

Manitoba HHW Collection Site Guidelines

April 2018



DISCLAIMER

The Household Hazardous Waste Collection Site Guidelines (Guidelines) are intended to provide guidance to operators participating as a collection site in the Manitoba Household Hazardous Waste Stewardship Program (the Program). The Guidelines cover the handling of flammable liquids, toxics, pesticides, corrosives, physically hazardous materials and environmentally hazardous materials only. Additional guidelines are available for collection sites that manage paints or fluorescent lamps.

Product Care Association (PCA) 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 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 any requirements under the law.

The collection site is a place of work regulated by Manitoba Sustainable Development (MBSD) and Manitoba Workplace Safety and Health (WSH). 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 Program are considered dangerous goods. The handling, offering for transport, or transportation of dangerous goods is regulated under the Transportation of Dangerous Goods (TDG) and the Dangerous Goods Handling and Transportation Act (DGHTA) and Regulations. The TDG and DGHTA Regulations will apply to your operation. Your collection site is required to be licenced under the DGHTA. You must have training to act as a 'consignor' under TDG Regulations. Further information should be provided by your supervisor.

Further information about environmental requirements can be obtained from your local MBSD office. Workplace safety information can be obtained from your local WSH office.

QUICK REFERENCE SHEET

Program Contact Information

	PHONE (TF: Toll Free)	FAX	EMAIL/WEBSITE
Product Care Association	TF: 1.888.772.9772	604.592.2982	manitoba@productcare.org ; www.productcare.org
Manitoba Field Coordinator	204.477.0741		mbfieldcoordinator@productcare.org
Operations Manager	TF: 1.877.592.2972 / 604.592.2972 x213	604.592.2982	OM@productcare.org
Manitoba Logistics Coordinator	TF: 1.866.975.2982	604.592.2982	mbopspaint@productcare.org
Ordering Communication Materials	1.877.592.2972	604.592.2982	productcare.org/promotional-materials
PCA service partner website	www.productcare.org/service-partner-support/manitoba		
Manitoba Sustainable Development: Hazardous Waste Coordinator	204.945.7086		nrinfo@gov.mb.ca ; www.gov.mb.ca/sd
Service Provider/Pickup Requests: Miller Environmental	204.925.9600	204.925.9601	hww@millerenvironmental.mb.ca

Emergency Contact Information

	PHONE (24 hrs)
Fire Department, Police or Ambulance	911
Product Care Association Emergency Line	1.888.772.9772
Manitoba Sustainable Development Spill Line	204.944.4888

Keep Important Records On Hand

The following records must be kept in a secure location for a minimum of two years so they can be produced when requested by a PCA representative or a regulatory Environment Officer.

- Hazardous Waste Movement Documents (Manifests)
- Monthly Inspection Form (**Form 1**)
- Incident Report Form (**Form 2**)

Important Documents

These Guidelines include several other important documents to use and photocopy as needed:

- Hazardous Waste Generator Registration Form (**Form 3**)
- Supply / Waste Pickup Form for Collection Sites: HHW (**Form 4**)
- Manifest / Movement Document Instructions (**Appendix A**)
- Shipment Quick Reference Sheet: HHW (**Appendix B**)

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LIST OF ABBREVIATIONS

DGHTA	Dangerous Goods Handling and Transportation Act
GHS	Global Harmonization System (formerly WHMIS)
HHW	Household Hazardous Waste
MB	Manitoba
MBSD	Manitoba Sustainable Development
NP	Non-Program
PCA	Product Care Association
PPE	Personal Protective Equipment
TDG	Transportation of Dangerous Goods
WHMIS	Workplace Hazardous Materials Information System Labels (now GHS)
WRAP Act	Waste Reduction And Prevention Act
WSH	Workplace Safety and Health

GLOSSARY OF TERMS

Designated Products	Products accepted at collection sites operating under an agreement with PCA
Guidelines	Household Hazardous Waste Collection Site Guidelines, also referred to as the Depot Manual
Regulation	Household Hazardous Material and Prescribed Material Stewardship Regulation
Program	Manitoba Household Hazardous Waste Stewardship Program

1 INTRODUCTION

Product Care Association of Canada (PCA) manages the Manitoba Household Hazardous Waste Stewardship Program (Program), approved by Manitoba Sustainable Development (MBSD). The Program provides accessible options for Manitoba (MB) customers to return specific categories of Household Hazardous Waste (HHW) to local collection sites and ensures left-over HHW products are collected and recycled or disposed of in an environmentally responsible manner.

PCA 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 Manitoba's *Household Hazardous Material and Prescribed Material Stewardship Regulation* (Regulation) under the Province's *Waste Reduction and Prevention (WRAP) Act*. This is **NOT** a government-run Program.

These Guidelines provide information for the collection of the following HHW products:

- Flammable liquids
- Corrosives
- Pesticides
- Toxics
- Physically hazardous materials (fuel cylinders), and
- Environmentally hazardous products.

Additional guidelines are available for collection sites that manage paints and / or fluorescent lamps.

Additional Information Contact

For more information regarding the Program, or if you have any questions after reading the Guidelines, please contact the Operations Manager as per the **Program Contact Information** on page **iii**.

