feet and <math>\leq 4</math> feet</b> - Includes all diameters, light outputs and shapes (curved etc.)	4 feet
<b>3. Fluorescent Tubes measuring <math>&gt; 4</math> feet</b> - Includes all diameters, light outputs and shapes (curved etc.)	8 feet
<b>4. Compact Fluorescent Lights (CFL)</b> - Fluorescent bulbs that are typically similar in size and intended to replace an incandescent (traditional) light bulb, including pin-type sockets, covered CFLs and various output wattages	CFL
<b>5. Light Emitting Diodes (LED)</b> - Solid-state lamps used for specialty purposes and conventional lighting applications	LED
<b>6. High Intensity Discharge (HID) and Other:</b> High Pressure Sodium, Low Pressure Sodium, Mercury Vapour and Metal Halide, UV, Germicidal and UHP replacement lamps	HID
<b>7. Incandescent and Halogen</b> - Filament lamps of all shapes, sizes and wattages (unless captured under category 8)	Inc.
<b>8. Miniature Bulbs</b> - LED, halogen and/or incandescent lamps designed and sold as replacement lamps for decorative lights or hand-held lights (e.g. flashlights).	Miniature

## Accepted Products:





ACCEPTED LIGHTS – Residential Lights	
<b>Fluorescent Tubes - Straight/Linear</b>	
Includes all diameters and light outputs in a straight/linear configuration. Can range in size from under 2 feet in length to 8 feet in length.	
	
<b>Fluorescent Tubes - Curved/Circular</b>	
Includes all diameters and light outputs in a curved/circular configuration (curved, square, U, etc.).	
	
<b>UV and Germicidal Lamps</b>	
UV or germicidal lamps of all shapes and sizes. All base types including pin-type, screw-in, etc.	
	

## Accepted Products:



ACCEPTED LIGHTS – Residential Lights	
<b>Compact Fluorescent Lamps (CFLs)</b>	
Fluorescent bulbs that are typically similar in size and intended to replace an incandescent (traditional) light bulb.	
	
<b>Halogen and Incandescent- Bulbs</b>	
Filament lamps of all shapes, sizes and wattages. All base types including pin-type, screw-in, etc.	
	
<b>Light Emitting Diodes (LED)</b>	
Solid-state lamps used for specialty purposes and conventional lighting applications. All base types including pin-type, screw-in, etc.	
	

ACCEPTED LIGHTS – Residential Lights	
<b>Ultra High Performance (UHP) / Mercury Arc Lamps</b>	
Replacement lamps designed for commercial projection systems, home theatre projectors, MD-PTVs and video walls. Often housed within a metal casing.	
	
<b>High Intensity Discharge (HID) and Other</b>	
Includes all HID technologies, such as high pressure sodium, low pressure sodium, mercury vapour and metal halide. These lamps vary in size but are much larger than a typical bulb. In some cases, they can be as big, or bigger, than a football.	
	

<b>Light Emitting Diodes (LED)</b>	
Solid-state lamps used for specialty purposes and conventional lighting applications. All base types including pin-type, screw-in, etc.	
	

## Not Accepted Items:



### Lighting Fixtures:

Products considered light fixtures should NOT be placed in the boxes designed for lamps (bulbs and tubes).

Examples of lighting fixtures include:

- Bike Lights
- Ceiling Fixtures
- Chandeliers
- Flashlights
- Floor Lamps
- Light Strings (e.g. Christmas lights)
- Outdoor fixtures
- Recessed/Pot lights

All bulbs used within these fixtures that are easily removable/ replaceable are accepted, but the bulbs must be removed from the fixture before recycling.

NOT Accepted      Non-Program Products	
Fixtures / Decorative Light Strings	
	
	
	
	

## **APPENDIX B – FORMS (NEXT PAGE)**



## LIGHTS PROGRAM INCIDENT REPORT

**Only fill out this incident report if five (5) or more lamps were broken at one time.**

Depot Name \_\_\_\_\_

Depot Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Date of Incident \_\_\_\_\_ Time of Incident \_\_\_\_\_

# of CFL Broken	<input type="checkbox"/> Five (5)	<input type="checkbox"/> Six (6) to nine (9)	<input type="checkbox"/> 10+	<input type="checkbox"/> Box dropped
# of Tubes Broken	<input type="checkbox"/> Five (5)	<input type="checkbox"/> Six (6) to nine (9)	<input type="checkbox"/> 10+	<input type="checkbox"/> Box dropped
# of Other Broken	<input type="checkbox"/> Five (5)	<input type="checkbox"/> Six (6) to nine (9)	<input type="checkbox"/> 10+	<input type="checkbox"/> Box dropped

