



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Some content, such as forms and instructions, may become outdated as processes and regulations evolve.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:
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: OM@productcare.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 repellent (non-tar or bitumen based)

ACCEPTED PAINT AEROSOLS

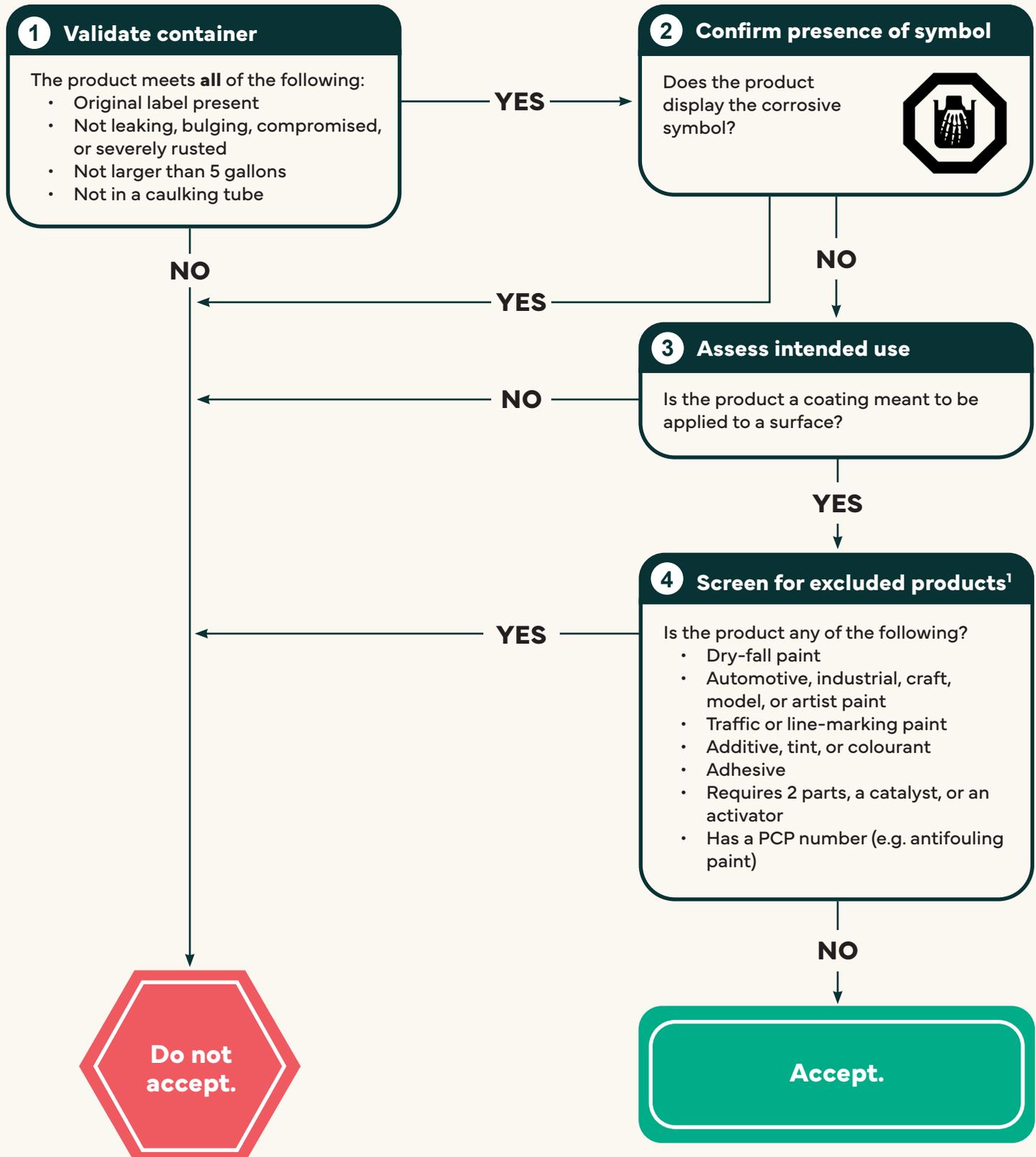
- Paint aerosols of all types including automotive, craft and industrial products
- Empty paint aerosol containers



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

1

Original containers

Keep all accepted paint products in original containers.

2

Separate aerosols

Keep aerosols separate from other paint products.

3

Secure containers

All collection containers must be tightly sealed.

4

Do not overfill

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

5

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.