2 RESOURCES

2.1 Regulations

Collection sites must adhere to all legal requirements. The following is a list of applicable regulations.

Federal Transportation of Dangerous Goods Act / Transportation of Dangerous Goods Regulation:

Federal Transportation of Dangerous Goods Regulations (TDG Regulations) apply to all dangerous goods transported from collection sites. The collection site operator must be trained in TDG in order to sign the Manifest / Movement Document provided by the transporter and keep their copy at the collection site for 2 years.

Manitoba Waste Reduction and Prevention Act / Household Hazardous Materials and Prescribed

Material Stewardship Regulation: 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://web2.gov.mb.ca/laws/regs/annual/2010/016.pdf>.

Manitoba Dangerous Goods Handling and Transportation Act: HHW collection sites are considered to be Hazardous Waste Disposal Facilities pursuant to *The DGHTA* and therefore require a *DGHTA* License or Operating Order. PCA can assist in applying for a new license / order or amending an existing one. For more information refer to the MBSD Hazardous Waste Program at www.gov.mb.ca/conservation/eal/haz-waste/index.html.

Manitoba Hazardous Waste Regulation: For further information on the following, visit the MBSD Hazardous Waste Program www.gov.mb.ca/conservation/eal/haz-waste/index.html.

2.2 Forms and Records

Registration as a Hazardous Waste Generator: In addition to obtaining a DGHTA Licence / Order, HHW collection sites must be registered as a Hazardous Waste Generator. PCA can assist collection sites in completing this registration. An example of a Generator Registration Form is illustrated in **Form 3**.

Use of a Movement Document / Manifest: Every shipment of HHW from a collection site must be accompanied by a Movement Document, often referred to as a Manifest. The PCA service provider will provide a pre-filled Movement Document for every shipment from a collection site. An example of a Manifest Movement Document is illustrated in **Appendix A**. Completed forms must be kept by the collection site for two years.

Monthly Inspection Form: Is to be completed monthly and emailed or faxed to PCA's Logistics Coordinator, as per the form. Sites should keep this form on site for a minimum of 2 years and be available for inspection at all times. An example is illustrated in **Form 1**.

MBSD Annual Report: All licenced Hazardous Waste Disposal Facilities are required to provide MBSD with an annual report respecting the hazardous waste received by the facility each year and the manner in which the waste was treated or disposed. PCA has received authorization from MBSD to submit required reports on behalf of contracted collection sites and provides a copy of the report to collection sites for your information and records.

3 RESPONSIBILITIES

3.1 Collection Site Operator

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

- The requirements described in these Guidelines are applied correctly at the collection site.
- Employees have read the Guidelines and completed the training offered by the Manitoba Field Coordinator. Employees trained by the program will be provided with a certificate of HHW training which is valid for 3 years (see **Appendix C** for an example).
- Any faulty or damaged equipment belonging to PCA is reported to PCA.
- All records and documentation are completed and submitted to PCA, the regulatory body or retained on the premises as required.
- Written notification is provided to PCA in advance of any changes to operating hours, location, ownership, etc.

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.
- Read the Guidelines.
- Be aware of and apply the work practices and requirements described in the Guidelines correctly.
- Report any dangerous conditions to their supervisor and / or collection site operator.

3.3 PCA Manitoba Field Coordinator

The Manitoba Field Coordinator is a representative of PCA and is responsible for providing on-the-ground support to collection sites and ensuring that they adhere to the Guidelines. Specifically, the Field Coordinator provides:

- Training to collection site operators and employees.
- Assists in dealing with any issues that arise with regard to the Program.
- Acts as a liaison between the collection site and PCA.
- Inspects collection sites to ensure that they are operating in accordance with the Guidelines.

Refer to the **Program Contact Information** on page **iii** for the Field Coordinator's contact details.

4 COLLECTION SITE SET-UP

4.1 Hours of Operation

The collection site must be open to the public during regular business hours to allow customers to return their leftover products. If the hours of operation changes, PCA is to be notified in writing.

4.2 Storage Space Requirements

Refer to the **Collection Site Infrastructure Requirements: HHW** in **Appendix D** for structural requirements needed to collect and store HHW products. This includes reference to:

4.2.1 Ventilation

Ventilation is an important safety feature to prevent the build-up of toxic or flammable vapours in the storage area. Ensure any doors, windows or intake vents are unobstructed and can be opened.

4.2.2 Fire Extinguisher

A fire extinguisher must be mounted inside the building, in a location accessible from the outside of the storage area in a weather protected area, i.e. right inside the door. It is the responsibility of the collection site supervisor to ensure the fire extinguisher is inspected and serviced as per fire regulations.

4.3 Storage Area Layout

Every collection site storage area will be organized differently according to its shape, size and other requirements. It is a requirement of your license and operating order to adhere to the following:

- Maintain space around collection containers so they can be inspected for leaks (see **Figure 1**).
- Keep TDG labels attached and visible on collection containers during filling and storage (see **Figure 1**).

It is strongly recommended all collection sites also adhere to the following practices:

- Affix product information posters to the wall above each collection container to aid in sorting and packaging (provided by PCA, see **Figure 2** and **Figure 3** below).
- Have a notice board positioned in the collection area and / or site office (see **Figure 4** below) with important information for staff and emergency crews, including:
 - Storage area layout drawings (see **Figure 5** and **Figure 6**), so that response personnel are aware of the location and properties of stored materials in the event of an emergency.
 - PCA notices sent to collection sites with changes to the program (e.g. packing updates).

FIGURE 1: TYPICAL TUBSKID STORAGE AREA



FIGURE 2: EXAMPLE OF SEACAN STORAGE / SIGNAGE



FIGURE 3: EXAMPLE OF SIGNAGE ABOVE DRUMS



FIGURE 4: EXAMPLE OF A NOTICE BOARD



FIGURE 5: EXAMPLE OF STORAGE AREA LAYOUT FOR HHW SEACAN

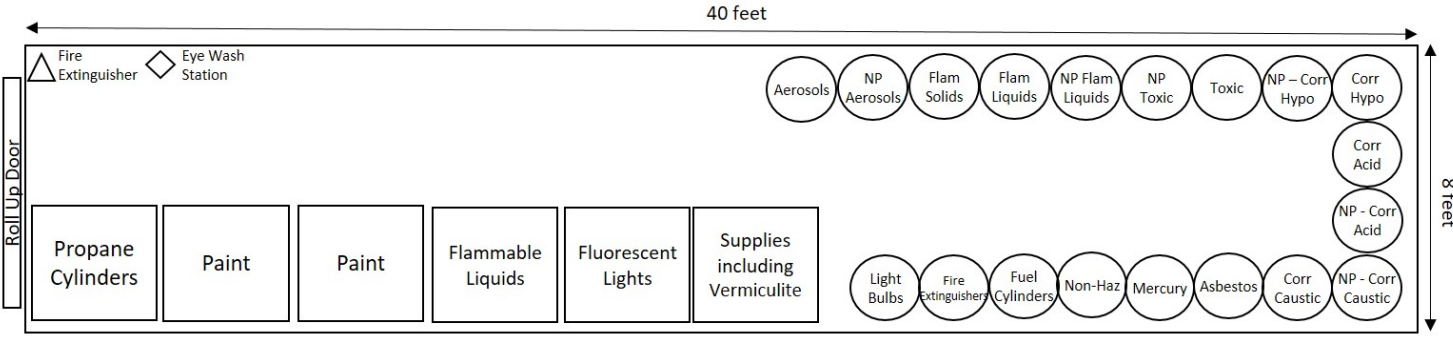
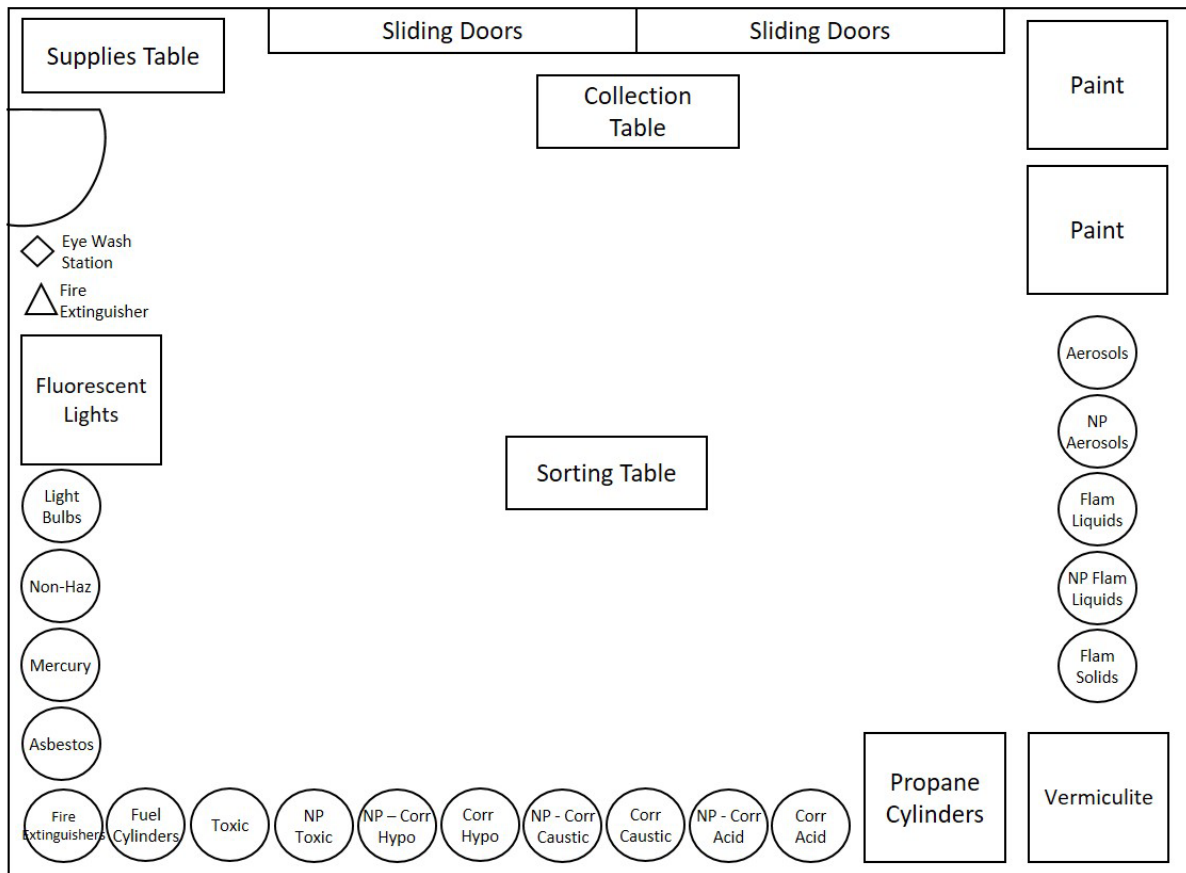