**If the box dropped and resulted in broken glass, please answer the following questions:**

Did any broken glass spill onto the floor? ☐ Yes ☐ No

Did the box drop during: ☐ Packing ☐ Movement ☐ Shipping

**Please describe the incident (use additional paper if needed):**

\_\_\_\_\_  
 \_\_\_\_\_

Was the staff wearing protective gear to clean up? ☐ Yes ☐ No

Was anyone injured? ☐ Yes ☐ No

**If yes, please attach a copy of the Workers Compensation Form and Record to this report.**

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

\_\_\_\_\_  
 \_\_\_\_\_

Please complete the information and fax or e-mail (and other forms if applicable) to Product Care.  
 The mailing address, email, fax and telephone number are:

7781 Vantage Way, Delta, BC V4G 1A6

[nbpaint@productcare.org](mailto:nbpaint@productcare.org)

FAX: 604-592-2982

PHONE: 1-888-811-6234

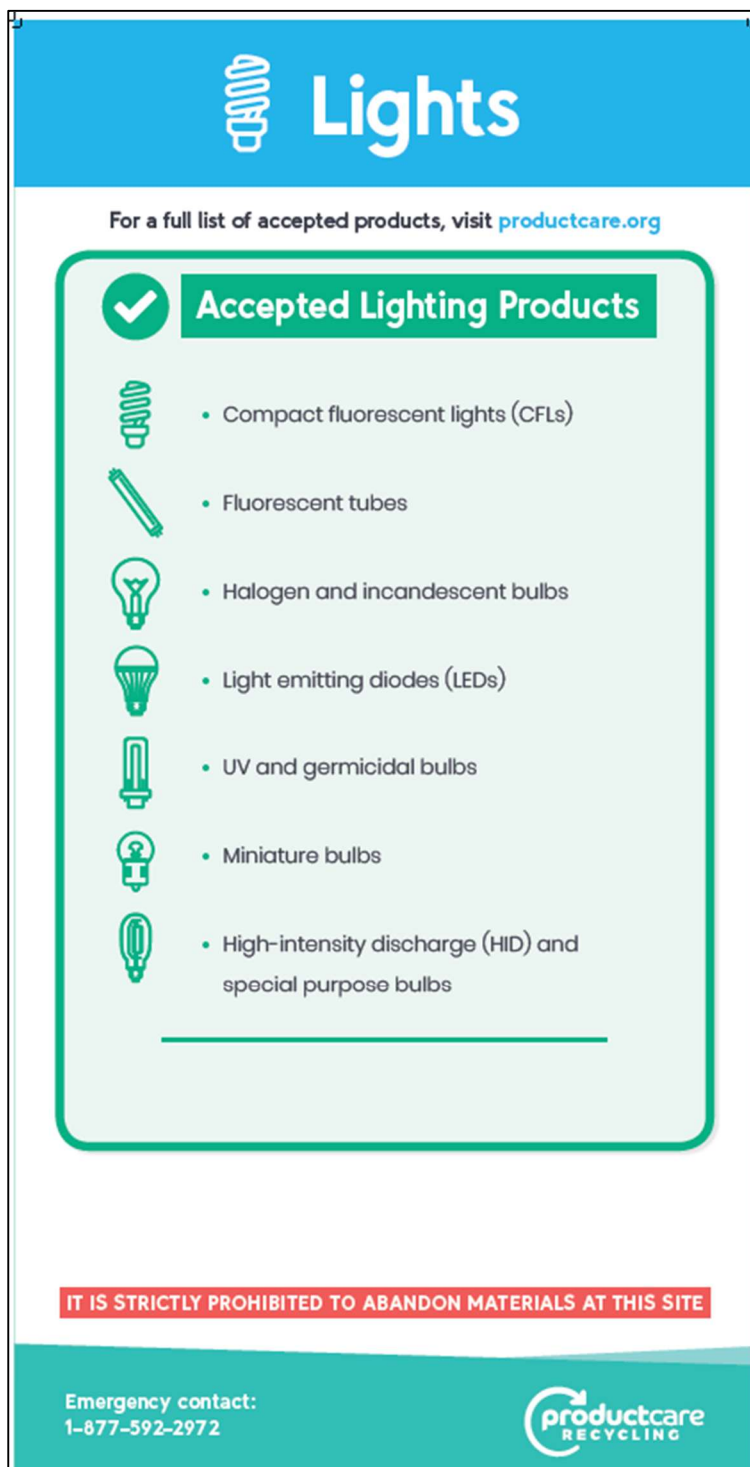
Employee Name \_\_\_\_\_ Signature \_\_\_\_\_

Manager Name \_\_\_\_\_ Signature \_\_\_\_\_



## APPENDIX C: COMMUNICATION MATERIALS

Poster (46"x23"):



## Brochures/Rack Cards (9"x4"):

Front:



Back:

