

Nova Scotia Paint Collection Site Guidelines

AUGUST 2021



DISCLAIMER

The Collection Site Guidelines (“Guidelines”) are intended to provide guidance to operators participating as a collection site in the Nova Scotia Paint Stewardship Program (the “Paint Recycling Program”). Agreements or contracts referencing Product Care training, collection site or depot manual, guide, or guidelines are all referring to these guidelines.

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

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

Forms provided in the Guidelines may not be current due to changes in processes, regulations and procedures. Updates will be provided to your collection site as required and posted on the www.productcare.org website. Please ensure you are using the most updated version.

The collection site is a place of work regulated by the Worker’s Compensation Board of Nova Scotia. Further information should be provided by your supervisor. In addition to the Guidelines, collection sites must comply with all environmental, health and safety regulations to ensure workers are properly trained and equipped for their work and they understand the:

- Hazards they may encounter in their work;
- Safety practices needed to protect themselves from harm; and
- Actions they may need to take in the event of an emergency, such as a spill or fire.

Products handled under the Paint Recycling Program are dangerous goods. The handling, offering for transport (shipping) and transportation of dangerous goods are regulated under the Transportation of Dangerous Goods (TDG) Regulations. Some or all parts of the regulations may apply to your operations. Further information should be provided by your supervisor.

Further information about environmental requirements can be obtained from Nova Scotia Environment (NSE). Further information about workplace safety can be obtained from your local Worker Compensation Board office

QUICK REFERENCE SHEET

Contact Information

Product Care Association

Toll Free: 1.888.592.2972 - Ext 440

Email: nspaintrecycle@productcare.org

PCA Local Program Coordinator

- Scott Morash
- 902-719-6988
- nsfieldcoordinator@productcare.org

Shipment Requests(Divert NS)

Primary contact: Dara Spicer

Phone: 902-956-2317

Email: dspicer@divertns.ca

Fax: 902-897-1945

Secondary Contact: Brenda Carrigan

Phone: 902-956-1724

Email: bcarrigan@divertns.ca

Fax: 902-897-3256

Ordering Communication Materials

Phone: 1-888-772-9772

Fax: 604.592.2982

Website: <https://www.productcare.org/service-partners/promotion-and-education/>

In Event of a Spill

Phone (Product Care Association): 1.877.592.2972 (24 hours) – Ext 445 (Operations Manager)

Divert NS

Toll Free: 1-877-313-7732

Email: info@divertns.ca

Important Information

Websites:

www.productcare.org

Important Forms

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

- Paint Share (formerly Paint Exchange & Paint ReUse) Form (see Appendix A)
- Emergency and/or Incident Report Form (see Appendix B)
- NS Paint Collection Site Guidelines Quiz & Answers (see Appendix C)
- NS Paint Collection Site Notification Forms (see Appendix D)

Keep Important Records On Hand

The following records must be kept in a secure location so they can be produced when requested by a Product Care representative or a regulatory compliance officer:

- Emergency and/or incident reports
- Training records
- Paint Share Liability Forms

NOTE: Keep these records for a minimum of two years

CONTENTS

QUICK REFERENCE SHEET	5
Important Information	5
CONTENTS	7
LIST OF ABBREVIATIONS	8
GLOSSARY OF TERMS	8
1 PAINTRECYCLE PROGRAM	9
2 RESOURCES	10
2.1 Regulations	10
3 RESPONSIBILITIES	11
3.1 Collection Site Operator	11
3.2 Collection Site Employee	11
4 COLLECTION SITE SET-UP	12
4.1 Access to the Collection Site.....	12
4.2 Storage Space Requirements.	12
4.3 Supplies.....	12
4.4 Communication Materials and Collection Site Signage.....	14
4.5 Security & Access.....	16
5 ACCEPTED AND NOT ACCEPTED PRODUCTS	17
5.1 Paint Products We Accept	17
5.2 Products Not Accepted as Paint	18
6 COLLECTION SITE OPERATIONS	21
6.1 Receiving and Handling Products from Consumers.....	21
6.2 Storing Products	22
6.3 Shipping and Transport.....	23
6.4 Paint Share Program.....	27
6.5 Health & Safety Hazards	33
7 EMERGENCIES	35
7.1 Emergency Plan	35
7.2 Emergency Training	35
7.3 Fire	35
7.4 Dealing with a Spill.....	35
8 VISITS BY PRODUCT CARE’S REPRESENTATIVE	40
APPENDIX A. PAINT SHARE FORM	41
APPENDIX B. EMERGENCY AND/OR INCIDENT REPORT FORM	45
APPENDIX C. NS PAINT COLLECTION SITE GUIDELINES QUIZ	49
APPENDIX D. NS PAINT COLLECTION SITE NOTIFICATION FORMS (Change in Name, Address, Owners and Collection site Closure)	53
APPENDIX E. PAINT ACCEPTANCE FLOW CHART	65
APPENDIX F. ACCEPTABLE PROGRAM PAINT IDENTIFICATION FOR PAINT COLLECTION SITES	69
APPENDIX G. NON-PROGRAM PAINT IDENTIFICATION FOR PAINT COLLECTION SITES	115
APPENDIX H. NON-PROGRAM AEROSOL IDENTIFICATION FOR PAINT COLLECTION SITE	254

LIST OF ABBREVIATIONS

NS	Nova Scotia
GHS	Global Harmonization System (formerly WHMIS)
NSE	Nova Scotia Environment
PCA	Product Care Association of Canada
PPE	Personal Protective Equipment
TDG	Transportation of Dangerous Goods
WCB	Workers Compensation Board
WHMIS	Workplace Hazardous Materials Information System

GLOSSARY OF TERMS

Program Products	Products accepted at collection sites operating under an agreement with Product Care
Guidelines	Collection Site Guidelines (formerly Depot Manual)
Program	NS Paint Stewardship Program

1 PAINTRECYCLE PROGRAM

Product Care Association of Canada (“PCA”) manages the Paint Stewardship Program in NS. The Program. The Program provides consumers with the opportunity to return leftover household paints through local collection sites.

Product Care is a federally incorporated; not-for-profit product stewardship association formed in response to stewardship regulations and is governed by a multi-sector industry board of directors.

The products collected through the Program are those included within the Nova Scotia Solid Waste-Resource Management Regulation (“Regulation”) under the Province’s Environment Act. This is NOT a government-run program.

Product Care encourages consumers to do their part in protecting our environment by using the following practices (B.U.D):

- **B**uy only the amount of paint needed for the job.
- **U**se up all paint or give leftovers to friends or neighbours who can use them.
- **D**ispose of leftover paint containers safely and responsibly at a Paint Recycling collection site.

For any left-over paint, remember to store paint products safely for future use in properly sealed, original containers.

The Paint Recycling Program is funded by Environmental Handling Fees (also referred to as EHF or Eco-Fees), and therefore products where an Eco-Fee has not been paid are not acceptable in the Paint Recycling Program. This program is:

- Not meant for commercial or industrial products, except aerosol paint.
- Not meant for Non-Household Paint products (for example roofing products, etc.).
- Meant for **POST-CONSUMER** products **ONLY** (no materials that are returned to stores, part of an insurance claim or not yet sold).

Additional Information Contact

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

Operations Manager
Product Care Association
Tel: 604.592.2972 or Toll-Free 1.877.592.2972 x445
Fax: 604.592.2982
Email: OM@productcare.org

2 RESOURCES

2.1 Regulations

Collection sites must adhere to all legal requirements. The following lists some applicable regulations that relate directly to the Paint Recycling Program. Please ensure you review ALL your legal requirements.

Federal Transportation of Dangerous Goods Act/Transportation of Dangerous Goods Regulation: Federal Transportation of Dangerous Goods Regulations (TDG Regulations) applies to all dangerous goods collected, handled and transported from collection sites. The collection site operator must sign the Manifest/Movement Document (also referred to as a BOL) provided by the transporter and keep their copy at the collection site for 2 years. For more information, refer to <https://www.tc.gc.ca/en/transport-canada/corporate/acts-regulations/regulations/transportation-dangerous-goods.html>

NS Solid Waste-Resource Management Regulations: This regulation sets out the obligations for stewardship programs in the province, including requirements for collection sites that service the Program. For further information refer to the regulations at <https://novascotia.ca/just/regulations/regs/envsolid.htm>

NS Health & Safety Regulations: The Health and Safety Regulation contains legal requirements that must be met by all workplaces under the inspectional jurisdiction of NS WCB. The purpose of the Regulation is to promote occupational health and safety and to protect workers and other persons present at workplaces from work-related risks to their health, safety, and well-being. Compliance with the requirements provides the basis on which workers and employers, in cooperation, can solve workplace health and safety problems. For more information, refer to <https://www.novascotia.ca/just/regulations/regs/ohsworkplace.html>

3 RESPONSIBILITIES

3.1 Collection Site Operator

As the operator of a collection site, you are responsible for ensuring that:

- The requirements described in the Guidelines are applied correctly at the collection site.
- Employees have read the Guidelines and successfully completed the NS Paint Collection Site Guidelines Quiz (see Appendix D) to demonstrate they know the practices they must follow.
- Employees are supervised to ensure they follow the Guidelines, and use any supplied PPE and equipment
- Report to Product Care, any faulty equipment belonging to Product Care or any damage to Product Care's equipment
- Evaluate their complete site operations to ensure they are in compliance with any applicable OHS Regulations.
- Items are accepted at no charge to the consumer

Change of Collection Site Information

Collection sites must provide Product Care written notice a minimum of 120 days in advance of any changes to contact and/or site info including email addresses, operating hours, location, ownership, etc.. See Appendix E for the Collection Site Notification Forms. Please choose the appropriate form for the change you are making.

3.2 Collection Site Employee

All collection site employees are responsible for ensuring their work is performed correctly. Employees must:

- Take part in any instruction or training offered
- Have read the Guidelines and successfully completed the quiz
- Be aware of and apply the work practices and requirements described in the Guidelines correctly
- Report any condition to their supervisor and/or collection site operator that may be dangerous
- Ensure you are following the Guidelines and are using any supplied equipment

4 COLLECTION SITE SET-UP

4.1 Access to the Collection Site

The collection site must be open for the public during regular business hours to return leftover products. The Paint Recycling Program is not a self-drop system and so public must be supervised when returning leftover products.

4.2 Storage Space Requirements

Paint and Paint Aerosol Products

The storage area must have a minimum space of two tubskids (two 4'x4'squares) for storing products. All accepted program paints, including paint aerosols, are to be placed in one tubskid. Tubskids for collecting paint can be stored inside or outside in a secure (ex. fenced) area. If stored outside, the lid must be kept on so to minimize water entry.

4.3 Supplies

Important Forms

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

- Emergency and/or Incident Report Form (see Appendix C)
- NS Paint Collection Site Guidelines Quiz (see Appendix D)
- Paint Share Form (formerly Paint Exchange & Paint ReUse) (see Appendix A)
- Collection Site Notification Forms (see Appendix E)

Collection Materials

Product Care supplies the collection site with the following equipment:

- Storage containers
 - Tubskids
- Safety equipment
 - Spill kit

FIGURE 1: TUBSKID CONTAINER AND UN RATED DRUM



Tubskid

FIGURE 1: SAFETY EQUIPMENT



Spill Kit

IMPORTANT

- All equipment remains the property of Product Care and must be returned upon closure of the collection site
- Report any equipment damaged or service requirements
- Approval is required for equipment maintenance or repairs
- Only use equipment provided by the program for the program
- All Product Care provided equipment including collection containers are NOT to be used for any other reason



NOTE: Product Care does **NOT** provide personal protective gear that may be required by NS Worker's Compensation Board safety regulations for your place of work, such as protective clothing, safety shoes, hard hats for regular day to day tasks or special equipment that may be needed in a fire or other emergency.

4.4 Communication Materials and Collection Site Signage

Ordering Communication Materials

Communication materials may be obtained by phone (1.877.592.2972), fax (604.592.2982) or through our website at <https://www.productcare.org/service-partners/promotion-and-education/>. If ordering online, choose your province and program when ordering information materials and they will be shipped to you.

Product Care provides the following communications materials*:

- Paint Collection area sign (1). Second one for main entrance is available upon request
- Brochures

*Signs and brochure may be different than pictured in guidelines due to updates.

Collection Area Sign

The sign indicates that the location is a paint collection site and lists the products that are accepted and not accepted. The sign must be placed in a highly visible location near the paint collection area. **We recommend that these signs are installed where you are accepting these products so the consumers and your staff can easily refer to them.**



Paint

For a full list of accepted products, visit productcare.org

Accepted Paint Products

- Household paint (interior or exterior, water or oil based; includes latex, acrylic, alkyd, enamel) and primers (metal, wood, etc.)
- Varnish and urethane (only single component), wood finishing oil, melamine, stain, shellac paint
- Anti-rust, concrete, metal, and masonry paint
- Single component paints including stain blocking, swimming pool, textured, and drywall paint or stucco paint
- All types of paint aerosols
- Empty containers of accepted products

Maximum paint container size: 25 litres
Maximum paint aerosol size: 680 grams or 24 ounces

Not Accepted Products

- Unknown, unlabelled, rusted, bulging, or non-original containers
- Non-aerosol industrial paints and finishes (e.g. baked-on, heat resistant, etc.), non-aerosol craft or automotive paint
- Roof patch and repair, tar or tar/bitumen based products
- Caulking compound, epoxies, glues and adhesives
- Non-aerosol traffic or line-marking paint
- Brushes, rags and rollers
- Colourants and tints
- Household cleaners (wood, deck, wall, or surface cleaners)

IT IS STRICTLY PROHIBITED TO ABANDON MATERIALS AT THIS SITE.

Emergency contact:
1-877-592-2972

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RECYCLING

FIGURE 2: COLLECTION AREA SIGN¹

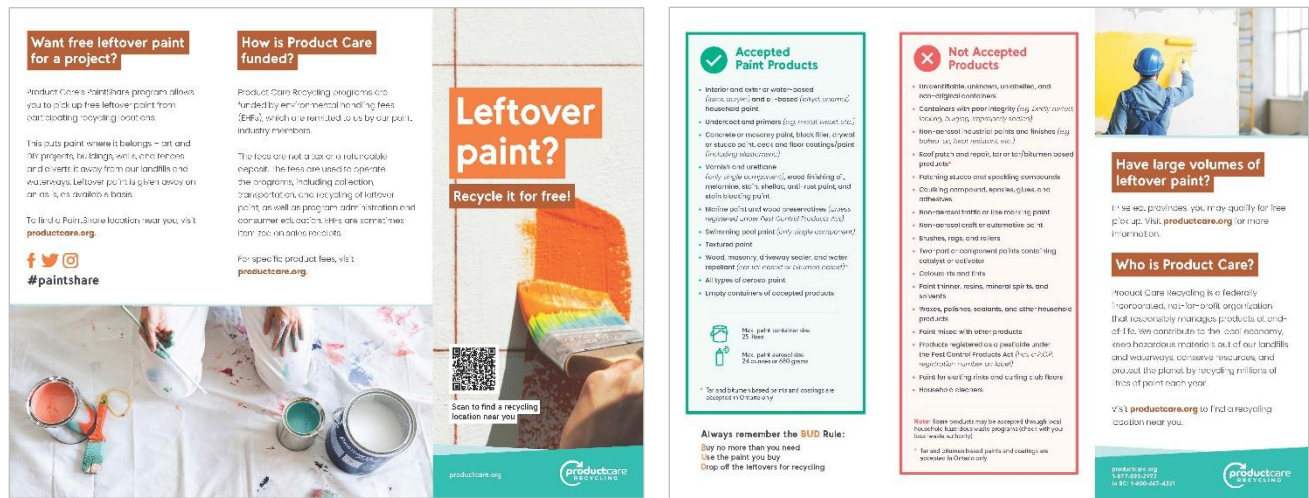
¹The image is as of July 2020. This may not be same as what you have on site due to updates.

Promotional Materials

Product Care supplies promotional materials (brochures, etc.) containing important information about the Paint Recycling Program and the products that may be returned.

The brochure offers information about the Paint Recycling Program, including a list of accepted products and encourages the consumer to follow the B.U.D Rule: **Buy** what you need, **Use** what you buy, **Drop** off any leftovers for recycling.

FIGURE 3: BROCHURE (LEFT) AND BACK (RIGHT)¹



Want free leftover paint for a project?

Product Care's PaintShare program allows you to pick up free leftover paint from paint-depositing recycling locations.