FIGURE 6: EXAMPLE OF STORAGE AREA LAYOUT FOR HHW BUILDING



4.4 Collection Site Supplies

The Program provides collection sites with the following supplies:

- Collection containers, see **Figure 7**
 - Steel and plastic open top drums
 - Plastic pails
 - Tubskids (4'x4'x3' plastic box with lid)
- Vermiculite (absorbent for packing)
- TDG labels (to be affixed to each storage container prior to packing), see **Figure 11**
- Spill kit, see **Figure 13**
- Small eyewash station for use in packing area, see **Figure 13**
- Product information posters for collection containers (to aid when sorting and packing material), see **Figure 8**

Collection sites should reference the collection site supplies checklist in **Appendix E** frequently to ensure sites contain all the supplies and equipment necessary to operate a HHW depot.

FIGURE 7: EQUIPMENT REQUIRED FOR COLLECTION SITES



A collection site that accepts HHW products will require up to 20 separate containers to accommodate all HHW product categories (see **Table 1** and **Table 2**). In addition, up to 6 more containers are required to collect paint and lamp products. Container sizes for products are suggestions only and will depend on the volume of materials a collection site receives. Some categories of products may be received on an infrequent basis, if at all. In order to reduce the Program’s footprint, it is recommended that the collection site use 20 litre pails instead of 205 litre drums for products that are only received in small quantities.

TABLE 1: COLLECTION CONTAINERS REQUIRED FOR A HHW COLLECTION SITE			
TUBSKIDS		DRUMS	
PROGRAM PRODUCTS	NON-PROGRAM PRODUCTS	PROGRAM PRODUCTS	NON-PROGRAM PRODUCTS
<ul style="list-style-type: none"> Flammable liquids (gasoline (jerry cans) etc.) 	<ul style="list-style-type: none"> NP cylinders NP flammable liquids 	<ul style="list-style-type: none"> Flammable liquids Fuel gas cylinders Toxic Corrosive caustic Corrosive acidic Non-paint aerosols Corrosive oxidizer / hypochlorite 	<ul style="list-style-type: none"> NP flammable liquids NP flammable solids NP toxic NP corrosive caustic NP corrosive acidic NP aerosols NP corrosive oxidizer / hypochlorite NP fire extinguishers NP non-regulated material NP light ballasts¹ Mercury¹

¹ Small quantities can go into pails

TABLE 2: COLLECTION CONTAINERS REQUIRED FOR PAINT, PAINT AEROSOLS AND LIGHTS		
TUBSKIDS	DRUMS	BOXES
<ul style="list-style-type: none"> • Paint (non aerosol) 	<ul style="list-style-type: none"> • Paint aerosols 	<ul style="list-style-type: none"> • Compact Fluorescent Lights and shaped tubes • Fluorescent tubes (< 4 feet) • Fluorescent tubes (4 - 8 feet)

4.5 Storing Products

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

Ensure that all products are properly sorted and stored in PCA supplied collection containers at the end of every working day. Do not store products on the floor or on pallets in the collection site. To reduce the risk of running out of available space in your collection containers, request a pickup of containers or order new supplies before all containers on hand are full, depending on the rate at which your site collects materials.

4.6 Communication Materials and Signage

PCA provides a range of communication materials for collection sites free of charge, including:

Collection Area Sign

The collection area sign tells customers that the location is a HHW collection site and lists the products that are accepted. The sign must be placed in a highly visible location within the collection site.

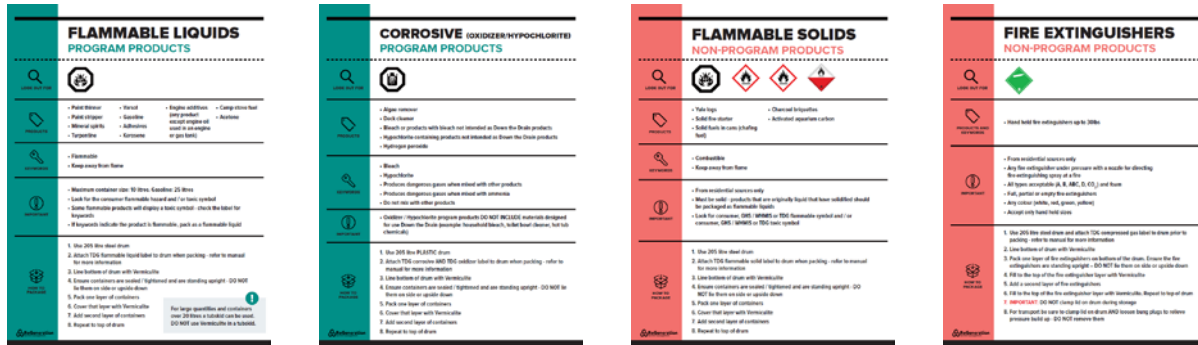
Information Brochure

The Program provides a brochure to help staff and customers determine what is accepted and what is not accepted by the Program.

Product Information Posters

The Program also provides product signage to be placed above collection containers to help staff determine what is accepted and what is not accepted in each collection container, as well as how to store and pack the products for transport. More detailed information is also contained in the **Product Information Sheets** in **Appendix F**.

FIGURE 8: PRODUCT INFORMATION POSTERS



4.6.1 Ordering Communication Materials

Communications materials are free of charge for collection sites. Use the following options to order:

- Online: Go to productcare.org/promotional-materials and select your province and program
- Call: Toll free 1.877.592.2972
- Add your order to your **Monthly Inspection Form (Form 1)**

4.7 Security and Access

Public access to the collection site without staff supervision is forbidden.

Collection sites must be properly secured when closed or not attended to prevent people or animals from accessing the storage area and to ensure that stored products are protected from incorrect handling or damage. All storage containers must be secured inside a locked and fenced area.

Containers should be located in an area that is relatively flat, preferably on solid paved ground away from drainage, with easy access for staff and trucks to access.

4.8 Traffic Control

While every facility is unique, the collection site should be configured so that customers can access the HHW unloading area safely. The following practices are recommended to ensure customer safety:

- ✓ Use signage, traffic cones and / or barricades to direct customers within the site entrance to the location where HHW materials will be taken from the vehicle.
- ✓ As much as possible separate customer traffic in and out of the site from the movement of trucks, heavy machinery and other activities at the facility.
- ✓ Set up the unloading area as close as possible to the storage area to minimize the distance that material must be carried by customers and staff.
- ✓ Consider using carts to transport material and a table or bench to stage and sort material.

5 PRODUCTS ACCEPTED AND NOT ACCEPTED

The Program accepts only specific HHW products designed and typically used by consumers. It does not include products that are designed for industrial or agricultural uses. HHW must be classified in accordance with criteria set out in the Regulations.

All products accepted by the Program must:

- ✓ Be identifiable (i.e. the container must have the original label intact with one of the symbols listed in this section);
- ✓ Meet the required container size restrictions (detailed in **Appendix F**) and
- ✓ Be sealed in original containers and in good condition.

5.1 Products Accepted

The Program accepts the following categories of HHW products, which are divided into two broad categories: Program and Non-Program as shown in **Table 3** below.

TABLE 3: PROGRAM AND NON-PROGRAM PRODUCTS	
<i>Products included in PCA's HHW Stewardship Plan as approved by MBSD.</i>	<i>"Non-Program Products" include a broader range of products that are not within the approved Program, but are collected by the Program on behalf of MBSD.</i>
PROGRAM PRODUCTS	NON-PROGRAM PRODUCTS
<ul style="list-style-type: none"> • Fuel gas cylinders • Toxics • Corrosive caustic • Corrosive acidic • Flammable liquids (gasoline (jerry cans) etc.) • Corrosive oxidizer / hypochlorite • Non-paint aerosols 	<ul style="list-style-type: none"> • NP cylinders • NP toxic • NP corrosive caustic • NP corrosive acidic • NP flammable liquids • NP flammable solids • NP corrosive oxidizer / hypochlorite • NP aerosols • Fire extinguishers • NP non-hazardous material • Mercury • Light ballasts • NP Organic peroxide

Paint and lights are included in the Manitoba HHW program, please refer to separate guidelines from PCA which are available for paint and fluorescent lamps.





Details regarding each category, identifying symbols and keywords, maximum container sizes and packing instructions are provided in the product information sheets in **Appendix F** of these Guidelines. The product information sheets are designed so they can be a quick reference for staff. Product Information Posters containing similar information can also be ordered for free online at productcare.org/promotional-materials or through the Monthly Inspection Form (**Form 1**), and should be displayed above collection containers.

5.2 Labelling

Consumer Labels

Most of the products that will be brought to a collection site will display a label designed for consumer products, see **Figure 9**. Refer to **Appendix F** for more details about handling products with consumer labels.