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

Request a shipment (Hebert's):

Phone: 709-747-4789

Fax: 709-745-1577

Email: nlospaint@productcare.org

5.3 BILL OF LADING (BOL) EXAMPLE



BILL OF LADING

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

BILL OF LADING NO. 6472

CARRIER Hebert's Recycling			PERMIT NOS.		
STREET 53 Walsh Avenue			DISPATCHER Nicole Hare		
CITY Miramichi	PROV NB	PC E1N 3A5	PHONE 1-506-773-1880	FAX 1-506-773-1881	

CONSIGNOR (FROM) NL Paint Recycling Depot			###	CONSIGNEE (TO) Hebert's Recycling - Mount Pearl		
STREET			STREET 93 Glencoe Drive			
CITY	PROV NL	PC	CITY Mount Pearl	PROV NL	PC A1N 4S7	
PHONE ###	FAX ###		PHONE 709-697-5771 (Cel)	FAX A1N 4S1		

FROM SHIPPER:

UN #	Shipping Name	CLASS	PG	Description	Qty	Unit	# of outer means of Containment	Type of means of containment
NA	NA	NA	NA	N/A		n/a		
NA	NA	NA	NA	N/A		n/a		
UN1950	AEROSOLS	2.1		Aerosol Paint (Drum)		Litres		Drum
UN1263	PAINT	3	II	Paint (Flash Point <23)		Litres		Large Bin
UN1263	PAINT	3	II	Paint (Flash Point <23)		Litres		Large Bin
UN1950	AEROSOLS	2.1		and/or Aerosol Paint Combined		Litres		Large Bin

TO SHIPPER:

NO. OF PIECES	DESCRIPTION OF ARTICLE	WT.	UNIT	COMMENTS
	n/a			
	n/a			
	n/a			
	Empty Tubskids		Kg	

24-HOUR NUMBER	PLACARD REQ.	PLACARD TYPE	QUANTITY
TERRAPURE 1-800-567-7455	YES	Class 3 or Danger	4
Equivalency Certificate SU 12925. Empty means of containment returning to the collection site.			

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.
NL Paint Recycling Depot		Hebert's Recycling - Mount Pearl		Hebert's Recycling		.	
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

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 [PaintShare Guidelines](#) and [PaintShare FAQ](#) 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: nloppaint@productcare.org

Fax: 1.604.592.2982

PAINTSHARE LIABILITY RELEASE FORM – PLEASE READ CAREFULLY

TO: Product Care Association AND TO: _____
 Depot Name and Address (Full Mailing Address)

- I confirm that the product (the "Product") received by me today is offered as part of a free "PaintShare". I also acknowledge that Product Care, the Depot Owner/Operator and all other organizers, sponsors and contractors of the PaintShare (collectively the "Sponsors") make **NO REPRESENTATION OR WARRANTY AS TO THE MERCHANTABILITY, QUALITY, CONTENTS OR ORIGINS OF THE PRODUCT OR TO THE FITNESS OF THE PRODUCT FOR ANY PURPOSE.**
- I accept the Product "*as is*" and I acknowledge that the Product has not been inspected by any of the Sponsors. **I ACCEPT ALL RISKS ASSOCIATED WITH ANY USE OF THE PRODUCT WHATSOEVER.** In consideration for the Product, I release the Sponsors from all claims, damages, losses, causes of action, or actions arising from the receipt and/or use of the Product. I am aware that by signing this release, I am waiving all legal rights against the Sponsors in relation to the acceptance and use of the Product.
- The term "Product Care" as used in this release includes the Product Care's members, officers, directors, employees, agents and contractors.
- I acknowledge that if I have any reason to suspect that the Product has been altered in any way or that the contents are not represented by the original label information, I should not use the Product, and I may return it to any Product Care Authorized Paint Collection Depot in my area without charge.

Date: (please print)	Name: (please print)	Signature: (confirming release of liability)	Phone number: (please print)	Project the paint will be used for	Latex (# of containers)		Alkyd (oil) (# of containers)	
					1 GAL	5 GAL	1 GAL	5 GAL
Container totals:								

Collection Site Operator's Name (Please print): _____ Signature: _____ Date: _____

APPENDIX B: MONTHLY INSPECTION FORM



Send completed form to Product Care via either:

Email: nloppaint@productcare.org

Fax: 1.604.592.2982

MONTHLY PAINT DEPOT INSPECTION CHECKLIST

Month _____ Year _____

Please mark each box - Check (✓) if Okay or Cross (x) if Attention Needed

<input type="checkbox"/> Tubskids and Lids are in good condition.	<input type="checkbox"/> Total Number of tubskids on site (write) _____ (please include all tubs on site in this total)
<input type="checkbox"/> Tubskids are labelled.	<input type="checkbox"/> 'Paint Collection Depot' & 'Product Guideline' signs are clean, in place and readable.
<input type="checkbox"/> Tubskids have lids (weather protection)	<input type="checkbox"/> Depot is locked and secured after hours.
<input type="checkbox"/> Spill Kits complete and ready for use.	<input type="checkbox"/> No Regulatory Infractions
<input type="checkbox"/> All current staff have been trained.	<input type="checkbox"/> No Spills
<input type="checkbox"/> Collection area is clean and organized	<input type="checkbox"/> No Smoking enforced around storage area
<input type="checkbox"/> Program Brochures available.	<input type="checkbox"/> No Incompatible waste stored with 15 Meters
<input type="checkbox"/> Depot Guidelines are available to staff.	
<input type="checkbox"/> Paint containers are stored in tubskids.	

Please provide comments on the above items that have a cross (x) and list any items you need:

Depot Name

Date

Person completing Form (please print name)

Signature

APPENDIX C: EMERGENCY AND/OR INCIDENT REPORT FORM



EMERGENCY AND/OR INCIDENT REPORT

Collection Site Name:			
Collection Site Location:			
Employee Name:			
Phone Number:			
Date of incident:		Time of incident:	
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"/> Type of surface spilled on:
<input type="checkbox"/> Spill in reception area	<input type="checkbox"/> Gravel
<input type="checkbox"/> Spill in other area: _____	<input type="checkbox"/> Asphalt
<input type="checkbox"/> Customer caused spill	<input type="checkbox"/> Concrete
<input type="checkbox"/> Spill caused chemical reaction	<input type="checkbox"/> Wood
<input type="checkbox"/> Chemicals involved in reaction (if known):	
<input type="checkbox"/> _____	

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

Describe in detail the incident or accident. This includes exposure to chemicals, smoke, chemical inhalation and bodily injuries, as well as property damage. If a spill occurred, what was spilled, and any other information that is important to this incident:

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

Was staff wearing protective gear?

- Yes
 No

Was anyone hurt?

- Yes
 No

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

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

Phone and report the incident immediately on the emergency phone line. Please complete the information and email or fax to Product Care. The email, fax, and emergency telephone number are below:

Email:	nlospaint@productcare.org		
Emergency Telephone:	1.888.772.9772 (24 hours)		
Fax:	604.592.2982		
Employee Name:		Signature:	
Manager Name:		Signature:	

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
- b. Recycling Program
- c. Industrial Products Program
- d. Provincial Waste Collection Program

2. Consumers can help protect our environment by

- a. Not using products that are harmful to the environment or using less harmful ones
- b. Giving leftover products to someone who can use them
- c. Cleaning-up products spilled outside
- d. All of these

3. What are collection site workers responsible for?

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

4. How often must the yard and paint storage area be inspected?

- a. Once a week
- b. Once a month
- c. Once a year
- 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
- b. Leaking or poorly sealed containers
- c. Products in containers larger than 20 litres
- d. All of these

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

- a. Paint and paint aerosols
- b. Pesticides, cosmetics and pet products
- c. Pesticides, flammable liquids and gasoline
- d. Cleaning products, solvents and insect

7. Hazards to be considered when working with returned products are

- a. Compressed gas hazards
- b. Tripping & falling hazards
- c. Lifting hazards
- d. All of these

8. When a product is in a glass container

- a. It must be placed in a tote with absorbent
- b. It must not be accepted
- c. It must be sealed in a plastic bag
- d. It must immediately be placed in a tubskid

9. Aerosol paint cans

- a. May be dangerous if crushed
- b. Could be dangerous in a fire
- c. Must be placed in a drum
- d. All of these

10. What should you do in the case of a spill?

- a. You must act quickly to control it
- b. You must inform the program headquarters
- c. You must follow spill clean-up procedures
- d. All of these

When you have finished this quiz, give it to the collection site manager for checking.

COLLECTION SITE MANAGER TO COMPLETE BELOW

Score:

Date:

Manager's Signature:

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: nloppaint@productcare.org

Fax: 1.604.592.2982

COLLECTION SITE NOTIFICATION FORM

Site Name:		Phone Number	
Address:		Contact name:	

Please complete the information below depending on your change:

COLLECTION SITE NAME CHANGE

Previous collection site name:

New collection site name:

Is this a legal name change?