This extra paint (where it belongs) can find a new home at projects, buildings, with friends, friends, and e-commerce from our landfills and curbside. Leftover paint is given away on an as-is, as available basis.

To find a PaintShare location near you, visit productcare.org

#paintshare

How is Product Care funded?

Product Care Recycling programs are funded by environmental levelling fees (ELF), which are remitted to us by our paint industry members.

The fees are not a tax or a refundable credit. The fees are used to operate the programs, including collection, transportation, and recycling of leftover paint, as well as program administration and consumer education. There are sometimes non-fee on other costs.

For specific product fees, visit productcare.org

Leftover paint? Recycle it for free!

Scan to find a recycling location near you

Accepted Paint Products

- Interior and exterior water-based latex, acrylic, and oil-based (alkyd, enamel), household paint
- Undercoat and primers (egg, metal, wood, etc.)
- Concrete or masonry paint, block filler, drywall or stucco seal, floor coatings/paint (including elastomeric)
- Varnish and urethane
- Only single component, wood finishing oil, melamine, stain, shellac, and tar/bitumen based stain blocking paint
- Multifunctional wood preservatives (unless regulated under the Control Pesticides Act)
- Sealing and repair (only single component)
- Textured paint
- Wood, masonry, driveway sealer, and water resistant (but not mineral oil or urethane)
- All types of aerosol paint
- Empty containers of accepted products

Max. paint container size: 25 litres
Max. paint aerosol size: 680 grams or 24 ounces

¹To add bulk based on size and coatings are accepted in Canada only

Not Accepted Products

- Interior/Exterior, masonry, urethane, and non-volatile solvents
- Containers with poor integrity (eg. dents, dented, leaking, dented, improperly sealed)
- Non-aerosol industrial paints and finishes (eg. baked-on, heat resistant, etc.)
- Roof patch and repair, tar or tar/bitumen based products
- Painting stucco and spackling compounds
- Caulking compound, epoxies, glues and adhesives
- Non-aerosol traffic or line marking paint
- Non-aerosol craft or automotive paint
- Brushes, rags, and rollers
- Tar or bitumen based products
- Colourants and tints
- Household cleaners, mineral spirits, and solvents
- Waxes, polishes, sealants, and other household products
- Paint mixed with other products
- Products regulated as a pesticide under the Pest Control Products Act (PCPA, or PCPC registration number on label)
- Paint for roofing tiles and curbing or sub-floors
- Household cleaners

Note: Some products may be accepted through local Product Care paint-depositing programs with your local waste authority

¹ Tar and bitumen based paints and coatings are accepted in Canada only

Have large volumes of leftover paint?

If we see, provide you the quality for free pick up. Visit productcare.org for more information.

Who is Product Care?

Product Care Recycling is a federally incorporated, not-for-profit organization that responsibly manages products at end-of-life. We contribute to the local economy, save hazardous materials out of our landfills and curbside, conserve resources, and protect the planet, by recycling millions of litres of paint each year.

Visit productcare.org to find a recycling location near you.

productcare.org
1-877-592-2972
In BC: 1-800-471-4321

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RECYCLING

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

4.5 Security & Access

When the collection site is closed or not attended, people or animals must be prevented from accessing the site to ensure that stored products are protected from incorrect handling or damage. All collection containers must be either secured inside a locked and fenced enclosure or inside the collection site.



NOTE: Do **NOT** allow public access to the collection area without supervision.

NOTE: This Program is **NOT** a self-drop system. Do **NOT** let consumers leave items without reviewing them with your staff or place products directly into the collection containers. They may choose the wrong collection container, drop off unacceptable items or may pack the products incorrectly.

The collection containers are to be located in an area that is relatively flat, on solid ground and have easy access for staff and trucks for shipment. It is preferred to have the collection containers on paved ground.

Abandoned Materials

If items are abandoned onsite during or after hours, take them inside, inspect and sort appropriately. Products not accepted by the program that are abandoned onsite must be disposed of through an appropriate method. For advice on how to manage this material, contact your <https://www.novascotia.ca/nse/waste.facilities/facilities.hhw.asp>

5 ACCEPTED AND NOT ACCEPTED PRODUCTS

5.1 Paint Products We Accept

Paint products accepted by the Paint Recycling Program are architectural (household) paints and coatings in labeled containers under 25 litres (5 gallons) in size and all aerosol paints (automotive, craft and industrial). There are two main types of architectural paints sold to consumers: latex (water-based, often titled “acrylic”) paints and alkyd (oil-based) paints. Both types are accepted by the program regardless of the sheen (gloss, eggshell, matte), or transparency.

ALL containers accepted for collection must:

- Be properly sealed with no leaks.
- In original container for the product.
- Have original, manufacturer labels, clearly identifying their contents.
- Be accepted at no charge



WARNING: An improperly sealed container poses a fire, health and safety and environmental risk. **DO NOT** open containers on site.

Paint Products Accepted by the Program:

- ✓ Interior and exterior water-based (e.g. latex, acrylic) and oil-based (e.g. alkyd, enamel) architectural paint
- ✓ Deck, porch and floor coating (including elastomeric)
- ✓ Varnish and urethane (single-component)
- ✓ Concrete and masonry paint
- ✓ Drywall paint
- ✓ Undercoats and primers (e.g. metal, wood, etc.)
- ✓ Stucco paint
- ✓ Marine paint (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 based or bitumen based)
- ✓ Already empty paint containers

Maximum size: 25 litres (5 gallons)

Paint Aerosols Accepted by the Program:

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

Maximum size: 680 grams (24 ounces)

5.2 Products Not Accepted as Paint

The following products are **NOT** accepted by the Program:

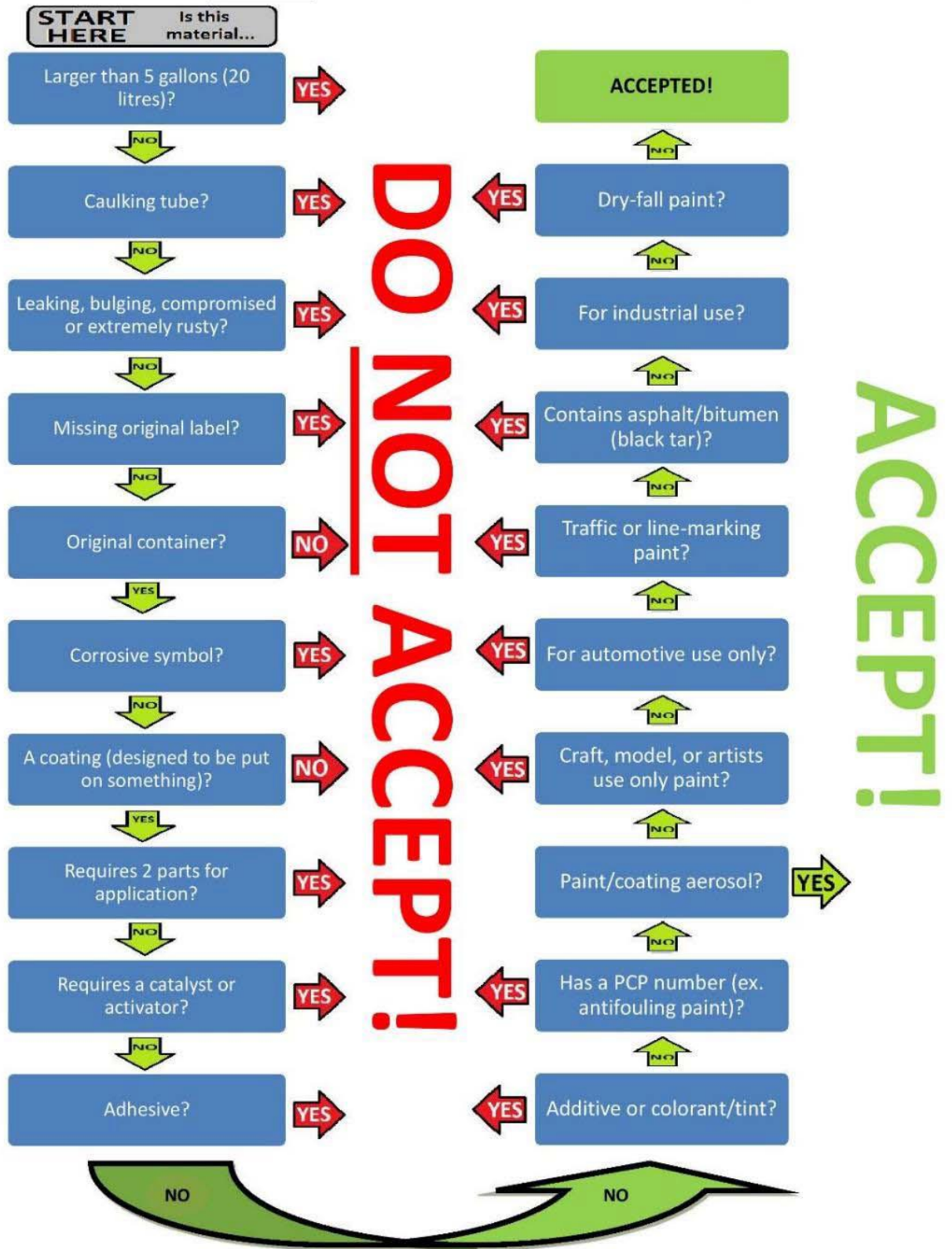
- ✘ Unlabelled containers
- ✘ Brushes, trays, rags and rollers
- ✘ Paint not in their original containers (e.g. glass jars)
- ✘ Leaking or improperly sealed paint containers
- ✘ Paint containers with poor integrity (e.g. badly rusted, burnt, bulging or leaking)
- ✘ Mixed paint (e.g. oil-based with latex)
- ✘ Unidentifiable, unknown or unlabelled products
- ✘ 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
- ✘ Non-aerosol automotive paint
- ✘ Two-part or component paints often containing a catalyst or activator
- ✘ Roofing products (i.e. glue, patch, tar or repair)
- ✘ Asphalt, tar or tar/bitumen-based products
- ✘ Non-aerosol traffic, field, zone or line marking paint
- ✘ Resins, fibre-glass
- ✘ Paint thinner, mineral spirits or solvents
- ✘ Deck cleaners
- ✘ Colorants and tints
- ✘ Caulking compound, epoxies, glues or adhesives
- ✘ Other household chemicals
- ✘ Nitro-cellulose based paints and lacquers
- ✘ Lubricants, oils and antifreeze
- ✘ Windshield Washer Fluid
- ✘ Oil & Latex paints that are mixed in the same container
- ✘ Spray Foam
- ✘ Spray Gun Cleaners
- ✘ Line Marking Paint in paint form (Non-Aerosol)

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

Additional training is available at our Service Partners Page on our website www.productcare.org

It is illegal to send unacceptable product to Product Care for Disposal.

PAINT ACCEPTANCE FLOW CHART



Preparing collection containers for pickup:



- Tubskids - Packed correctly. NOT overfilled, not above the rim, lids must fit tight.

Make sure that:

- You label each tubskid. Labels provided
- Write your Depot number on the label



6 COLLECTION SITE OPERATIONS

6.1 Receiving and Handling Products from Consumers

Receiving, Examining and Handling Products



When handling and examining products, keep the products at waist level or as close as possible, to lower the risk of getting any liquid product in your eyes.

1. Before accepting a product, examine it to ensure it is:
 - Accepted program product
 - In its original container and clearly labelled
 - The container is sealed and leak proof (i.e. not dented such that the cap or lid will not seal, or so rusty that it can easily be punctured)
2. If the paint is suitable for the Paint Share Program, put it aside for reuse (see section 6.4 on Paint Share). Otherwise, if the container is acceptable, place it in a transfer area.
3. At regular intervals, take the products from the transfer area and place them in the correct collection containers.

FOR PAINT-IN-A-BAG CONTAINERS

Some paint is sold from the manufacturer in bags. The material is considered a program product; and so should be accepted at your collection site, whether it is full, partially full, or empty. The same restrictions apply as with regular paint containers (no leaks, with a cap, and original label) as well as ensuring no rips or tears. Once verified as acceptable, please pack the paint- in-a-bag into your collection tub/skid. Please see section 6.2 for detailed instructions on packing collection containers.



NOTE: This Program is **NOT** a self-drop system. Do **NOT** let consumers leave items without reviewing them with your staff or place products directly into the collection containers. They may choose the wrong collection container, drop off unacceptable items or may pack the products incorrectly.

Drop-Off Volumes

If a customer wants to return a large number of items that are more than your site can handle:

1. Accept what you can manage.
2. Ask the customer to return another time with the remainder of the items.
3. Direct the customer to contact Product Care if they are unable to return or in the future if they have large numbers of items to return.

If you accept large volumes that hinder your day-to-day collections, Product Care cannot guarantee immediate service.



WARNING:

NEVER open a product to see what is inside.

NEVER transfer or pour products on site.

NEVER open a container to verify its contents.

NEVER guess at what is contained inside the container.

ALWAYS wear appropriate gloves and PPE when handling products

Dealing with an Unacceptable Product

DO **NOT** accept unacceptable product.

1. Provide the consumer with a Product Care brochure.
2. Direct the consumer to call their local municipality for information regarding alternative disposal.

6.2 Storing Products

Paint products must be stored safely to ensure that containers are not knocked over, spilled or create a risk of fire.

Rules for packing tubskids:

- Pack all products with the lids upright so they do not leak or spill.
- As Paint-in-a-Bag containers are non-rigid plastic nothing can be stacked on top of them. Keep bags on top of the pails and cans in the tubskid.
- Ensure the bag is not pinched when stacking containers into the tubskid
- When packing tubskids, pack heavy items at the bottom with additional smaller products packed on top.
- Pack the collection containers as tight as possible. This helps to keep containers in place and avoids spillage.
- Never overfill the collection container. Make sure the lid sits flat on top.
- Always keep lids on the collection containers to protect the contents from rain and snow.



IMPORTANT: All paint products must be stored in the correct collection containers at the end of each business day.

FIGURE 4: CORRECTLY PACKED TUBSKIDS



6.3 Shipping and Transport

It is important to contact Divert NS for a pick-up prior to filling all your empty collection containers. If you do not have any empty collection containers remaining to receive acceptable products, you must discontinue accepting products until empty collection containers arrive. Explain to the public that this is for environmental and safety reasons and that they can return at a later date with their products. Continuing to accept products after all your tubskids are full and storing the products on the ground or elsewhere increases the potential for spills, which in turn increases environmental risk and safety concerns. Your collection site may incur a severe penalty should a spill occur or risk of closure.

Depending on your location, please allow up to 7 (seven) business days for a pick-up.

Requesting a Shipment

Transport time can take up to 7 (seven) business days so shipments should be ordered when:

- Half of the tubskids on your site are full

To request a pickup, please contact the hauler of the Program (Divert NS)

Primary Contact: Dara Spicer

- Phone: 902-956-2317
- Email: dspicer@divertns.ca
- Fax: 902-897-1945

Secondary Contact: Brenda Carrigan

- Phone: 902-956-1724
- Email: bcarrigan@divertns.ca
- Fax: 902-897-3256

When ordering a shipment for pick-up please indicate:

- Your collection site name and address
- Your name
- Number of collection containers
- Any supplies required (spill pads or socks for refilling spill kit, Paint Share labels, tubskid labels etc.)

Depending on your location, allow up to 7 (seven) business days for a pick-up.

Preparing Collection Containers for Removal

Complete the following steps when preparing collection containers for pickup:

- Pack collection containers following the directions in 6.2 of the Guidelines.
- Keep the loading area clear.



FIGURE 5: HAZARDOUS COLLECTION CONTAINER LABELS

- Place the labels for paint (Class 3), per requirements (see below) and place on the collection containers for shipping (see Figure 5).
 - This is a requirement under the *Transportation of Dangerous Goods Regulation*. The labels have the product name on the bottom of them.
- The hazardous collection container label is to be placed to the left of the tubskid number on the outside of the tubskid or on the side of a drum between the first and second 'ridge'.
 - Please see Figure 5 for tubskid label placement.
 - If the label will not stick to the outside of the tubskid, please use an additional adhesive such as spray glue.
 - Please do not place the hazardous collection container label on the lid or inside the tub, change the size of the labels or cut the labels in half.
 - Under no circumstances should you ship full collection containers without the correct labels.

NOTE: Do **NOT** overfill collection containers. Lids must fit tight and be level for loads to be properly secured for transport. To ensure this, do not stack products above the rim of the collection containers. If a lid cannot be closed, the transporter will either ask you to put the overflow into a different collection container or will refuse to accept it.

You may be required to assist the transporter to load and unload. Ensure a forklift (or other loading equipment) is available to assist the transporter.

Documentation & Visual Identification

The following documents are associated with the collection of program products:

- Collection container labels
- TDG Placards (see Figure 8)

FIGURE 8: TDG PLACARDS



Class 3 placard

The transporter will have the electronic shipping document, the required collection container labels, and the placards with them at the time of pick up. As required by the TDG Regulations, make sure that:

- The shipment matches the information found on the electronic shipping document.
- The collection container labels are attached to each shipping container.
- If requested, open the collection containers for the driver to verify the contents.
- Ensure a staff member is available to handle these requirements to avoid shipping delays.

Preparing collection containers for pickup:

- Tubskids - Packed correctly. NOT overfilled, not above the rim, lids must fit tight.



Make sure that:

- Label each tubskid. Labels provided

6.4 Paint Share Program

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

The Paint Share program is a popular initiative that helps to protect the environment while at the same time providing consumers with leftover paint for their small home projects. When you signed on to be a collection site for the Paint Recycling Program, you were given the opportunity to also become a Paint Share site. If you are not currently offering paint for reuse through the Paint Share program and would like to start, please contact Product Care via info on Page 2.

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



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

Examples of Paint Share storage areas







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



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

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

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

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

Paint Containers Suitable for Paint Share

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



NEVER open cans to verify contents.

Paint Share Rules:

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

Procedure for Taking Paint

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

- d. Determine if the paint is latex (water-based) or alkyd (oil-based).
 - e. Record the number of containers taken based on paint type and container size. Please make sure this is legible. Note: This form is only for 3 Litre (1 gallon) or larger containers. If the container size is smaller than 3 Litres, there is no need to record it. And only write down the size of the container – do not estimate what the contents are.
3. Attach an orange Paint Share sticker to each can (see Figure 9). It is best to put the label on top of the can (over the lid) so that it does not cover the instructions and warnings.
 4. At the end of the page, add up the total number of containers taken.
 5. Stop writing when all lines are used. Start a new form, even if all the items are for one person.

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

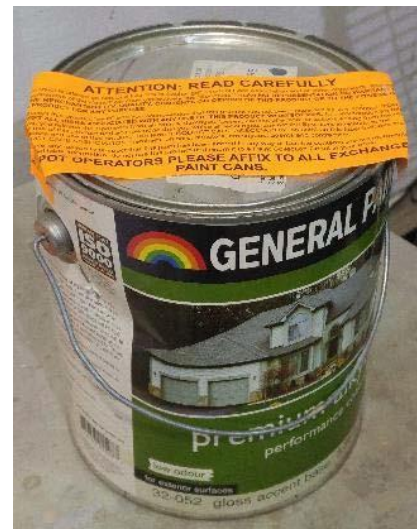
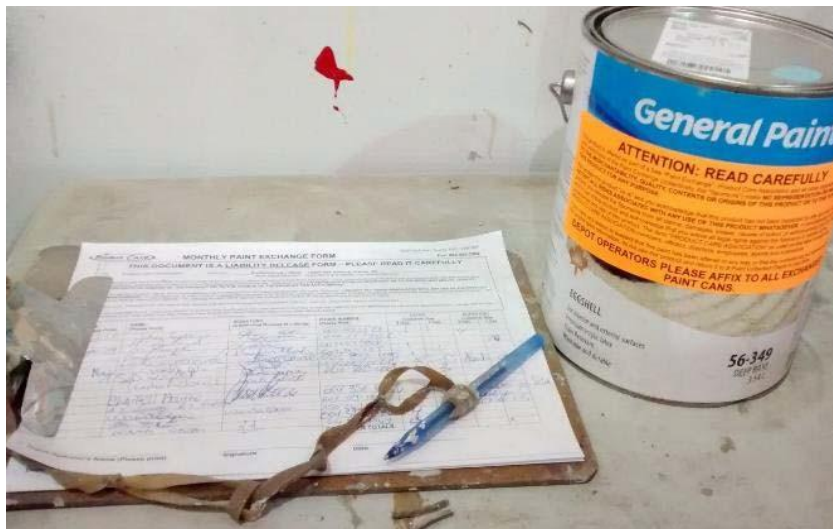
FIGURE 9: PAINT SHARE STICKER IN USE



Waiver Sticker



Waiver Sticker on can



6.5 Health & Safety Hazards



NOTE: This section is only provided as an additional reference and guidance for your company/organization's Health and Safety Program and Emergency Plan; follow those instructions.

General safety guidelines for handling paint:

- No smoking near the paint collection and storage area.
- Do **NOT** open paint containers.
- Do **NOT** accept improperly sealed containers or unknown materials.
- Do **NOT** accept non-program materials.
- Read the label on each container to confirm the product is accepted by the program.
- Follow basic hygienic procedures.
- Follow the procedures outlined in these Guidelines.

Tripping Hazards

Since products must be carried from the customer vehicle to the staging area, and then to the collection containers, pathways must be well lit and kept clear of obstructions.

Lifting Hazards

Removing products from a customer's vehicle and/or staging areas and placing them in collection containers requires bending and lifting. Handling containers incorrectly could result in injury. To reduce the chance of injury, use the following precautions:

- Bring objects near to the body when lifting and do not try to lift at arm's length.
- Bend the knees and keep the back straight.
- Never try to lift more than can be lifted safely. Ask for assistance if needed.
- All items must be carried at waist level or as close as possible.

Hazard Symbols

Depending on the type of paint, the label may display warning or hazard symbols. The following are some common product hazard signs found on paint containers:

Poison Hazard



This symbol is a warning that the product could be toxic if you inhale its vapours, if you accidentally swallow it or if it makes contact with your eyes or skin.

Avoid breathing vapours, ingestion and skin contact.

Explosive Hazard



A compressed gas is a product whose contents are under pressure (e.g., an aerosol can).

Do **NOT** throw the container and store the product in appropriate containers. It may be dangerous if the container is accidentally heated, punctured or crushed.

Flammable Hazard



Alkyd (oil-based) paint typically contains flammable or combustible ingredients, which means these materials will ignite and continue to burn if exposed to a flame or source of ignition.

Avoid breathing in fumes, build-up of vapours, open flame, spark or heat, ingestion and skin contact.

Toxic Hazard



This symbol is a warning that the product has other affects that could be toxic over time or with consistent exposure.

Avoid ingestion and skin contact.

Protection from Other Hazards

At the collection site, there may be physical hazards such as moving vehicles or objects that could fall and cause an injury. These hazards are different in every collection site so it is very important for the operator to identify them and ensure workers are able to take necessary precautions.

First Aid

A first aid program is required in all places of work. First aid requirements are regulated by NS Worker's Compensation Board and depend on the type of business and the number of workers present.

7 EMERGENCIES

7.1 Emergency Plan

It is important for the operator and collection site workers to know what actions must be taken in case of a fire or spill. The correct emergency action depends upon the location of the collection site and whether a local fire department is able to respond. Accordingly, please follow your own emergency plan and use the information below as a reference.

7.2 Emergency Training

If collection site workers are given responsibilities in an emergency, they should be trained in their assigned duties, including the correct use of emergency equipment or emergency procedures. They should also practice the correct response actions on a regular basis. Your local fire department may be able to assist in this training.

7.3 Fire

Every work site must have a fire safety plan in place. The following are some suggestions for procedures in case of a fire.

- Ensure safety by evacuating the site and moving everyone to a predetermined safe location up wind of the fire.
- Call the fire department.
- If it is safe to do so, use a fire extinguisher to put out the fire.
- Report the fire to the program office at the number shown on the list of Emergency Contacts.
- Complete the Emergency and/or Incident Report form and send it to Product Care immediately, when it is safe to do so



NOTE: Your local fire department will be able to assist in recommending fire incident procedures for your site.

7.4 Dealing with a Spill

It is important that all collection site workers know the correct steps to take in the event of a spill when a product is dropped or damaged during handling (collection, storage, and shipment).

Spill Kits

Product Care provides each collection site with a spill kit to deal with emergency spills of program products. It is the operator's responsibility to ensure the spill kit location is known to staff, contains all of the required supplies originally provided and is quickly and easily accessible to collection site staff at all times. Storage of spill kit in the same place over long periods of time can accumulate in dust and dirt/debris being on top. Please clean off bag regularly to avoid build-up and risk of injury to staff when retrieving the bag.

Spill kits come equipped with:

- 1x disposal bag (to place used materials in)
- 1x spill response mini poster
- 2x 4' universal absorbent socks
- 50x oil absorbent spill pads

FIGURE 11: SPILL KIT SUPPLIES



Spill Response



NOTE: Large spills that cannot be safely managed by your staff, escapes containment, spills that reach waterways, chemical reactions or fires should be handled by qualified professionals. Do not attempt to respond to such incidents. Follow the collection site emergency response procedure in your Emergency Plan.

Your local fire department is trained in handling dangerous goods incidents. We strongly suggest developing a response plan with their assistance and cooperation.

In the event of a spill, take the following steps:

1. **CARE:** Ensure personal safety by evaluating the spill or incident. For spills that can be managed by collection site staff, wear any protective gear required to perform regular site activities, and secure the area.

2. **CONTROL:** Stop the flow by placing the spilling container in a position where the least amount will spill
Examples: an open container on its side would be placed upright, placing the leaking container into another container, or placing a spill sock around the container to catch the spill.



- Determine if there is a drain near the spill. If so, wrap the absorbent sock around the drain to stop any potential liquid from entering. Absorbent socks can also be used to circle spills to contain liquids and prevent further spread. Make sure to overlap the ends of socks to create leak-proof barriers.



- Sprinkle floor dry around the spill to avoid springing as well as over the spill to help with clean up



- Absorbent pads should be placed directly on spills to absorb liquids quickly.



3. CLEAN-UP:

- Use the materials in the spill kit to contain and clean up the spill.
- Collect all the spilled material with absorbent and/or absorbent pads and place it in the plastic bag(s), along with any used spill control supplies, contaminated protective clothing you may be wearing (i.e. gloves) and cleaning materials.





- Seal the plastic bag(s) containing the recovered spilled material.
- Label the bag(s) to identify the contents and contaminants and place it in the collection container that the spilled container would have been packed into.



- Remove any contaminated clothing. Wash thoroughly to remove spilled material from your hands or body.
- Replace any used spill control supplies. Additional replacement supplies can be ordered from Product Care (indicate so on your Incident Report form).

4. CONTACT:

- Report ALL spills where the spill kit supplies are used, and all other incidents involving program materials or program equipment, to Product Care at 1.877.592.2972 Ext 6 (24 hours).
- After reporting the incident, complete the Emergency and/or Incident Report Form with all the details of the spill and send it to Product Care immediately:

Fax: 604.592.2982

Email: nsopspaint@productcare.org

- ☐ According to the provincial Environmental Emergency Regulations, spills of the following sizes must also be reported to Nova Scotia Environment (NSE). To report an environmental emergency such as a spill, call 1-800-565-1633. **A spill in excess of 100 litres of a flammable liquid must be reported.**

Replacement supplies can be requested for free* from Product Care in three ways:

- When you call for pickup
- On the incident report form

* Replacement supplies are only free if incident report forms have been provided to indicate appropriate spill kit use. There will be a charge for replacing spill kits and/or supplies that are lost, misused or used for non-Product Care tasks.

8 VISITS BY PRODUCT CARE'S REPRESENTATIVE

Product Care representatives may visit your location. Please assist the representative by having your records readily available. These visits are also a valuable opportunity to discuss any concerns or questions you may have about the Paint Recycling Program. If between visits you have any concerns or questions, please contact Product Care rather than waiting until a Product Care rep comes to visit. Please see contact info on Quick Reference sheet located at the beginning of these guidelines to determine the correct person to contact.

APPENDIX A. PAINT SHARE FORM



Send completed form to Product Care via either:

Email: nsopspaint@productcare.org

Fax: 1.604.592.2982

PAINT SHARE 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 "Paint Exchange". I also acknowledge that Product Care, the Depot Owner/Operator and all other organizers, sponsors and contractors of the Paint Exchange (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

DATE: (Please Print)	NAME: (Please Print)	SIGNATURE: (Confirming Release of Liability)	PHONE NUMBER: (Please Print)	WHAT WILL YOU PAINT (i.e., Project the Paint will be used for)	LATEX (# of containers)		ALKYD (OIL) (# of containers)	
					1 GAL	5 GAL	1 GAL	5 GAL
CONTAINER TOTALS:								

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

APPENDIX B. EMERGENCY AND/OR
INCIDENT REPORT FORM

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

FIRE?

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

PROPERTY DAMAGE?

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

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: nsospaint@productcare.org

Emergency Telephone: 1.888.772.9772 (24 hours)

Fax: 604.592.2982

Employee Name:

Signature:

Manager Name:

Signature:

APPENDIX C. NS PAINT
COLLECTION SITE GUIDELINES QUIZ

Print your name

Date

This quiz lets you see how much you have learned by reading the manual. There may be more than one correct answer to each question. **Circle the best answer**, for example b. If you do not know an answer, look it up in the manual. When you finish, give the quiz to the collection site operator to discuss any mistakes you may have made.

1. This program is called the
 - 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. Reducing the amount of products used and giving leftover products to someone who can use them
 - c. Cleaning-up products spilled outside
 - d. All of these

3. Collection site workers are 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. Which of these products 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

5. What of these leftover consumer products are accepted by this program?
 - a. Gasoline, diesel fuel and propane
 - b. Pesticides, cosmetics and pet products
 - c. Paint and paint aerosols
 - d. Cleaning products, solvents and insect repellents

6. 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

7. 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

8. In 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 operator for checking.

(The following section is to be completed by the collection site manager)

SCORE:		DATE:		Manager's Signature
---------------	--	--------------	--	----------------------------

ANSWERS TO QUIZ

This information is provided for the collection site operator to check a completed quiz and discuss any misunderstandings that the worker may have.

1. This program is called the
 - a. **Product Care Stewardship Program**
2. Consumers can help protect our environment by
 - d. **All of these**
3. Collection site workers are responsible for
 - d. **All of these**
4. An inspection of the yard, storage room equipment and supplies is required
 - b. **Once a month**
5. Which of these products are not accepted by the program?
 - d. **All of these**
6. What of these leftover consumer products are accepted by this 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 leaking or glass container
 - b. **It must not be accepted**
9. Aerosol paint cans are
 - d. **All of these**
10. In case of a spill
 - d. **All of these**

APPENDIX D. NS PAINT
COLLECTION SITE NOTIFICATION
FORMS (Change in Name, Address,
Owners and Collection site
Closure)

PAINT COLLECTION SITE NOTIFICATION FORM

Site Name:		Phone Number	
Address:		Contact name:	

Please complete the below information depending on your change:

COLLECTION SITE NAME CHANGE	
Previous collection site name:	
New collection site name:	
Is this a legal name change? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Effective date of name change:	
<i>Please note that a legal name change requires a new contract.</i>	
COLLECTION SITE OWNERSHIP CHANGE	
Previous collection site ownership:	
New collection site ownership:	
Effective date of ownership change:	
<i>Please note that an ownership change requires a new contract.</i>	
COLLECTION SITE LOCATION CHANGE	
Previous collection site location:	
Reason for location change (please provide details):	
New collection site location (this is important as PCA must notify the Ministry of the Environment):	
Phone number:	Contact name:
Effective date of location change:	
COLLECTION SITE CLOSURE	
Reason for closure: <input type="checkbox"/> Financial <input type="checkbox"/> Lack of resources <input type="checkbox"/> Selling business <input type="checkbox"/> Lack of time <input type="checkbox"/> Other:	NOTES:

CHANGE QUESTIONS

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

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

Would you participate in the PCA 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>

Please send the completed for to:

Email: nsospaint@productcare.org

Fax: 604.592.2982

Mail: 7781 Vantage Way
Delta, BC V4G 1A6



7781 Vantage Way, Delta, B.C. V4G 1A6
Phone: 604 592-2981 Fax: 604 592-2982
Web: www.productcare.org

NOTIFICATION OF OWNER CHANGE

Name of Collection site _____
Collection site Phone No.: _____
Collection site Address: _____
Collection site Contact: _____
Effective Date: _____

SALE DETAILS

With the new ownership, will the corporation named on the contract remain same or will it be changing? This will help determine if new contracts are required.

corporate name is changing corporate name is staying same

NEW OWNER CONTACT INFO:

Name: _____
Address: _____
Email: _____
Phone: _____

CURRENT OWNER CONTACT INFO:

Forwarding address, email & phone number (soon to be Previous Owner)

Reason for change of owner : (please give details):



PRODUCT CARE ASSOCIATION
7781 Vantage Way, Delta, B.C. V4G 1A6
Phone: 604 592-2921 Fax: 604 592-2982
Web: www.productcare.org

NOTIFICATION OF ADDRESS CHANGE

Name of Collection site _____

Collection site Phone No.: _____

Collection site Address: _____

Collection site contact: _____

Effective Date: _____

NEW ADDRESS - this is very important, as we have to give 30 days' notification to the Ministry of Environment before you can start collecting at new site

Name: _____

Address: _____

Email: _____

Phone: _____

Hours: _____

Reason for change of location (Please use additional paper if required):

Please provide the steps involved in making this decision to change locations: (Please use additional paper if required)



PRODUCT CARE ASSOCIATION
7781 Vantage Way, Delta, B.C. V4G 1A6
Phone: 604 592-2911 Fax: 604 592-2982
Web: www.productcare.org

NOTIFICATION OF NAME CHANGE

Current Name of Collection site _____

Collection site Phone No.: _____

Collection site Address: _____

Collection site Contact: _____

Effective Date: _____

CHANGE DETAILS

With the name change, is this an "operating as" or a legal name change? Will the corporation named on the contract remain the same or will it be changing? This will help determine if new contracts are required

corporate (Legal) name is staying the same; just the operating name is changing

corporate (Legal) name is changing

NEW COLLECTION SITE NAME INFO:

New name of Collection site: _____

Email: _____

Phone: _____

Reason for the name change: (please give details):

Please provide the steps involved in making this decision to close: (Please use additional paper if required)



PRODUCT CARE ASSOCIATION
7781 Vantage Way, Delta, BC V4G 1A6
Phone: 604 592-2920 Fax: 604 592-2982
Web: www.productcare.org

NOTIFICATION OF ADDRESS CHANGE

Name of Collection site _____

Collection site Phone No.: _____

Collection site Address: _____

Collection site Contact: _____

Effective Date:.....

NEW ADDRESS - This is very important, as we have to give 30 days' notification to the Ministry of Environment before you can start collecting at new site

Name _____

Address: _____

Email: _____

Phone: _____

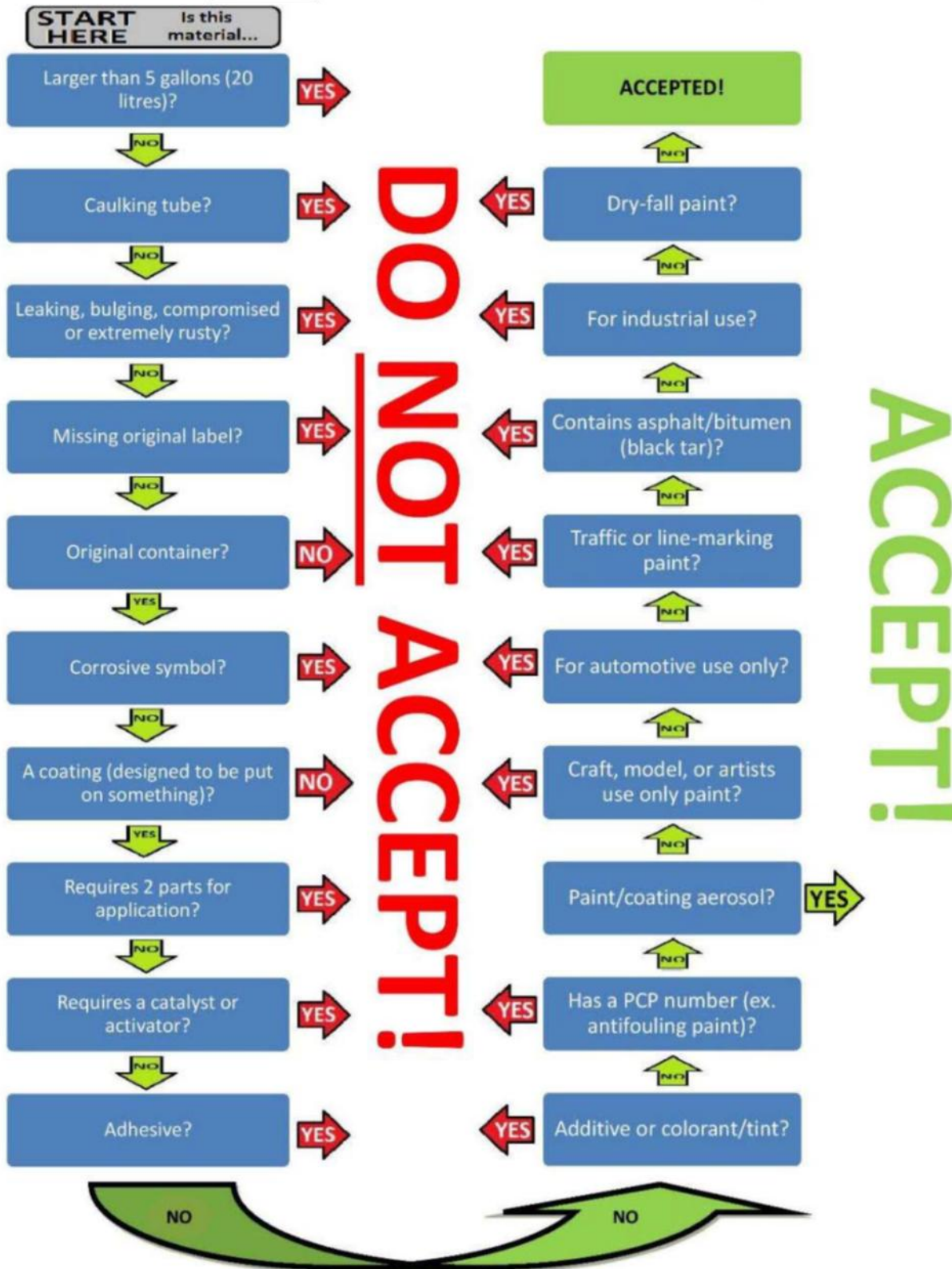
Hours: _____

Reason for change of location (Please use additional paper if required)

Please provide the steps involved in making this decision to change locations(Please use additional paper if required):

APPENDIX E. PAINT ACCEPTANCE
FLOW CHART

PAINT ACCEPTANCE FLOW CHART



**APPENDIX F:
ACCEPTABLE PROGRAM
PAINT IDENTIFICATION
FOR PAINT COLLECTION
SITES**



Contents

BLOCK FILLERS.....	5
SWIMMING POOL PAINT.....	8
PORCH, FENCE & DECK PAINT.....	10
FLOOR PAINT, CONCRETE PAINT, ANTI-SKID or SLIP PAINT.....	12
WOOD COATINGS like Varnish, Stain, Protector, Preservatives and Finishing Oils.....	16
RUST and ANTI-RUST PAINT.....	20
UNDERCOATS AND PRIMERS.....	22
STAIN BLOCKERS AND STAIN KILLERS.....	25
PAINTS & COATINGS.....	27
MASONRY, STUCCO AND BRICK PAINT.....	29
WATERPROOFING & WATER REPELLANT COATINGS.....	32
DRIVEWAY SEALERS.....	34
TEXTURED PAINTS.....	35
SPECIALTY PAINTS.....	37
SAMPLES and TESTERS.....	41
ROOF & SHINGLE COATINGS.....	43
MARINE FINISHES & COATINGS.....	44

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

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







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





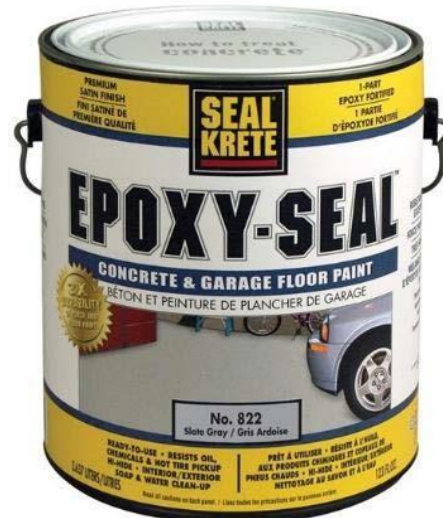
PORCH, FENCE & DECK PAINT are acceptable





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





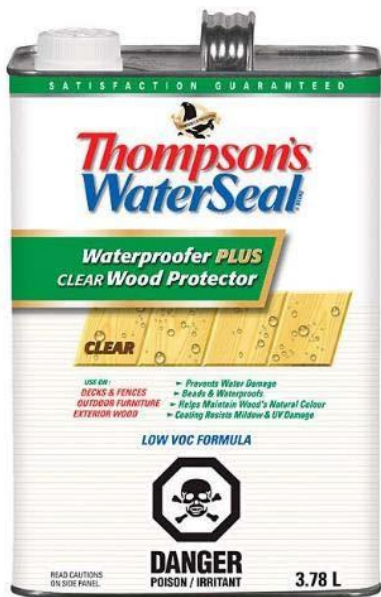
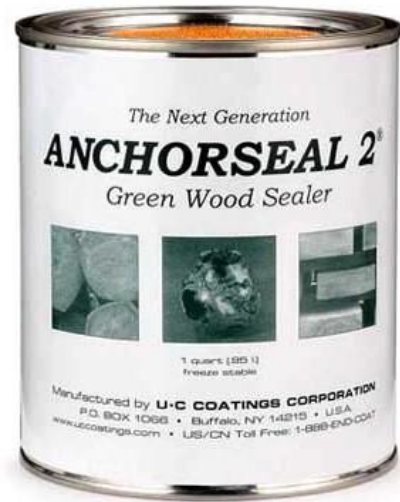


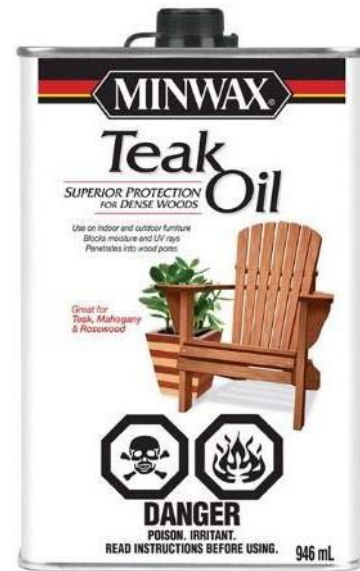


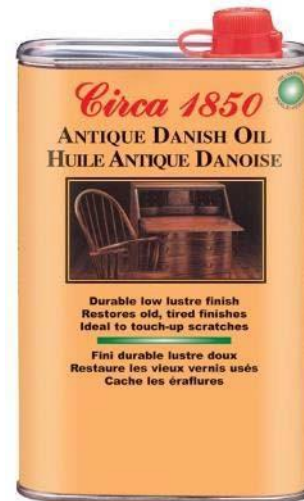
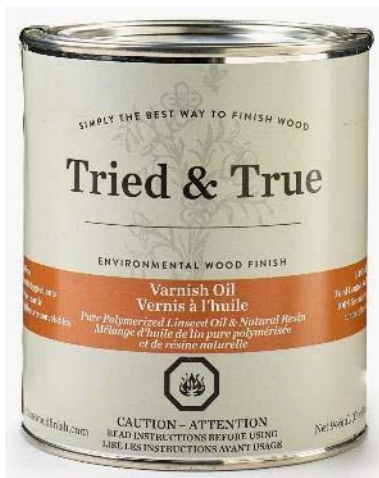
WOOD COATINGS like Varnish, Stain, Protector, Preservatives and Finishing Oils are acceptable. Wood Preservatives that have a PCP # (registered under Pesticides Control Product Act) are not acceptable at Paint only Collection sites.

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









RAW Linseed Oil is Acceptable.

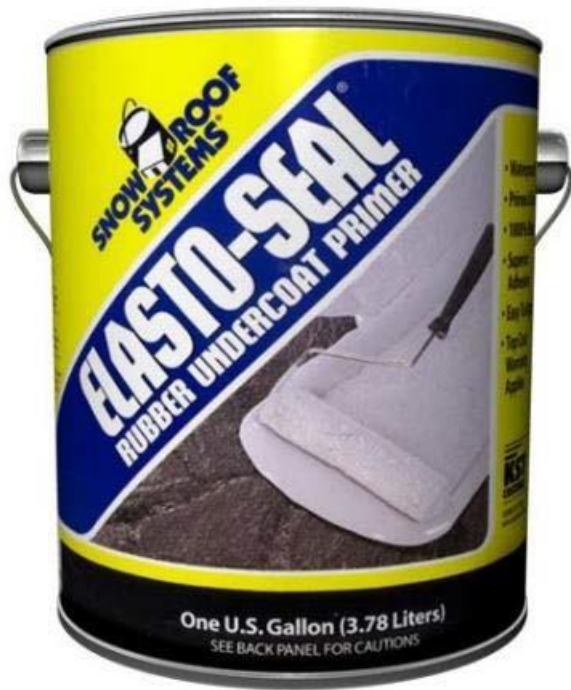
BOILED is NOT acceptable as it has additives such as mineral spirits to decrease drying time

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





UNDERCOATS AND PRIMERS are acceptable







STAIN BLOCKERS AND STAIN KILLERS are acceptable





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

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





MASONRY, STUCCO AND BRICK PAINT are acceptable



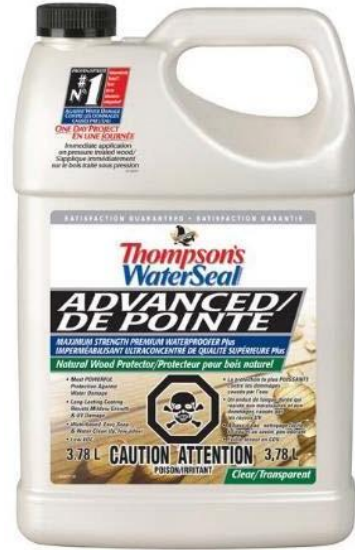




WATERPROOFING & WATER REPELLANT COATINGS are acceptable.

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

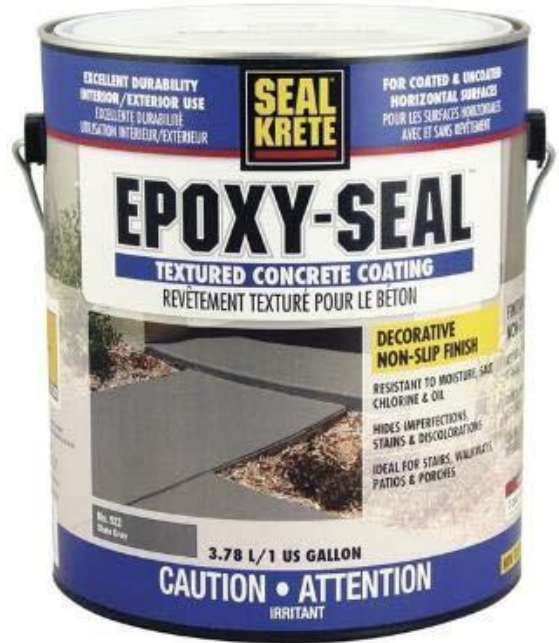




DRIVEWAY SEALERS are acceptable. **NOTE: Tar Based or Bitumen Based are NOT acceptable.**



TEXTURED PAINTS are acceptable





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







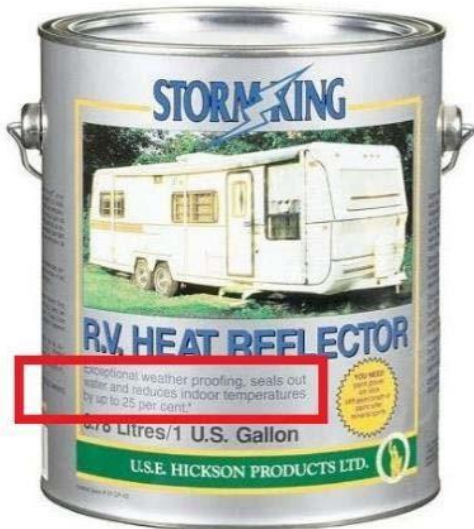


SAMPLES and TESTERS are acceptable

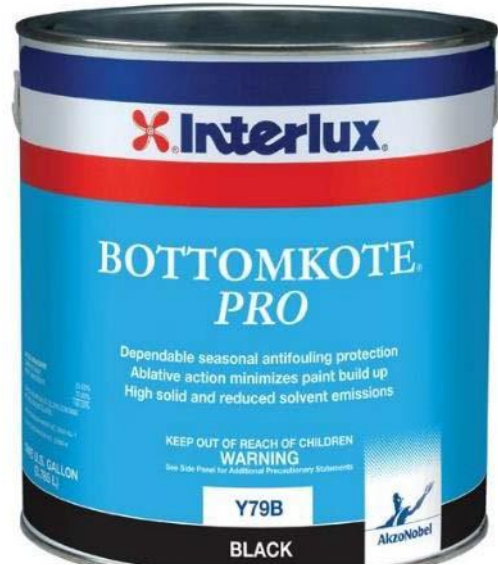




ROOF & SHINGLE COATINGS are acceptable as they are a Paint Coating Product. Non-Paint roofing products are NOT accepted.



MARINE FINISHES & COATINGS such as Anti-Fouling Paint are acceptable unless they have the Toxic symbol and registered as a pesticide (has PCP Reg. # on label).







APPENDIX G: NON-PROGRAM PAINT IDENTIFICATION FOR PAINT COLLECTION SITES



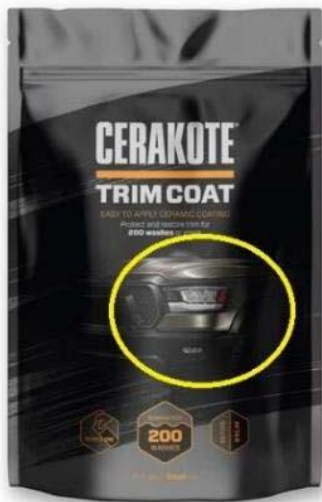
Contents

AUTOMOTIVE PAINTS & FINISHES (non-aerosol).....	5
NON-PAINT ROOFING PRODUCTS.....	9
BITUMEN BASED PRODUCTS.....	13
PATCHING COMPOUNDS	17
CEMENT PRODUCTS.....	21
ADHESIVES, GLUES & RESINS	25
ADHESIVE REMOVERS & PROMOTERS.....	39
ADDITIVES	41
WAXES.....	47
CLEANERS.....	50
WOOD PRODUCTS.....	55
FILLERS.....	57
COLORANTS and TINTS.....	60
SCREEN and PRINTING INKS	62
FABRIC INK & CRAFT PAINTS	64
SWIMMING POOL CHEMICALS AND 2-PART PAINT	68
TRAFFIC, STRIPING, ZONE, FIELD & LINE MARKING PAINT (Non-Aerosol).....	70
TUBES, TANKS, CYLINDERS OR DISPENSERS OF ANY KIND.....	80
2 PART COATINGS	89
ANTI-FOULING PAINT	98
INDUSTRIAL PAINT	99
UNLABELLED CANS, ILLEGIBLE OR PARTIAL LABEL.....	115
PAINT NOT IN ORIGINAL CONTAINERS	121
RUSTY, LEAKING, DAMAGED OR IMPROPERLY SEALED CONTAINERS	123
MARKING PAINT (non-aerosol)	127
SURFACE PREP & ADHESION PROMOTOR.....	131
NON LIQUID PAINT.....	135
NON ARCHITECTURAL COATINGS	138
FLAMMABLE LIQUIDS.....	141

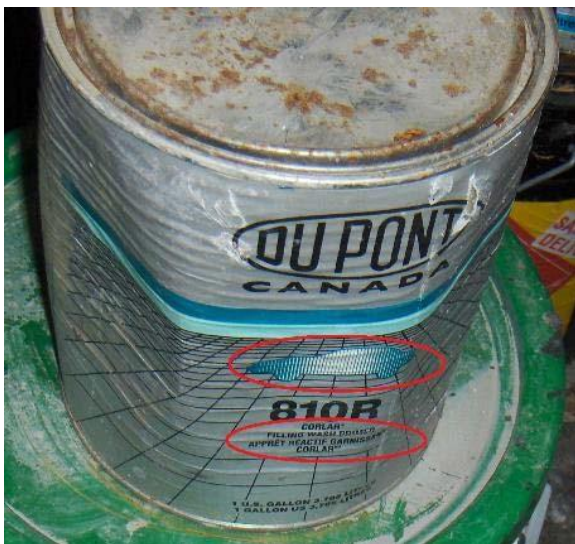
AUTOMOTIVE PAINTS & FINISHES (non-aerosol) are not acceptable

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









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

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



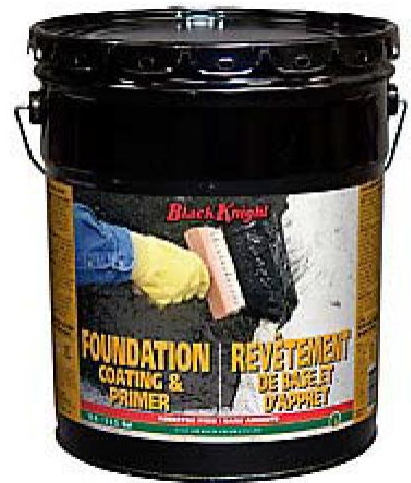
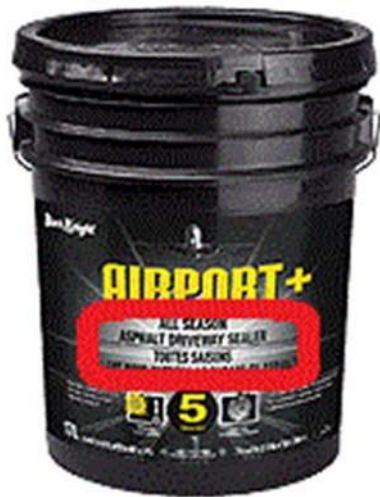






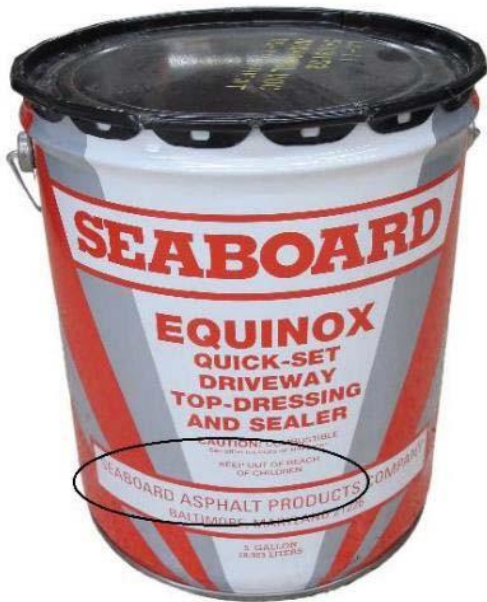
BITUMEN BASED PRODUCTS are not acceptable. Bitumen is a sticky, black, dense, petroleum based product similar to an extra-heavy oil. Black in color. Word 'Bitumen' may be in description. Often described as Coal, Tar, Coal Tar, Blacktop, Asphalt, Asphalt Emulsion, Asphaltum, Restorer, Fibrated/Non Fibrated,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

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









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

- **Key Words or Phrases:**

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







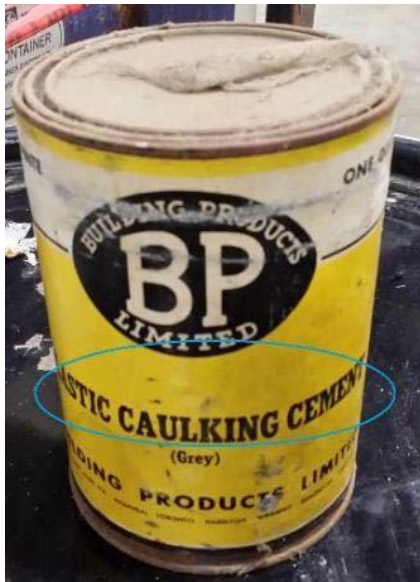


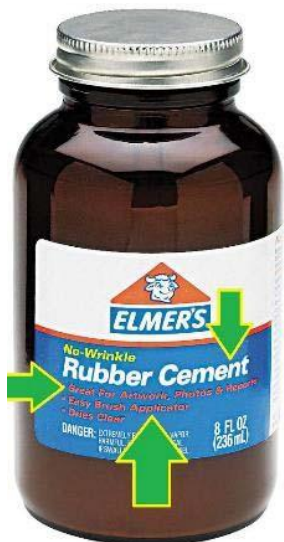
CEMENT PRODUCTS (mortar based or flammable) are not paint or coatings and therefore are NOT acceptable. Includes Plastic or Vinyl Cement, Cement Colorants, tints and additives

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

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





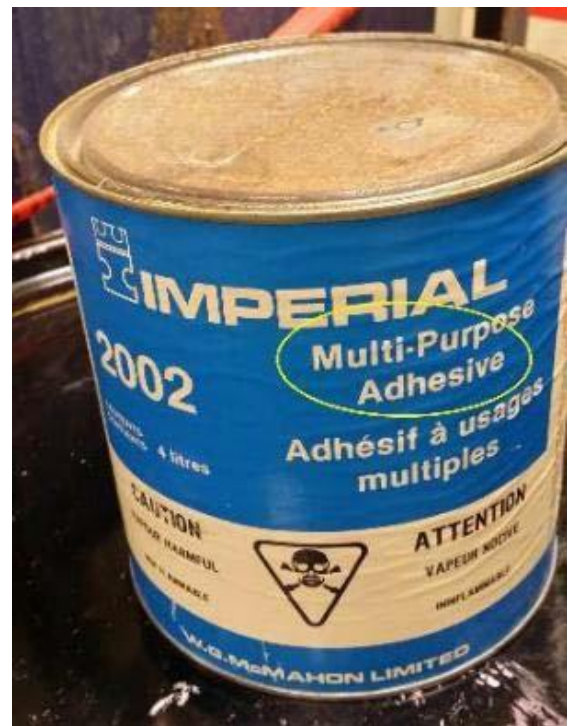


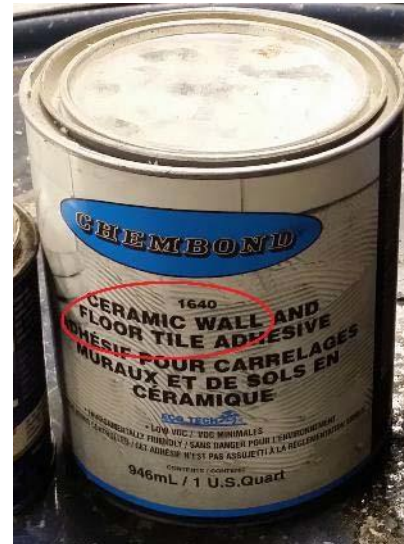


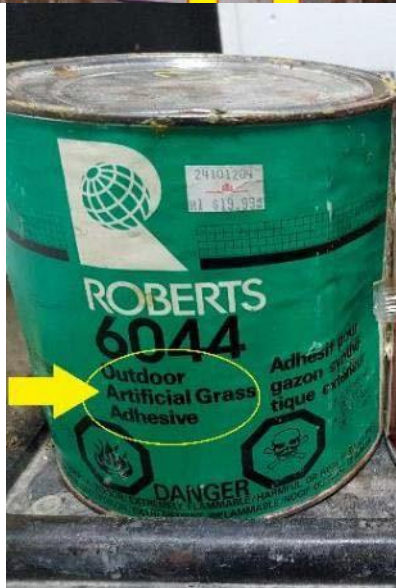
ADHESIVES, GLUES & RESINS are not acceptable in the Paint program as they are not paint or coatings.

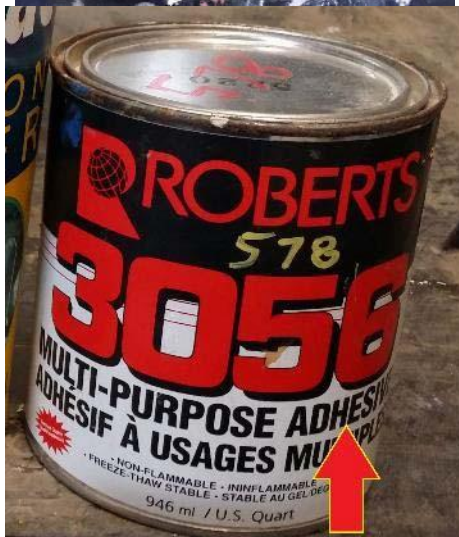
Indicators or Keywords and Phrases:

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

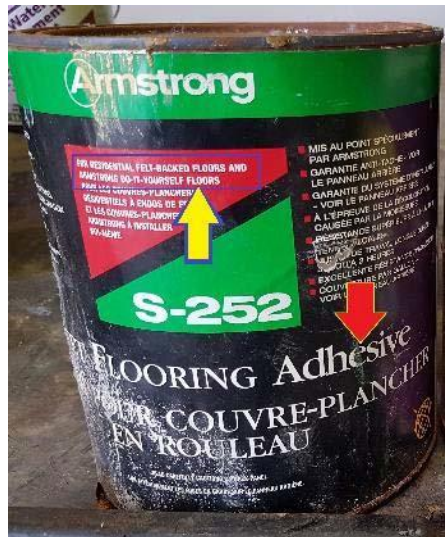


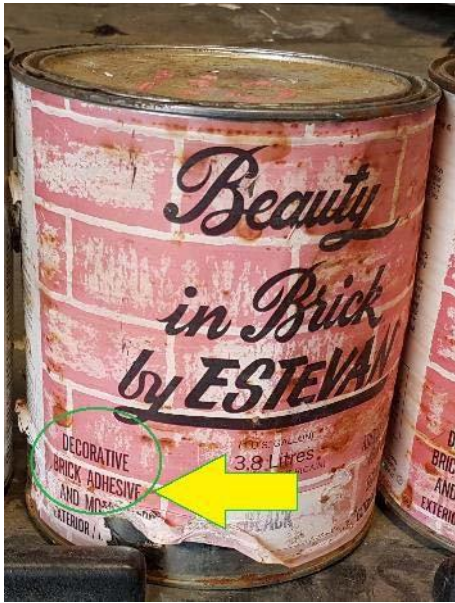


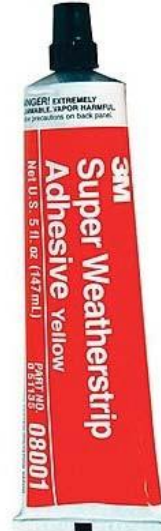


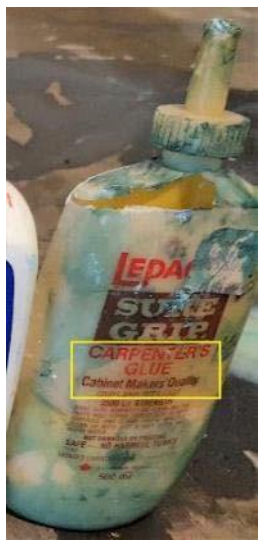


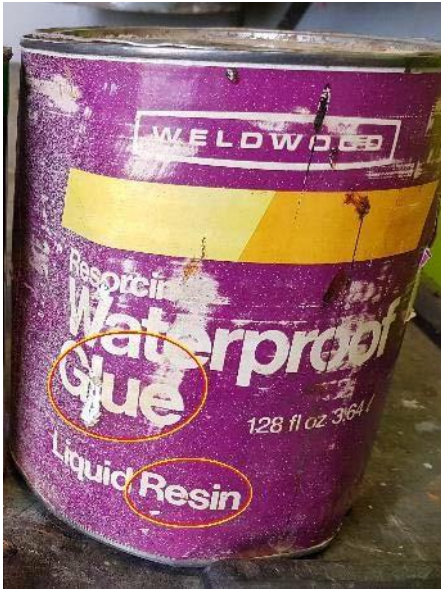




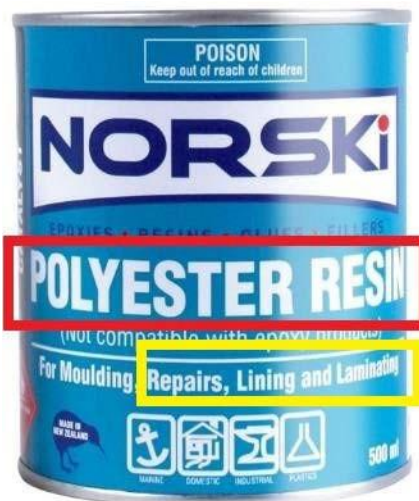














ADHESIVE REMOVERS & PROMOTERS are not acceptable in the paint program as they are not coatings.





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

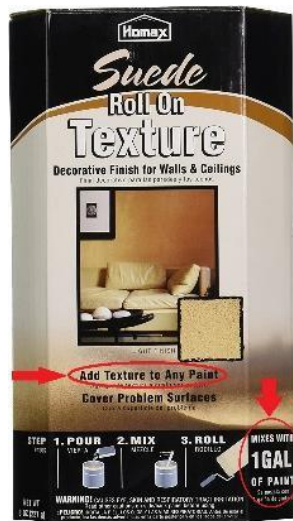
Indicators or Key Words and Phrases:

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











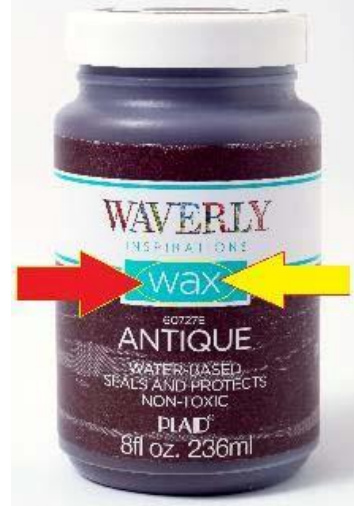


WAXES are not acceptable as paint as they are not coatings

Indicators or Key Words and Phrases:

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







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







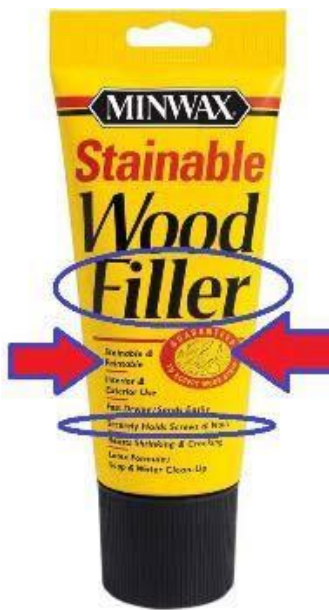


WOOD PRODUCTS such as Putty, Filler, Hardener and Water Repellant are not acceptable as they are not architectural coatings.

Indicators or Key Words and Phrases:

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

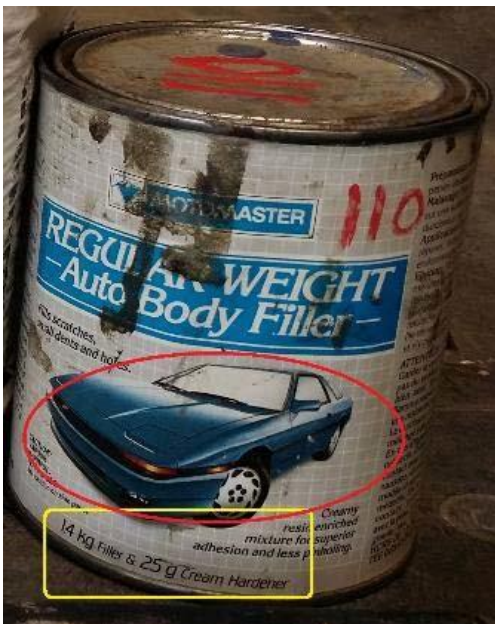




FILLERS are not acceptable as paint as they are not architectural coatings.

Indicators or Key Words and Phrases:

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







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

Indicators or Key Words and Phrases:

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





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

Indicators or Key Words and Phrases:

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





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

Note: Aerosol craft paints are acceptable







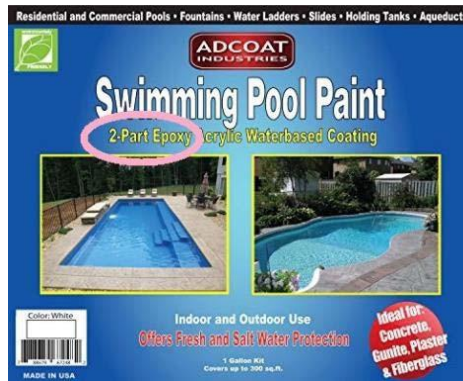
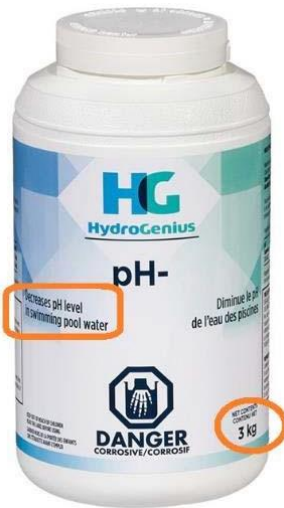


SWIMMING POOL CHEMICALS AND 2-PART PAINT are not acceptable as Paint. Note: Swimming Pool Paint is acceptable as long as One or Single Part Paint. Two-Part Paint that uses a Catalyst or Activator is NOT acceptable. Often shown as Step 1 or Part A on the label

Indicators or Key Words and Phrases:

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





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

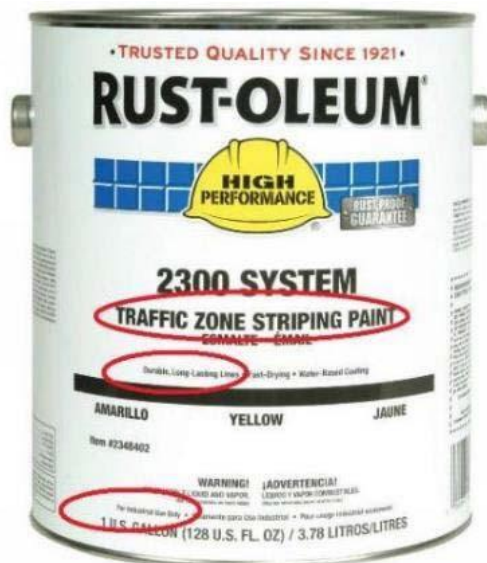
NOTE: Aerosol are accepted

Indicators or Key Words and Phrases:

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



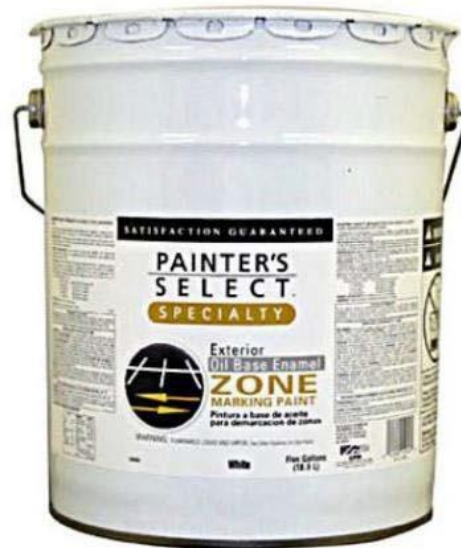






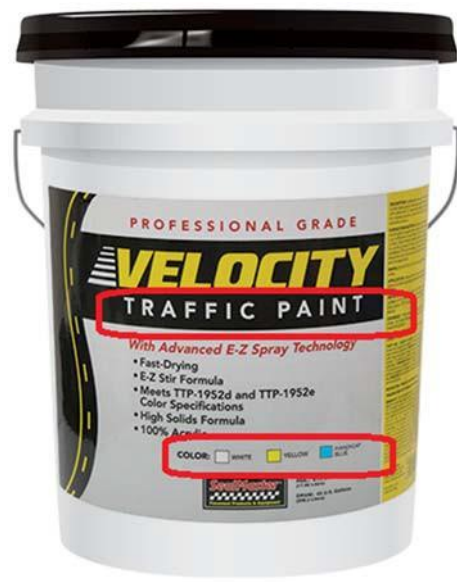






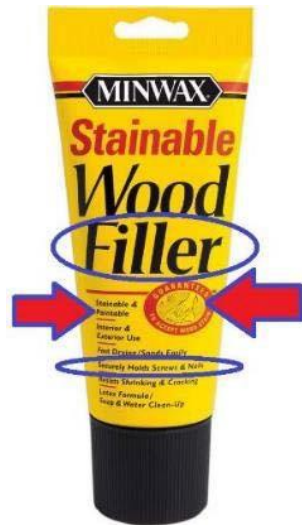






TUBES, TANKS, CYLINDERS OR DISPENSERS OF ANY KIND are not accepted as paint because they do not contain architectural coatings.







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

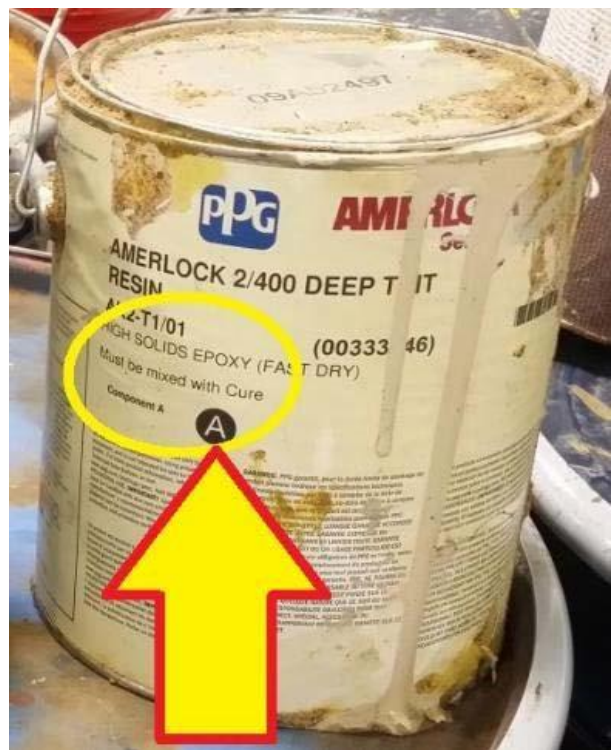
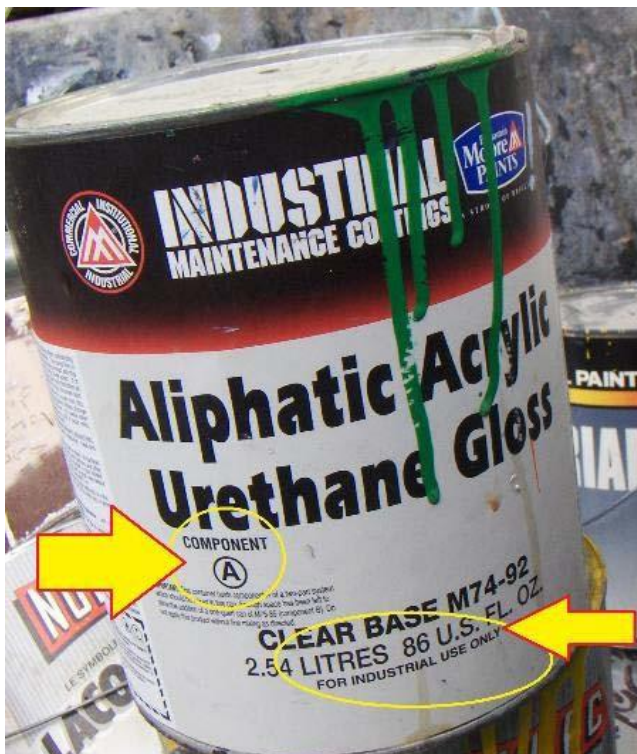
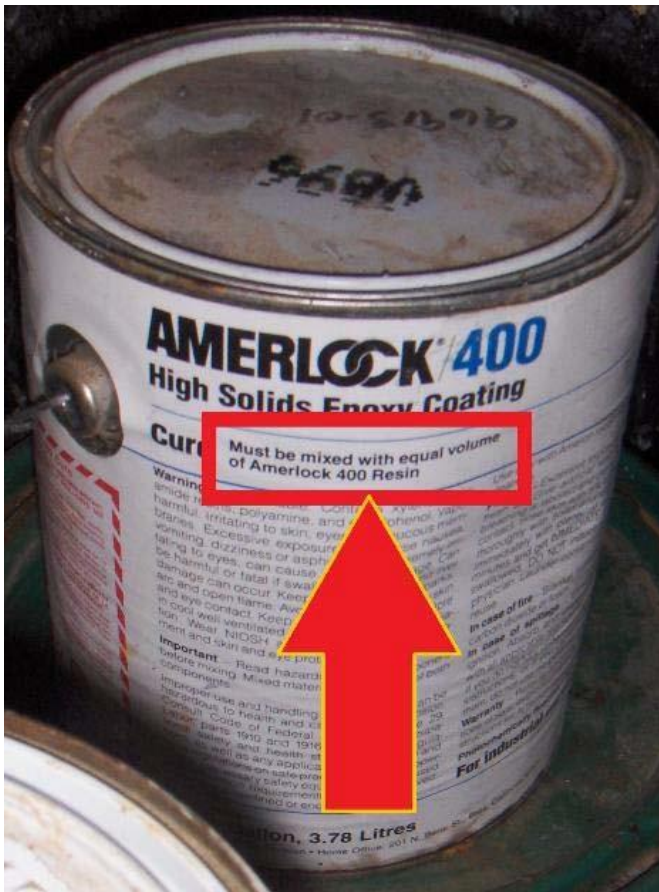
Indicators or Keywords and Phrases:

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

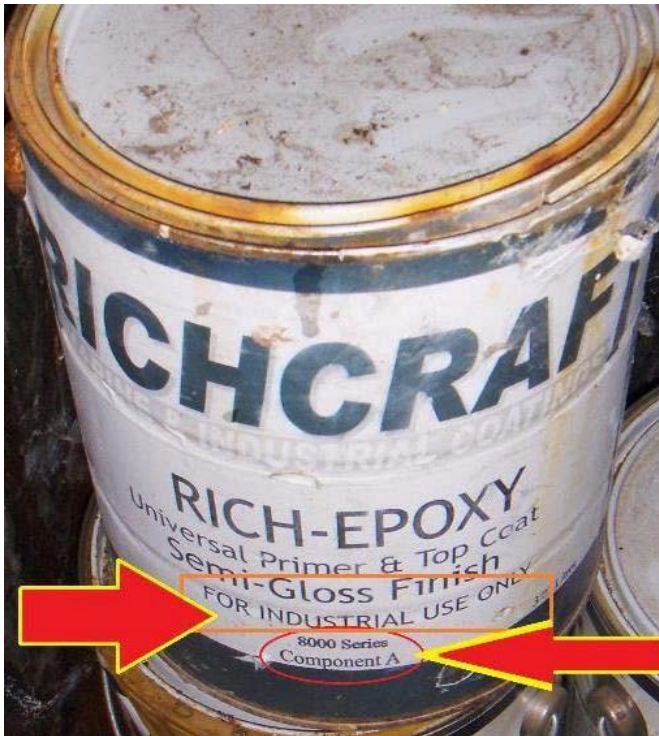
Note: Some brands have Industrial in the name. This does not make them automatically an Industrial product. Typically, these are products that are used in a commercial or industrial setting and not something a consumer or do-it-yourself'er (DIY), would be purchasing.

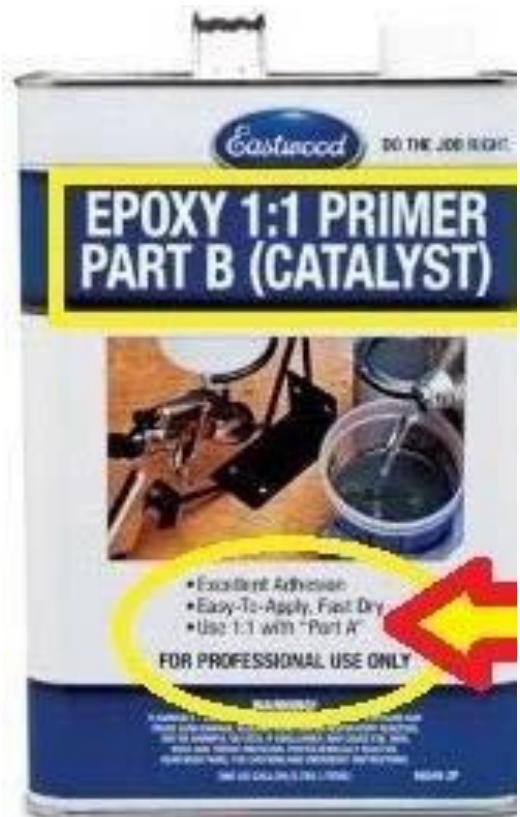
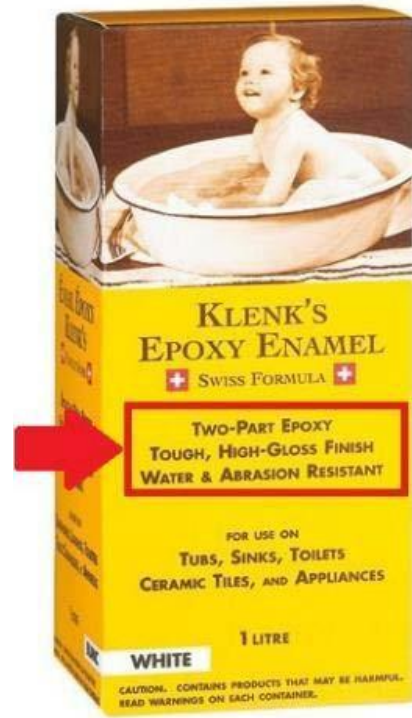


















ANTI-FOULING PAINT is not acceptable if it has toxic symbol and is registered as a Pesticide (Has PCP Reg. # on the label).

Toxic Symbol



Toxic Symbol



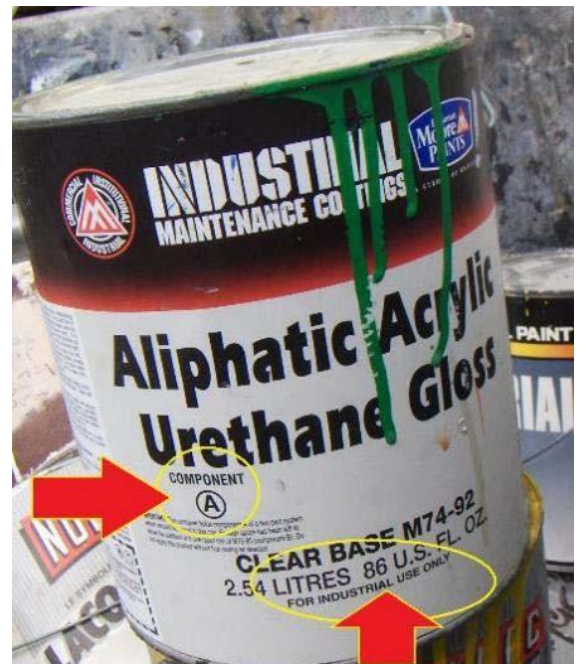
INDUSTRIAL PAINT is not acceptable in the paint program as it is not architectural coatings. These are typically not used by consumers and no eco-fee is paid on these items. Eco-Fees are what fund our program. Often say “Industrial” or “For Industrial Use” on the label.

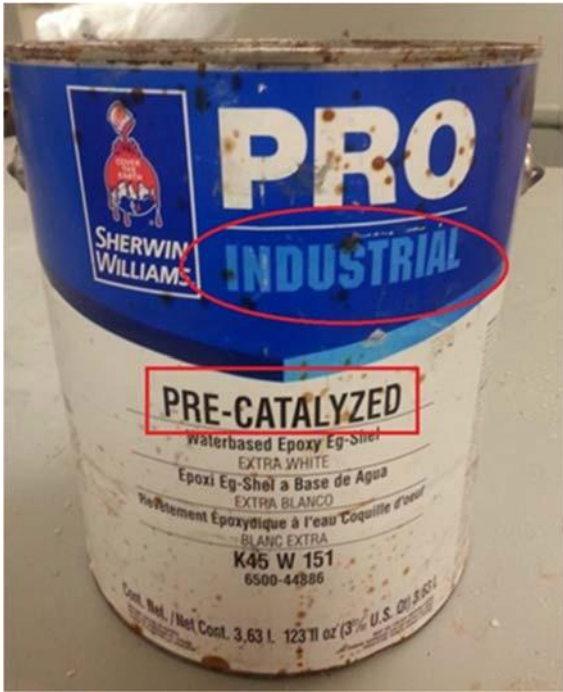
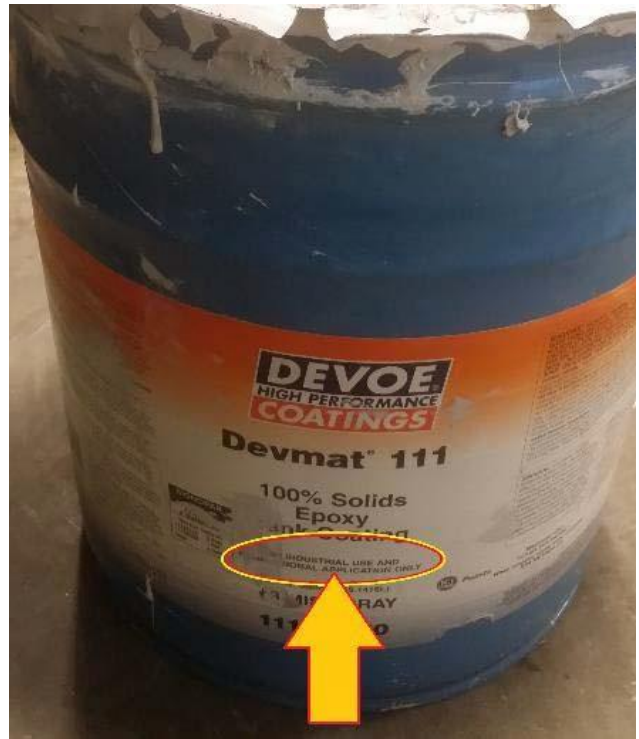
Indicators or Key Words and Phrases:

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

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

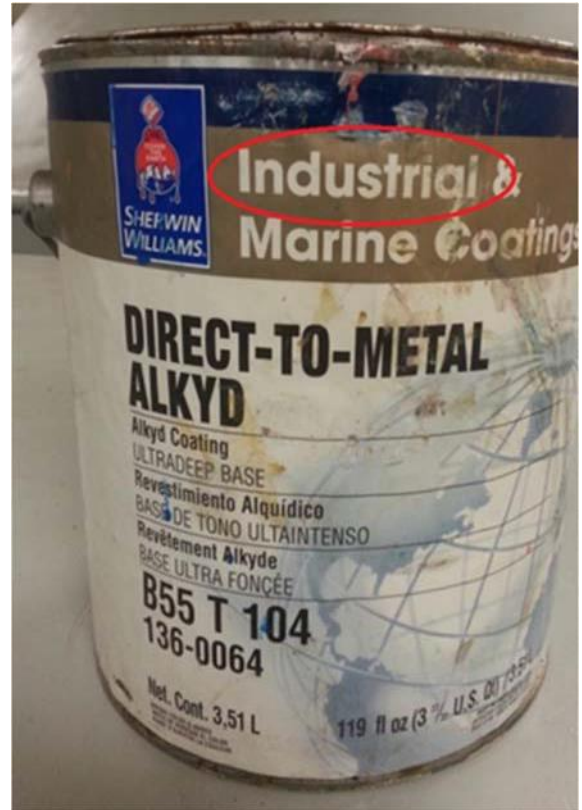
Note: Some brands have Industrial in the name. This does not make them automatically an Industrial product. Typically, these are products that are used in a commercial or industrial setting and not something a consumer or do-it-yourself'er (DIY), would be purchasing.



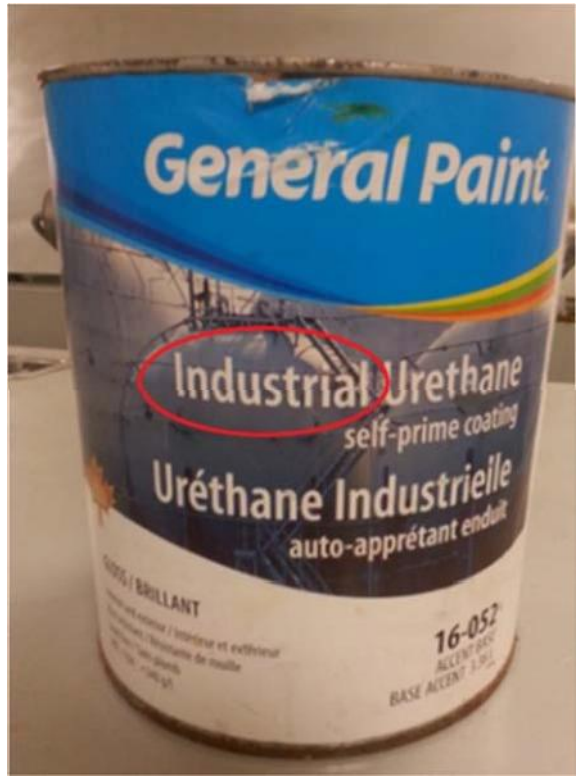
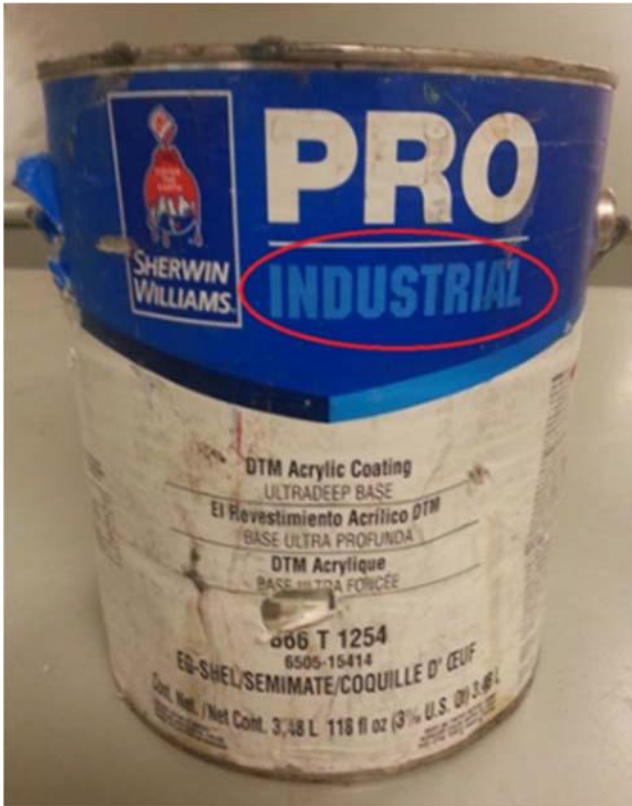






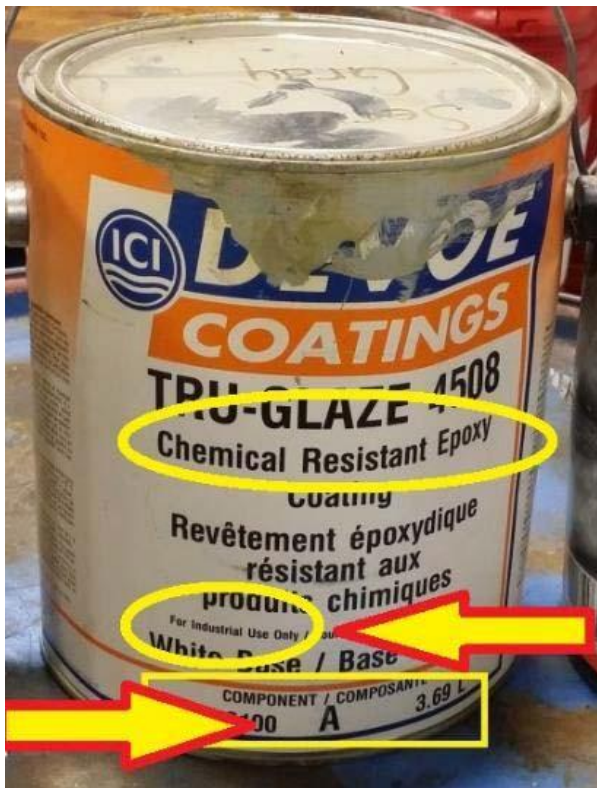
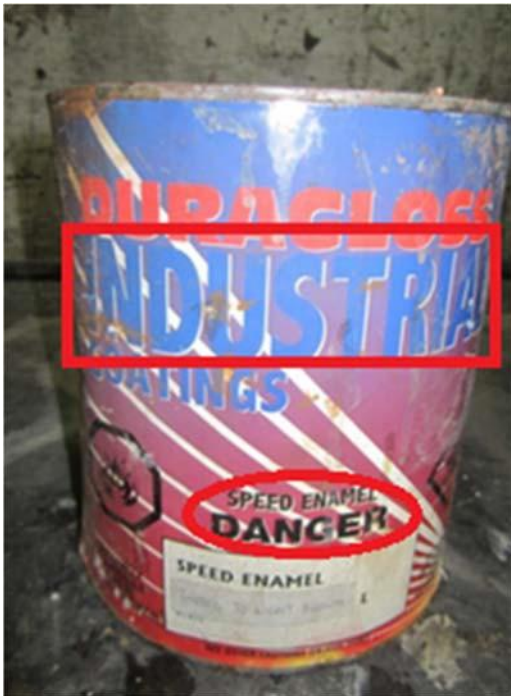




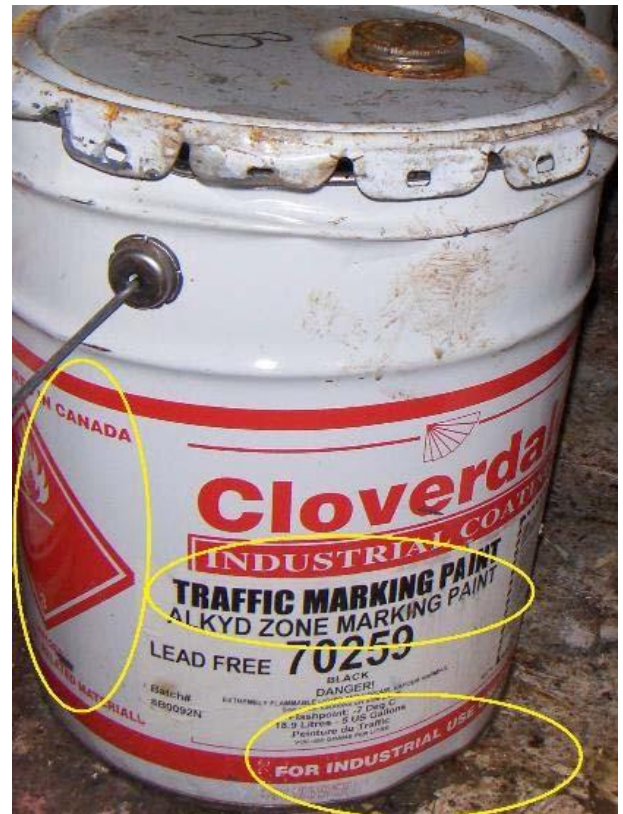


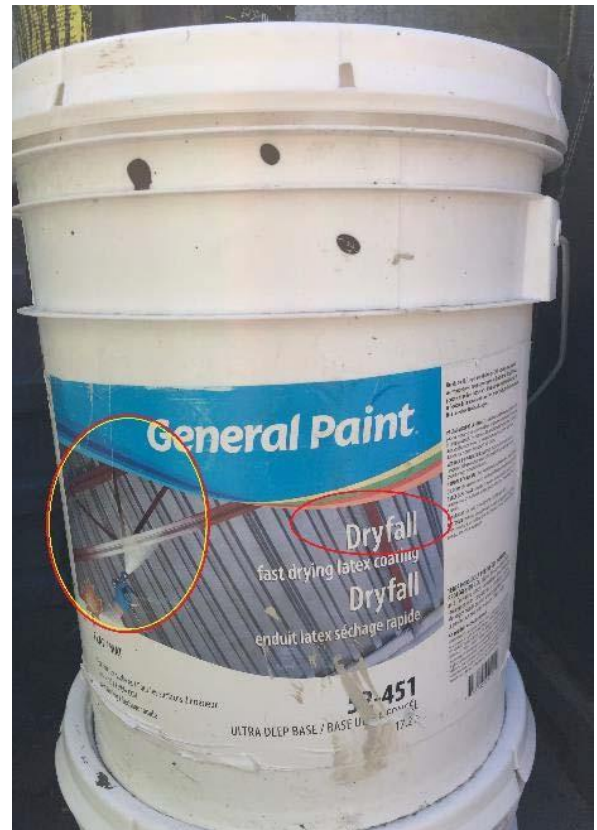


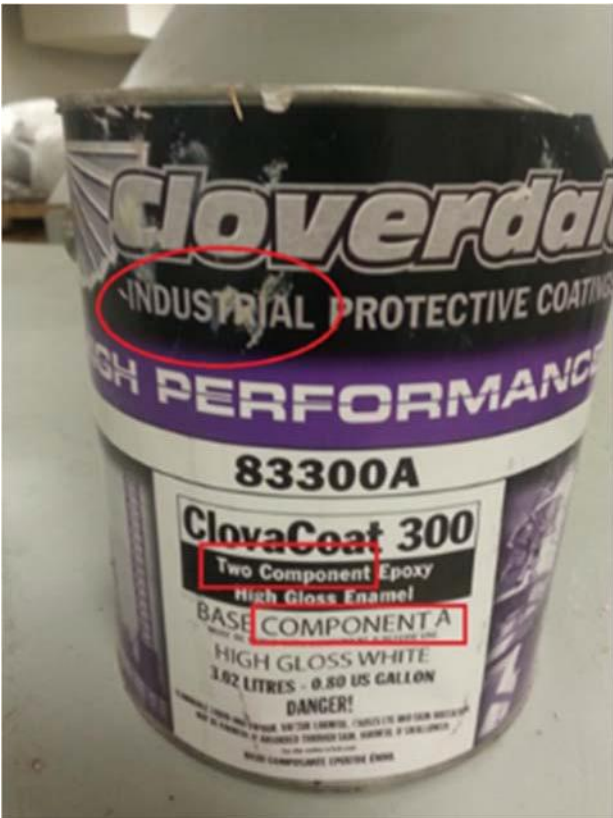












UNLABELLED CANS, ILLEGIBLE OR PARTIAL LABEL – These are not acceptable in the paint program, as the contents cannot be identified. If the label is missing or not original, illegible (obscured or faded) or can has original label but key information is missing – do not accept as you cannot properly identify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