FIGURE 9: CONSUMER LABELS

	<p>Poison Hazard (Toxic) Symbol: This symbol is a warning that the product could be poisonous if you inhale its vapours, accidentally swallow it or if it makes contact with your eyes or skin.</p>
	<p>Explosive Hazard: A compressed gas is a product whose contents are under pressure, e.g. an aerosol can. It may be dangerous if the container is accidentally heated, punctured or crushed.</p>
	<p>Flammable / Combustible Hazard: Solvent based products typically contain flammable or combustible ingredients. These materials will ignite and continue to burn if exposed to a flame or source of ignition.</p>
	<p>Corrosive Hazard: A corrosive material can cause chemical burns. It can also be dangerous if it is mixed with other material, including other corrosives, that it is incompatible with. Corrosive material may be acidic, caustic, or oxidizing. Corrosive materials can burn if contact is made with your eyes or skin.</p>

GHS / WHMIS Labels

Products which could contain hazardous ingredients may be brought to collection sites and can be identified by their Workplace Hazardous Materials Information System Labels (WHMIS). In 2015, WHMIS was updated to meet international standards for hazardous product labelling and is now referred to as the Global Harmonization System (GHS). Therefore a collection site may receive products with the original WHMIS labels or GHS labels. For examples of WHMIS and GHS labels, see **Appendix G**.

TDG Labels

In addition or instead of displaying GHS / WHMIS symbols, products may also be identified by TDG labels, examples are shown in **Appendix G**.

5.3 Products Not Accepted

The Program does not accept the following products. Details on how to manage customers with these products are provided in section 6 below. **Collection sites may be liable for disposal costs associated with the management of these products if they accept them.**

- ✘ **Explosives and Ammunition**
Explosives and ammunition may include ammunition, flares, blasting caps, etc. Exercise discretion when dealing with these materials. Whenever possible, direct persons possessing ammunition to the closest police detachment to arrange for proper disposal. For explosive products, direct customers to the closest fire department to arrange for proper disposal.

- ✘ **Radioactive Material**
Radioactive materials may include smoke alarms², uranyl nitrate, scintillation vials, old watches and aircraft gauges. Under no circumstance may these materials be accepted at the collection site. Direct customers to contact a local hazardous waste disposal company to dispose of these materials.

- ✘ **Biohazardous Material (e.g. medical sharps)**
Biohazardous products may include sharps (needles), preserved biological specimens and petri dishes. Under no circumstance may these products be accepted at collection sites. Direct customers to contact a local hazardous waste disposal company to dispose of these materials.

- ✘ **Materials Contaminated with HHW from Spills or Use**
Rags or materials contaminated with gasoline or other flammable liquids resulting from the clean-up of spills or the use of HHW are not to be accepted by collection sites. These materials include gasoline contaminated rags or absorbent, paint rollers or brushes, rags or sponges contaminated with cleaners, gasoline contaminated rags or absorbent and wash water contaminated with HHW. Any such items are not to be accepted at the collection site. The exception to this is if a collection site experiences a spill onsite; these clean up materials will be accepted. See section **10.6** for more information.

² Individual residential smoke detectors can be disposed of with regular household waste.

✘ **Products Without their Original Label**

Customers may bring in containers of product with their original labels missing. These products cannot be accepted; even if the customer has written their own label or knows what is inside. You or the consumer may know the identity and properties of the product, but the processor will not. Accepting unlabelled products puts the processors in danger, and thus they are not accepted.

✘ **Products under Other Stewardship Programs**

Some customers may bring in products that are covered by other Stewardship Programs. A list of these items and the responsible Stewardship Program is included in **Appendix H**. These products are not part of the HHW Program and should not be placed in PCA containers. PCA recommends that collection site operators follow one or more of the following three options to manage these products:

1. Register with the appropriate stewardship program and use their services to collect and transport their products;
2. Make direct arrangements with a processor to receive the product (at the collection site's expense); or
3. Direct the consumer to take these products to another collection site in their area that is registered with the appropriate stewardship program (a list of collection sites for all stewardship programs can be found at www.recyclemanitoba.ca).

● **Leaking or Compromised Containers**

In the event a Program or Non-Program Product is brought to a collection site in a leaking, unsealed or compromised container, it should be identified as a Non-Program Product and managed in accordance with procedures outlined in this Guideline.

6 RECEIVING, HANDLING & STORING PRODUCTS

6.1 Receiving and Handling Products from Consumers

The Program is not a self-drop system. Customers must be supervised when returning products.

When a customer arrives with material, **ALWAYS**:

- ✓ Wear appropriate gloves and Personal Protective Equipment (PPE) when handling products.
- ✓ Greet the customer and ask to see the material being returned.
- ✓ Confirm the material is in its original container, clearly labelled and in acceptable condition (i.e., not unsealed, leaking, dented such that the lid will not seal, or so rusty that the can would be easily punctured).
 - If a product is in a leaking or compromised container, place it in an over pack container immediately.
 - **NEVER OPEN A CONTAINER OR GUESS AT ITS CONTENTS!**
- ✓ Before accepting a product, examine it to ensure it is either Program Product or Non-Program Product (see **Table 3**).
- ✓ If the product is **NOT** accepted under any circumstances in the Program (see section **5.3**), apologise and inform the customer that the product is not accepted by the program. Do not accept the product, and be prepared to educate the customer and explain why the product cannot be accepted and the correct location they may take it.
 - E.g., if the product is managed by another stewardship program (see **Appendix H**), direct the customer to a collection site for that product nearest to you, or to recyclemanitoba.ca for more information. You may also direct the customer to the local authorities (such as the RCMP or Fire Department, see section **5.3** above for further instructions).
 - **Collection sites may be liable for disposal costs associated with the management of these products if they accept them.**
- ✓ If the customer has a large volume of products that would disrupt collection site operations or exceed storage capacity:
 - Accept what you can manage.
 - Ask the customer to return another time with the remainder of the items.
 - Consider asking the customer to call the collection site in advance to ensure space is available to receive the product.