YES

NO

Effective date of name change:

Please note that a legal name change requires a new contract.

COLLECTION SITE OWNERSHIP CHANGE

Previous collection site ownership:

New collection site ownership:

Effective date of ownership change:

Please note that an ownership change requires a new contract.

COLLECTION SITE LOCATION CHANGE

Previous collection site location:

Reason for location change (please provide details):

New collection site location (this is important as Product Care must notify the Ministry of the Environment):

Phone number:

Contact name:

Effective date of location change:

COLLECTION SITE CLOSURE

Reason for closure:

Financial

Lack of resources

Selling business

Lack of time

Other:

NOTES:

CHANGE QUESTIONS

What comments do you have on the Product Care program(s)?

What can be improved with the program(s) in the future?

Would you participate in the Product Care program(s) again?

YES

NO

Other Comments:

By signing this form, I verify that no unreported spills have occurred at this site:

Signature

Print Name

Date

APPENDIX F: NON-PROGRAM PAINT IDENTIFICATION



Roof tar, or repair
Often in caulking tubes



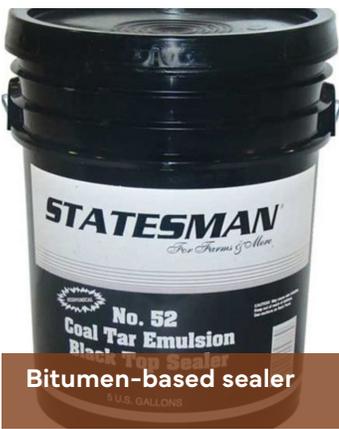
Roof membrane primer
or adhesive



Bitumen-based driveway
sealer



Bitumen-based
foundation coating



Bitumen-based sealer



Automotive paint



Automotive thinner and
spray gun cleaner



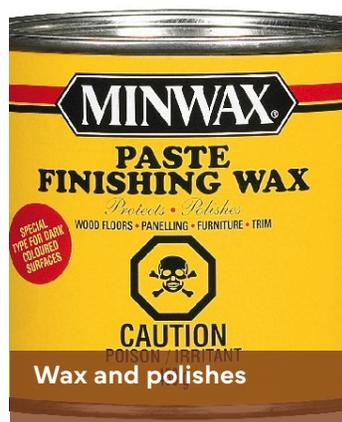
Caulking tubes



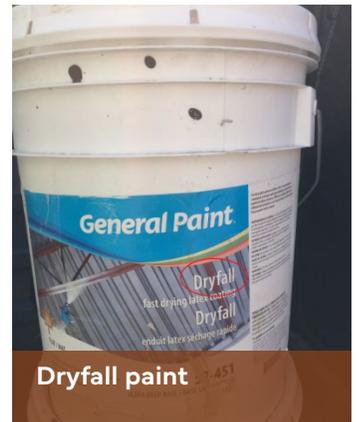
Cement (mortar based
or flammable)



Cleaners



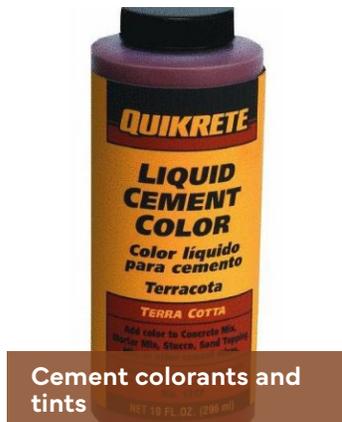
Wax and polishes



Dryfall paint



Cement or concrete
additives



Cement colorants and
tints



2-part floor coatings



Craft paint

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



Fabric paint



Drywall compound, drywall mud



Spackle



Wood filler



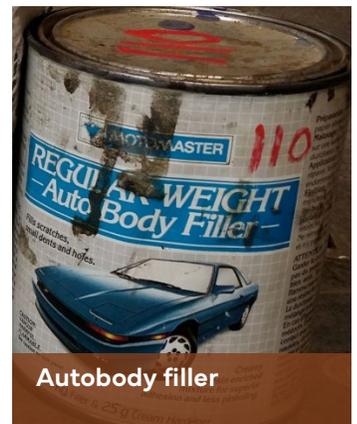
Wood putty



Floor patch/floor leveller



Stucco patch



Autobody filler



Fibreglass patch or repair



Paint not in original containers



Label is illegible or missing



Traffic paint



Line marking paint



WHMIS/GHS labelling



Pre-catalyzed or component A or B



Industrial paint

