

NEWFOUNDLAND AND LABRADOR PAINT COLLECTION SITE GUIDELINES

Product Care Recycling

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DISCLAIMER

These Collection Site Guidelines ("Guidelines") are provided to support operators participating in the Newfoundland and Labrador Paint Stewardship Program ("Program") administered by Product Care Association of Canada ("Product Care"). The information is intended as operational guidance only and does not replace or override any applicable federal, provincial, or local laws or regulations.

Operators and staff are responsible for complying with all relevant legislation and regulatory requirements. Product Care assumes no liability for any loss, damage, or injury arising from the use or misuse of the information contained in these Guidelines, or from actions taken outside the scope of the Program.

Some content, such as forms and instructions, may become outdated as processes and regulations evolve. Sites will be notified of relevant updates, which will also be available at www.productcare.org. It is the responsibility of the site operator to ensure that the most current version is used.

Collection sites are workplaces regulated by WorkPlaceNL. Operators must ensure that all staff are trained, informed, and equipped to perform their duties safely. Workers must understand potential hazards, follow safety procedures, and be prepared to respond to emergencies such as spills or fires.

Many products handled under the Program are classified as dangerous goods. Their handling and transport are subject to the Transportation of Dangerous Goods (TDG) Regulations. Site staff should be familiar with these regulations as they apply to their duties.

For additional information, contact the Department of Municipal Affairs and Environment of Newfoundland and Labrador. For workplace safety inquiries, reach out to your local WorkPlaceNL office.

QUICK REFERENCE SHEET

General Inquiries (Product Care):

888-592-2972 | nlpaintrecycle@productcare.org

Field Coordinator:

nlfieldcoordinator@productcare.org

Shipment Requests (Hebert's):

709-747-4789 nlopspaint@productcare.org Fax: 709-745-1577

Order Communication Materials:

888-772-9772 | Fax: 604-592-2982 | productcare.org/promotion-and-education/

Emergency/Spill Reporting (24/7):

888-772-9772 ext. 213

Multi-Materials Stewardship Board (for disposal or non-program inquiries):

800-901-6672 | inquiries@mmsb.nl.ca

Website

Visit www.productcare.org for current forms, updates, and resources.

Important forms

The following forms are included in the Guidelines and should be copied and kept on-site:

- PaintShare Form (Appendix A)
- Monthly Inspection Form (Appendix B)
- Emergency and/or Incident Report Form (Appendix C)
- Paint Site Collection Form (Appendix E)

Records to maintain

The following must be kept in a secure and accessible location for at least two years:

- Bills of Lading (BoLs)
- Monthly inspection records
- Emergency or incident reports
- PaintShare liability forms
- · Staff training records

Additional reference documents

These documents support staff training and program compliance. They do not need to be completed or submitted, but sites should keep a copy on hand:

- Collection Site Guidelines Quiz (Appendix D)
- Non-Program Paint Identification Guide (Appendix F)

1.0 PROGRAM OVERVIEW

The Newfoundland and Labrador Paint Stewardship Program provides residents with a safe and responsible way to dispose of leftover household paint and aerosols. Administered by Product Care Association of Canada, the program is funded by Environmental Handling Fees (EHFs) paid at the point of purchase. It is regulated under the provincial Waste Management Regulation (as amended) but is not a government-operated initiative.

Product Care is a federally incorporated, not-for-profit organization governed by a multi-sector industry board. It operates stewardship programs across Canada in response to provincial regulations, helping to divert potentially hazardous products from landfills and waterways.

The Program only accepts post-consumer paint and is not intended for industrial or non-household products (with the exception of paint aerosols). Paint products must have had an EHF applied at the time of sale to be eligible for drop-off.

Contact information:

Operations Manager, Product Care Toll-free: 1-888-772-9772 ext. 213

Email: OMproductcare.org

To promote responsible use, Product Care encourages the public to follow "B.U.D.S." best practices:

- Buy only what is needed.
- Use it all, or share leftovers with others.
- Drop off what's left at an authorized collection site.
- Store paint safely in sealed, original containers.

2.0 ACCEPTED & NON-ACCEPTED PRODUCTS

Need a quick decision guide? Refer to the acceptance flowchart to help determine if a product is accepted. For visual examples of common non-accepted items, see Appendix F: Non-Program Paint Identification.



ACCEPTED PAINT PRODUCTS

- Interior and exterior water-based (e.g. latex, acrylic) and oil-based (e.g. alkyd, enamel) architectural paint
- · Empty paint containers
- 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)
- · Stucco paint
- Marine paint (unless registered under Pest Control Products Act)
- · Wood finishing oil
- Wood preservatives (unless registered under the Pest Control Products Act)
- Melamine, metal and anti-rust paint, stain and shellac
- Swimming pool paint (single-component)
- Stain blocking paint
- Textured paint
- · Block fillers and sealers
- Wood, masonry, driveway sealer or water repellant (non-tar or bitumen based)

ACCEPTED PAINT AEROSOLS

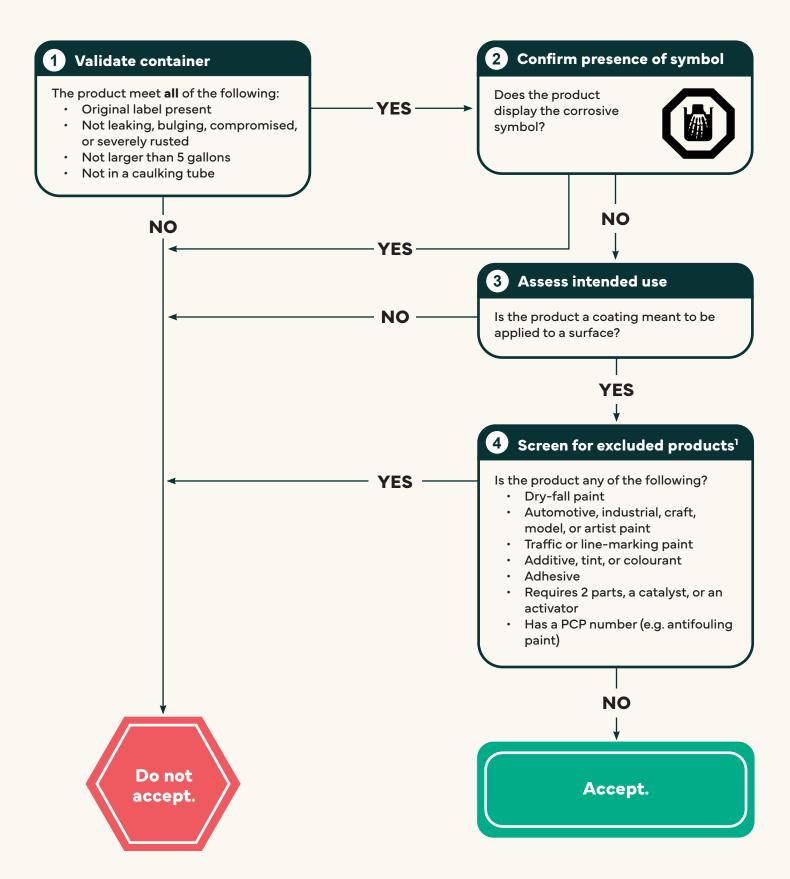
- Paint aerosols of all types including automotive, craft and industrial products
- · Empty paint aerosol containers



NON-ACCEPTED PRODUCTS

- Unlabelled containers
- · Brushes, rags and rollers
- Paint not in their original containers (e.g. glass jars)
- Leaking or improperly sealed paint containers
- Paint containers with poor integrity (e.g. badly rusted, burnt, bulging or leaking)
- Mixed paint (e.g. oil-based with latex)
- Unidentifiable, unknown or unlabelled products
- Industrial paint and finishes
- Paints or wood preservatives that are registered as a pesticide under the Pest Control Products Act (has a P.C.P Registration number on the label)
- · Non-aerosol craft paint
- Automotive paint (non-aerosol)
- Two-part or component paints containing a catalyst or activator
- · Roofing products (i.e. patch, tar or repair)
- Tar or tar/bitumen-based products
- · Traffic or line marking paint
- · Resins, fibreglass
- · Paint thinner, mineral spirits or solvents
- · Deck cleaners
- · Colourants and tints
- Caulking compound, epoxies, glues or adhesives
- · Other household chemicals
- Nitro-cellulose based paints and lacquers
- · Lubricants, oils and antifreeze

ACCEPTANCE FLOWCHART



¹ For visual examples of non-accepted products, refer to Appendix F: Non-Program Paint Identification

3.0 SAFE HANDLING & STORAGE

STORAGE CONDITIONS

All paint must be stored indoors in a clean, dry, and well-ventilated area protected from heat, ignition sources, and unauthorized access.

CONTAINER REQUIREMENTS

Collection containers must remain sealed and upright at all times and never stacked more than two high. Legible labels must face outward.

HANDLING DAMAGED PAINT

Do not accept damaged or leaking containers from the public. If damage occurs during handling on-site, place the container in a secondary containment tray.

SPILL KITS

Keep spill kits in an easily accessible location. All staff must be trained in their use.

MONTHLY VISUAL INSPECTIONS

Inspect the paint storage area at least once per month using the Monthly Inspection Form (Appendix B).

4.0 EMERGENCY RESPONSE

Spills can pose serious risks to people and the environment. All site staff must be trained in spill response protocols and know how to act quickly and safely.



Spill kit supplies

In the event of a spill:

- Immediately alert all staff in the area and secure the spill site.
- Use the spill kit to contain and absorb the spill.
- Wear appropriate personal protective equipment (PPE).
- Do not allow spilled paint or residue to enter drains or water sources.

Once contained, place all contaminated materials (e.g., absorbent pads, rags) into a sealed bin or pail for proper disposal.

Report the incident to Product Care immediately via the 24/7 line:

1-888-772-9772 ext. 213.

In case of fire or other emergency:

- Evacuate the area according to your site's safety procedures.
- · Call emergency services.
- Notify Product Care once the situation is under control.

All spills or emergency incidents must be documented using the Emergency and/or Incident Report Form (Appendix C).

Keep a copy on-site and submit a copy to Product Care.

5.0 PACKING & SHIPMENTS

Shipments should be requested when half of the tubskids on site are full.

Transporter will provide a **Bill of Lading**, **collection container labels**, **and placards** at the time of pickup, but collection site staff are responsible for ensuring materials are properly prepared in advance.

5.1 PACKING INSTRUCTIONS

Original containers

Keep all accepted paint products in original containers.

Separate aerosols

Keep aerosols separate from other paint products.

Secure containers

All collection containers must be tightly sealed.

Do not overfill

Transporter will either ask you to put the overflow into a different tubskid or refuse to accept it.

Label clearly

Refer to section 5.2 for labelling requirements on the tubskids.





Correctly packed tubskids

5.2 TUBSKID LABELS



Each tubskid must display a collection container label, which includes:

Transport of Dangerous Goods (TDG) placard:

- Class 3 (Flammable Liquids) for latex and oil-based paint
- · Class 2.1 (Flammable Gas) for aerosols

Site's depot number and assigned BoL number, both written legibly on the label.

Request a shipment (Hebert's):

Phone: 709-747-4789 Fax: 709-745-1577

Email: nlopspaint@productcare.org





Collection container label on a tubskid

Label placement:

- Attach the label to the outside of the tubskid, to the left of the tubskid number
- Use spray glue or tape if labels do not adhere properly
- Do not place labels on lids or inside containers



BILL OF LADING

Plant: 7781 Vantage Way, Delta, BC V4G 1A6 Tel: 1-877-592-2972 Fax: (604) 592-2982

BILL OF LADING NO. 6

6472

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CARRIER	Hebert's	Recycling						PERMI'	T NOS								
STREET										Nicole 1							
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White Copy - Shipper • Yellow Copy - Transporter • Pink Copy - Consignee

6.0 PAINTSHARE

PaintShare is an optional reuse program that allows residents to pick up leftover paint, free of charge, at participating collection sites.

Site staff must not open, pour, or consolidate paint cans. All PaintShare products must remain sealed until taken by the consumer.

Refer to the official <u>PaintShare Guidelines</u> and <u>PaintShare FAQ</u> at productcare.org for detailed instructions on managing customer expectations, documentation requirements, and product eligibility.

Participating PaintShare sites must retain completed PaintShare Forms (Appendix A) for all products provided to the public.



Example of a PaintShare storage area

APPENDIX A: PAINTSHARE FORM



Send completed form to Product Care via either:

Email: nlopspaint@productcare.org

Fax: 1.604.592.2982

		PAINTSHARE LIAE	BILITY RELEASE	FORM – PLEASE READ C	AREFULLY			
TO: Produc	ct Care Association	n AND TO:						_
			Del	oot Name and Address (Full Maili	ng Address)			
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				Container totals:				
								•
lection Site O	perator's Name (Pl	ease print):		Signature:		Date:		

APPENDIX B: MONTHLY INSPECTION FORM



Send completed form to Product Care via either: Email: nlopspaint@productcare.org

Fax: 1.604.592.2982

MONTHLY PAINT DEPOT INSPECTION CHECKLIST

pot Name	Date
Please provide comments on the above items that ha	ve a cross (*) and list any items you need:
Paint containers are stored in tubskids.	No Incompatible waste stored with 15 Meters
Depot Guidelines are available to staff.	
Program Brochures available.	No Smoking enforced around storage area
Collection area is clean and organized	☐ No Spills
All current staff have been trained.	☐ No Regulatory Infractions
Spill Kits complete and ready for use.	Depot is locked and secured after hours.
Tubskids have lids (weather protection)	clean, in place and readable.
Tubskids are labelled.	'Paint Collection Depot' & 'Product Guideline' signs are
Tubskids and Lids are in good condition.	Total Number of tubskids on site (write)(please include all tubs on site in this total)

APPENDIX C: EMERGENCY AND/OR INCIDENT REPORT FORM



	EMERGENCY AND	O/OR INCIDENT REPORT
Collection Site Name:		
Collection Site Location:		
Employee Name:		
Phone Number:		
Date of incident:		Time of incident:
Instructions:	Check one of the following e a separate form if you need	emergencies and fill out the appropriate information. Attach more space.
SPILL?		
Spill in parking	lot	Type of surface spilled on:
Spill in reception		Gravel
Spill in other a	rea:	Asphalt
Customer caus		Concrete
Spill caused ch		Wood
	olved in reaction (if known):	
IRE?		
Fire in parking	lot	Fire in other area:
Fire in reception	on area	Fire Department called
Fire in aerosol		Fire extinguishers used (if so, the unit(s) must
Fire in paint tu	•	be serviced)
PROPERTY DAMAG	 GE?	
Product Care E	Equipment damaged	Product Care drum damaged
Tubskid damag		Other property damaged:

Describe your response e	ffort (what did you do	?):	
Was staff wearing protec	tive gear?	Was anyone hurt?	
Yes		Yes	
☐ No		No	
No	e WCB Form and Reco	No	
No If yes, attach a copy of th		No ord to this report.	
No If yes, attach a copy of th		No	n the future?
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No If yes, attach a copy of the What are your suggestion Phone and report the incident	dent immediately on to fax to Product Care. The nlopspaint@product Care. 1.888.772.9772 (24 h	No ord to this report. incident from happening incid	Please complete the

APPENDIX D: COLLECTION SITE QUIZ

Date: Name: This quiz checks your understanding of the Collection Site Guidelines. Circle the best answer(s). There may be more than one correct answer. If you're unsure, refer to the manual or ask your site supervisor for clarification. 1. What is the name of this program? a. Product Care Stewardship Program c. Industrial Products Program b. Recycling Program d. Provincial Waste Collection Program 2. Consumers can help protect our environment by a. Not using products that are harmful to the c. Cleaning-up products spilled outside environment or using less harmful ones b. Giving leftover products to someone who d. All of these can use them 3. What are collection site workers responsible for? a. Taking part in safety instructions c. Reporting conditions that may be dangerous d. All of these b. Using work practices described in the instructions 4. How often must the yard and paint storage area be inspected? a. Once a week c. Once a year b. Once a month d. Only if there is a fire or spill 5. Which of the following are not accepted by the program? a. Commercial or industrial products c. Products in containers larger than 20 litres