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

- ✓ Place the accepted products onto a cart or sorting table in a staging area if possible.
- ✓ Pack the products into the appropriate storage containers supplied by the Program.

NOTE ON LABORATORY CHEMICALS: Laboratory chemicals can be very dangerous and should only be packed by trained professionals. These chemicals will come in small containers (usually glass and less than 1 litre) containing solid or liquid material. The label on the container will have a chemical name and

the appearance will be similar to what one would see in a chemistry set or laboratory. If materials fitting this type of description are brought to a collection site, place them into a 20 litre pail and place it in a safe location. If they are already packed in a box or other larger container leave them in that container and place it in a safe location. Call PCA as soon as possible for further instructions. If possible take a photograph and provide that to PCA. A trained hazardous waste technician will come to your location to ensure the material is properly packaged and removed. Under no circumstances should you open any lab chemical containers. Do not shake or handle containers except to ensure they are placed in a safe location.

6.2 Customer Service

PCA wants to assist collection sites in ensuring that customers have a good experience while visiting their facility. In the event of a situation where a customer is upset, remain courteous, polite and respectful. Please encourage staff member(s) to bring either a manager or another staff person into difficult discussions. If a customer complains about their material being rejected, explain that the material is not part of the Program, provide them with Program promotional material and direct them to contact PCA with their concerns.

NOTE: Please forward any customer feedback about the Program to PCA. If there are any significant complaints, please contact PCA immediately at the number listed in the **Program Contact Information** on page iii.

6.3 Packing and Storing Accepted Products

NOTE: Do not leave products stored outside of collection containers and do not mix products in collection containers. All HHW products must be stored in the correct tubskids, drums or pails at the end of each business day.

Detailed packing instructions for each accepted category of HHW products are provided in the product information sheets in Appendix F.

Ensure the following steps are followed when packing products for transport:

- ✓ Prohibit public access to the packing and storage area.
- ✓ ***Before packing the products in a collection container***, put the appropriate TDG label on the collection container for its contents. TDG labels are provided by the PCA service provider.
- ✓ Pack heavy products at the bottom and smaller products on top. This is a safety measure to ensure drums are not top heavy making them liable to tip or fall during handling and transport.
- ✓ Pack products upright and tightly together to prevent damage that could result in a leak or spill.
- ✓ Always keep lids on tubskids to protect the contents from rain and snow.
- ✓ When a collection container is full, ensure the contents are well packed and the lid is in place.
- ✓ Never over-fill collection containers. Make sure the lid can sit flat on top of it.

See **Figure 10** below for an image of a correctly packed tubskid.

For a detailed description of packing instructions, refer to **Appendix I**. PCA recommends that sites add this appendix to your noticeboard.

FIGURE 10: CORRECTLY PACKED TUBSKID



6.4 Warnings

- ✓ **ALWAYS** wear appropriate gloves and personal protective equipment when handling products.
- × **NEVER** open a product container to see what is inside or verify its contents.
- × **NEVER** transfer or pour contents of a container into another container.
- × **NEVER** guess what is contained inside a container. If it does not have an original label clearly identifying the product, do **NOT** accept it!

6.5 Abandoned Materials

A sign should be placed at the entry to the collection site that warns against abandoning material, and can be provided by PCA if necessary by contacting the Field Coordinator. If items are abandoned on-site after hours, take them inside, inspect and sort appropriately. If the product is accepted by the Program, place it in the appropriate collection container.

Abandoned products that are not accepted by the Program must be disposed of through an appropriate method. Contact the PCA Field Coordinator for assistance in determining appropriate disposal methods.

7 REQUESTING PICKUPS & MATERIALS

7.1 Requesting Materials

Complete the Supply / Waste Pickup Form (**Form 4**) to request new collection containers and Vermiculite. Use the Monthly Inspection Form (**Form 1**) to order spill kit supplies, eyewash station replacement, product information sheets and communication materials.

See **Program Contact Information** on page **iii** for other ways to request materials.

- As a general rule, request a pickup of full containers or order new supplies before all containers on hand are full. Depending the rate at which your site collects materials, service requests should be made when about half of your available empty collection containers are full.
- Collection sites should ensure extra containers for high volume material are available as these containers will fill up more quickly than lower volume ones. For example, experience has shown flammable liquids are a higher volume material than corrosives so ensure you have extra 205 litre steel drums on hand.
- If you do not have any empty collection containers remaining to receive product, stop accepting products until empty collection containers arrive. Explain to the public that this is for safety and environmental reasons and that they can return at a later date with their products.
 - Continuing to accept products after all your collection containers 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.

7.2 Requesting Pickups

Depending on your location, you should allow up to 10 business days for a pickup.

To request a pickup, complete the **Supply / Waste Pickup Form for Collection Sites: HHW (Form 4)** and submit it via the contact information on the form. If you have any questions regarding pickups contact the service provider, as per the contact details on page **iii**.