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



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



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



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



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

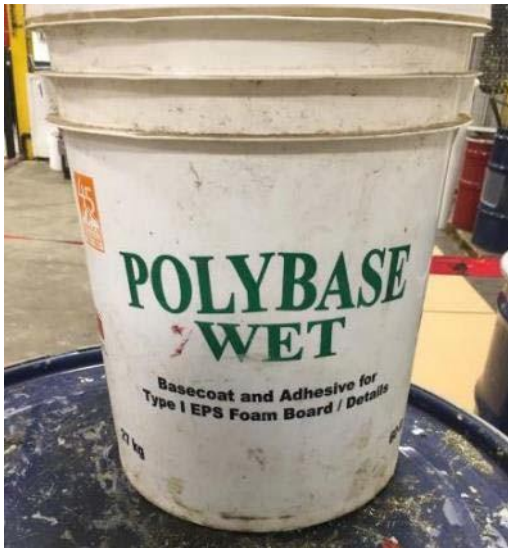




Original label has been removed or painted over and new label, non-original, label has been applied.



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



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

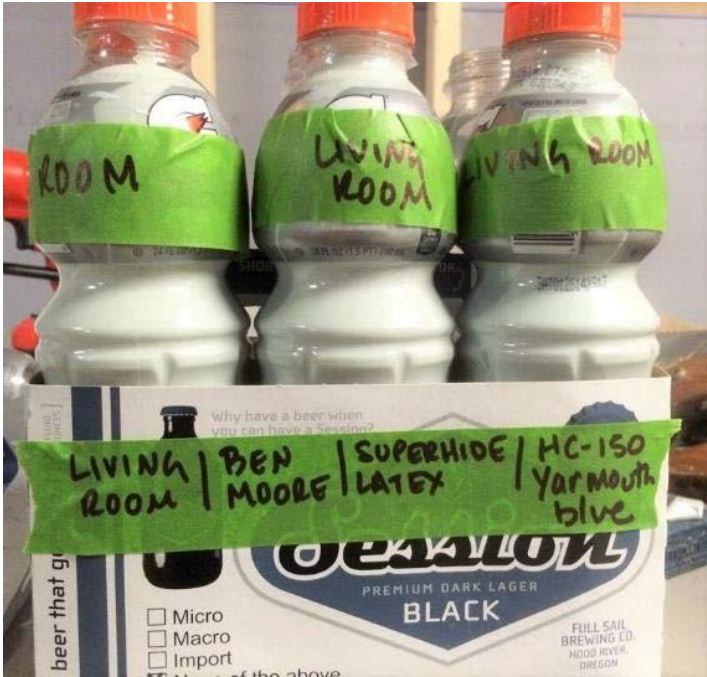


Can has original label, but key information is missing, label is very loose and may not be attached when arriving at the processing facility



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

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





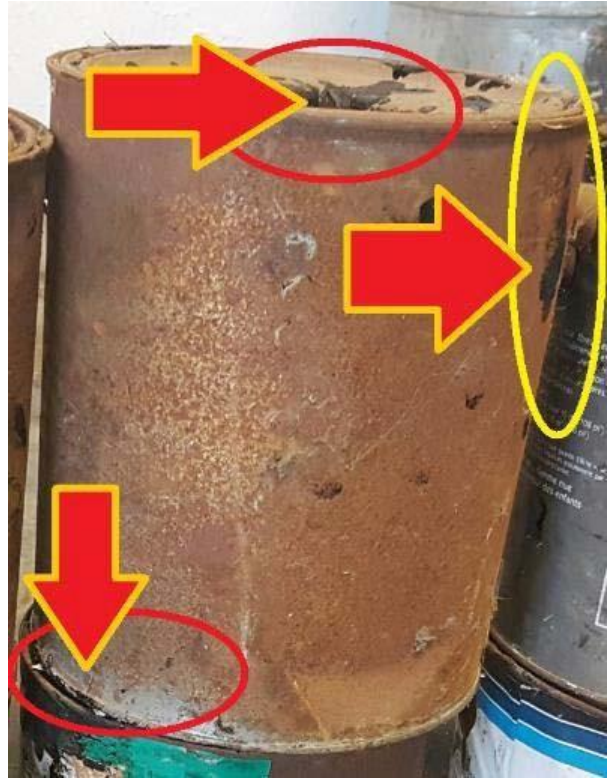
RUSTY, LEAKING, DAMAGED OR IMPROPERLY SEALED CONTAINERS are not acceptable in the Product Care program. Slight bit of rust is okay but it cannot affect the structural integrity. You must feel safe carrying it from the customer to the collection container and that it will survive the trip from there to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

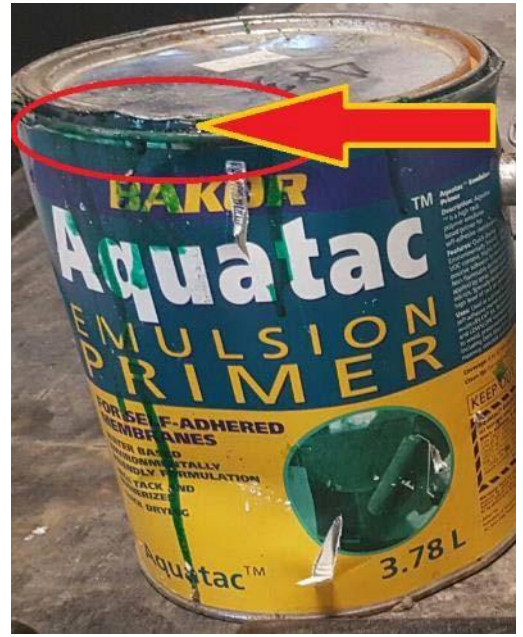
Leaking or improperly sealed containers may cause harmful odors, spills, contamination and other safety hazards to both your staff, the transporter and at the recycling facility.

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









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

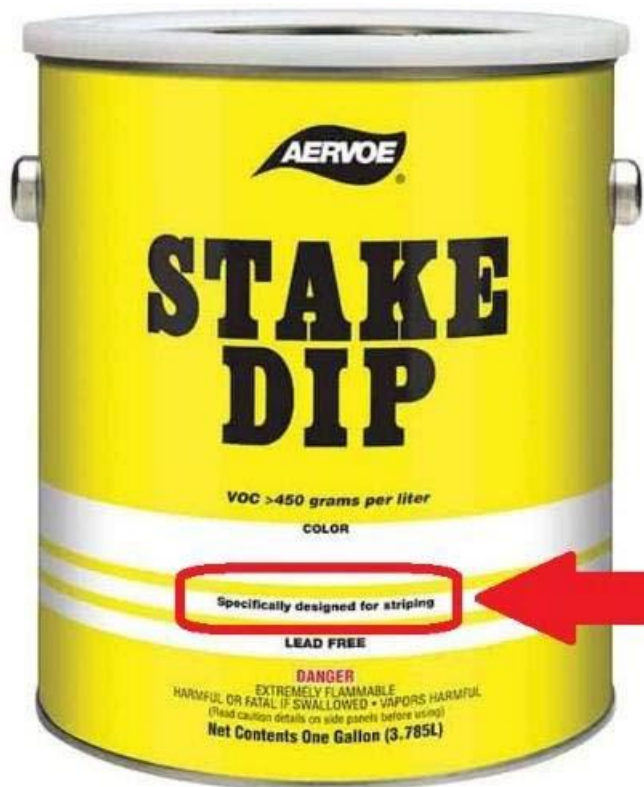
NOTE: Aerosols are accepted

Indicators or Key Words and Phrases:

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









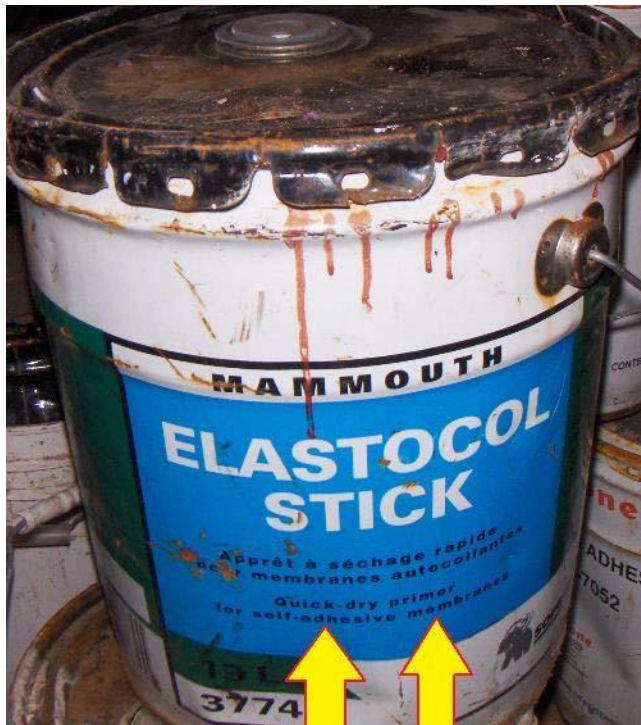
SURFACE PREP & ADHESION PROMOTOR is not acceptable in the Product Care program as it is not an architectural coating. These include

Indicators or Keywords and Phrases:

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









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

Indicators or Keywords and Phrases:

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







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





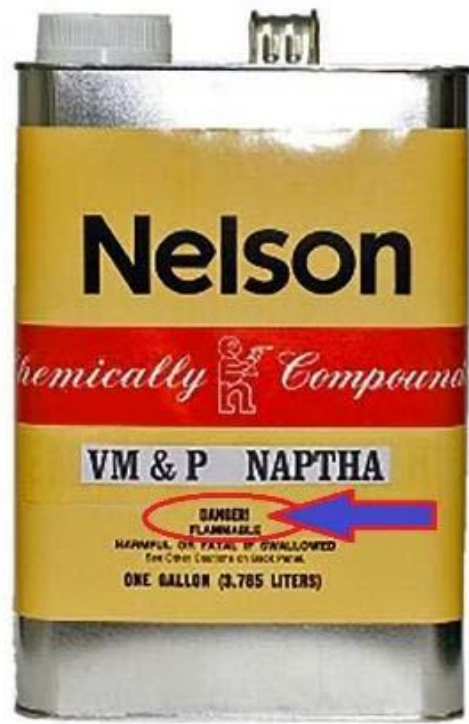
BOILED Linseed Oil is **NOT** acceptable as it has additives such as mineral spirits to decrease drying time



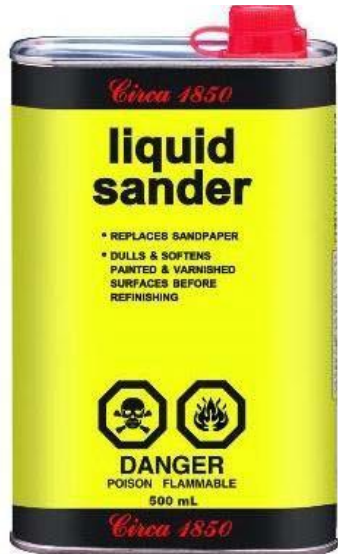
FLAMMABLE LIQUIDS are not acceptable in the Paint program as they are not architectural coatings. These include Paint Thinner, Automotive Thinner, Paint Remover, Paint Stripper, Spray Gun Cleaner, Gun Wash, Lacquer Thinner, Washer Solvent, Acetone, Turpentine, etc.











APPENDIX H:
NON-PROGRAM AEROSOL IDENTIFICATION
FOR PAINT COLLECTION SITE



Contents

PERSONAL CARE PRODUCTS.....	4
HOUSEHOLD CLEANING PRODUCTS.....	5
HOUSEHOLD BUILDING SUPPLY PRODUCTS.....	7
FOOD PRODUCTS.....	8
AUTOMOBILE CLEANING PRODUCTS	9
AUTOMOBILE REPAIR PRODUCTS.....	11
ADHESIVE PRODUCTS	13
PAINT REMOVAL PRODUCTS	14
HOUSEHOLD LUBRICANTS	15
INSECT REPELLANTS.....	16
INSECT CONTROL PRODUCTS	17
FOREIGN PRODUCTS.....	18

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



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





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

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



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



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

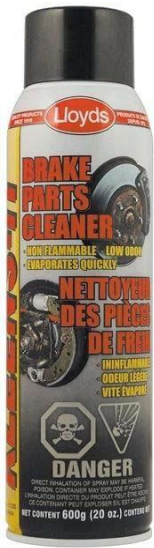
NOTE: Automobile / Car Spray Paint is acceptable





AUTOMOBILE REPAIR PRODUCTS such as Filter Oil, Tune-Up, Brake and Carburetor Cleaners, Lubricants and Degreasers, etc. are not Aerosol PAINT and therefore not acceptable at Product Care Paint Collection sites.

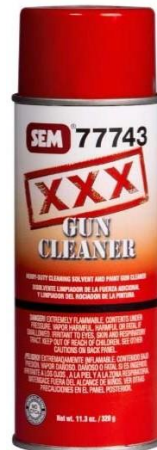




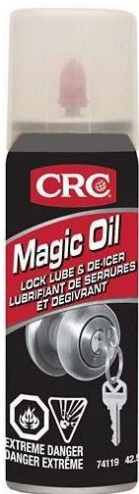
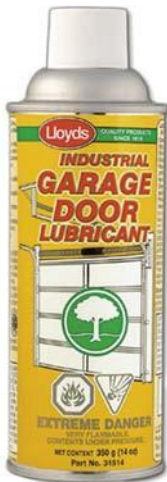
ADHESIVE PRODUCTS such as Spray Adhesives, Adhesive Cleaners and Strippers, etc. are not Aerosol PAINT and therefore not acceptable at Product Care Paint collection sites.



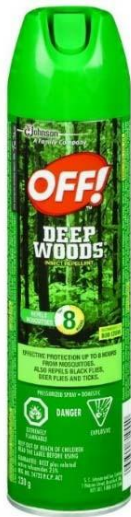
PAINT REMOVAL PRODUCTS such as Paint Strippers, Thinners and Removers, Paint Gun Cleaners, etc. are not Aerosol PAINT and therefore not acceptable at Product Care Paint collection sites.



HOUSEHOLD LUBRICANTS such as Multi-Purpose Spray Lube, Penetrating Oil/Spray, Lock De-Icer, etc. are not Aerosol PAINT and therefore not acceptable at Product Care Paint Collection sites.



INSECT REPELLANTS are not acceptable in the Product Care Program.



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

Key Words:





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