b. Leaking or poorly sealed containers

d. All of these

a. Paint and paint aerosols	S	c. Pesticides, flammable liquids and gasoline
b. Pesticides, cosmetics a	nd pet products	d. Cleaning products, solvents and insect
7 Haranda ta ba assaidan		atuuma duuma duusta aus
7. Hazards to be consider		•
a. Compressed gas hazard		c. Lifting hazards
b. Tripping & falling hazard	ds	d. All of these
8. When a product is in a	glass container	
a. It must be placed in a to	ote with absorbent	c. It must be sealed in a plastic bag
b. It must not be accepted	k	d. It must immediately be placed in a tubskid
9. Aerosol paint cans		
a. May be dangerous if cru	ushed	c. Must be placed in a drum
b. Could be dangerous in		d. All of these
10 M/hat abould you do in		
10. What should you do in	-	
a. You must act quickly to		c. You must follow spill clean-up procedures
b. You must inform the pro	ogram headquarters	d. All of these
When you have finished t	his quiz, give it to the col	lection site manager for checking.
COLLECTION SITE MANAGER	TO COMDIFTE RELOW	
COLLECTION SHE MANAGER	IO GUMPLETE DELUW	
Score:	Date:	Manager's Signature:

6. Which leftover consumer products are accepted by the program?

ANSWER KEY FOR COLLECTION SITE QUIZ

Site operators should review completed quizzes and go over any incorrect answers to ensure staff understand key safety and program requirements.

- 1. What is the name of this program?
- a. Product Care Stewardship Program
- 2. Consumers can help protect our environment by
- d. All of these
- 3. What are collection site workers responsible for?
- d. All of these
- 4. How often must the yard and paint storage area be inspected?
- b. Once a month
- 5. Which of the following are not accepted by the program?
- d. All of these
- 6. Which leftover consumer products are accepted by the program?
- c. Paint and Paint aerosols
- 7. Hazards to be considered when working with returned products are
- d. All of these
- 8. When a product is in a glass container
- b. It must not be accepted
- 9. Aerosol paint cans
- d. All of these
- 10. What should you do in the case of a spill?
- d. All of these

APPENDIX E: PAINT COLLECTION SITE NOTIFICATION FORM



Send completed form to Product Care via either:

Email: nlopspaint@productcare.org

Fax: 1.604.592.2982

COLLECTION SITE NOTIFICATION FORM

Site Name:	Pl	hone Number
Address:	C	ontact name:
Please complete the info	rmation below depending on your change:	,
riodec complete the line	COLLECTION SITE N.	AME CHANGE
Previous collection site	name:	
New collection site nam	ne:	
Is this a legal name cha	nge?	YES NO
Effective date of name	change:	
	Please note that a legal name cha	nge requires a new contract.
	COLLECTION SITE OWN	ERSHIP CHANGE
Previous collection site	ownership:	
New collection site own	nership:	
Effective date of owner	ship change:	
	Please note that an ownership cha	inge requires a new contract.
	COLLECTION SITE LOC	CATION CHANGE
Previous collection site	location:	
Reason for location cha	nge (please provide details):	
	ation (this is important as Product Care	
must notify the Ministry		Control
Phone number:		Contact name:
Effective date of location	on change:	
	COLLECTION SITE	E CLOSURE
Reason for closure:	NOTES:	
Financial		
Lack of resour	rces	
Selling busine	ss	
Lack of time		
Other:		
	<u>l</u>	

	CHANGE QUESTIONS		
What comments do you have on the Proc	duct Care program(s)?		
What can be improved with the program	(s) in the future?		
	()		
Would you participate in the Product Car	re program(s) again?	NO NO	
Other Comments:			
By signing this form, I verify that no unrepo	orted spills have occurred at this site:		
By signing this form, I verify that no unrepo	orted spills have occurred at this site:		
By signing this form, I verify that no unrepo	orted spills have occurred at this site: Print Name	Date	
		Date	

APPENDIX F: NON-PROGRAM PAINT IDENTIFICATION

































Note: This is not a complete list of non-program products. If you're unsure about an item, contact Product Care for guidance.









Wood filler