Refer to the **Shipment Quick Reference Sheet: HHW** in **Appendix B** for detailed instructions.

7.3 Preparing Collection Containers for Removal

Complete the following steps when preparing storage containers for pickup:

- Pack collection containers following the directions in section **6.3** above.
- Ensure the lids of all collection containers are secured.

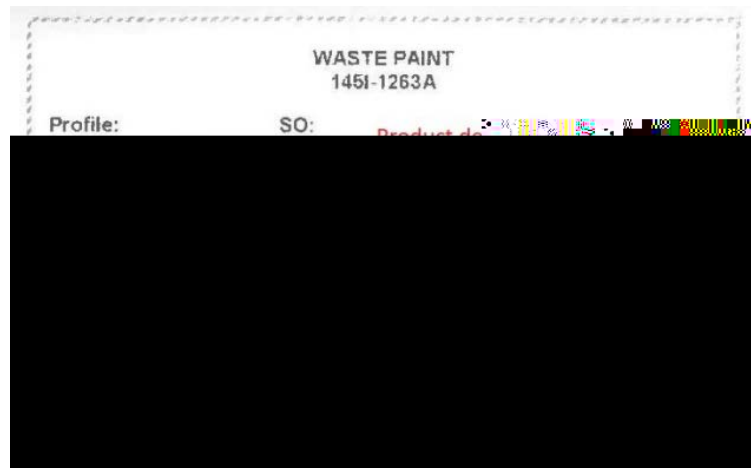
- Do not overfill collection containers. Lids must fit tight and be level in order for loads to be properly secured for transport. To ensure this, do not stack products above the rim of the container. If a lid cannot be closed, the service provider will either ask you to put the overflow into a different collection container or will refuse to accept it.
- Keep the loading area clear.
- Ensure that the collection containers have a packing label (**Figure 11**) affixed. This is a requirement under the regulations.
- Movement documents (manifest) will be provided by the service provider to sign. The person signing the manifest, must be appropriately trained in TDG. By signing the manifest, you are declaring that the goods shipped are as indicated and the markings on the labels are correct. Ensure you understand the statement at the bottom of each manifest you are signing to ensure shipments are compliant with the *Transportation of Dangerous Goods Regulations*.
- TDG placards designed to be placed on trucks will be provided by your service provider. The driver will place them on their vehicle before they leave your collection site.
 - TDG Container Labels (**Figure 12**) will be provided by the service provider. The correct labels must be placed on the containers before they are loaded on the truck.
- If your shipment is being picked up by a third party carrier, please follow instructions that are provided with the paperwork. Please refer to information below for an example of the instructions.

You will be required to assist the service provider to load full collection containers and unload supplies. Ensure a forklift (or other loading equipment) is available to assist.

FIGURE 11: TDG PACKING LABEL



FIGURE 12: TDG CONTAINER LABEL



In cases of a third party carrier being utilized, the service provider will send the manifest, required TDG container labels (**Figure 12**) and placards in advance of the pickup. As required by the TDG Regulations, make sure that:

- The shipment matches the information found on the manifest.

- The appropriate TDG classification labels (**Figure 11**) and TDG container labels (**Figure 12**) are attached to each collection container.
- The appropriate placards are given to the third party carrier.

7.4 Pickup Procedure

When the service provider comes to make a pickup, they will provide:

- TDG container labels to apply to the collection containers being offered for transport. If a third party carrier is being used for pickup, the TDG container labels will have been provided in advance with the appropriate placards and movement document or manifest.
- Movement document(s) (manifest) to sign.

Replacement collection containers and supplies requested may arrive on the same day as a pickup, however they may also arrive on a separate truck / separate day.

In addition, when the service provider picks up the full collection containers you must:

- Provide a signature, date and time of pick up on the manifest.
- Keep a copy of the manifest in your records.
- If requested, open containers for the driver to verify the contents.
- Ensure a staff member is available to handle these requirements to avoid shipping delays.

8 COLLECTION SITE MANAGEMENT

8.1 Completing Monthly Inspection Form

Your Manitoba DGHTA License or Operating Order requires you to completely inspect your storage area every month. Collection site staff must physically inspect signage, collection containers and spill kits. **As part of the inspection, a Monthly Inspection Form must be completed and submitted to PCA before the 10th day of the following month (see Form 1).**

Completed forms must also be kept on site for a minimum of two years and be available for inspection by a PCA representative or provincial official on demand.

For additional copies, photocopy the form (**Form 1**) or print a copy online at productcare.org/service-partner-support/manitoba.

8.2 Document Retention

It is important to keep copies of all documents associated with products collected under the program. Manifests are required to provide proof to PCA of products collected and to confirm that monthly payments (if applicable) are accurate. It is a legal requirement these documents be kept for at least two years.

8.3 Visits by PCA's Representative

PCA regularly visits and inspects collection sites to ensure that they are operating in compliance with regulations and Program requirements, provide training and address any issues. PCA representatives may visit your location to inspect the facility at any time. Please assist the representative by having your records readily available.

9 SAFETY

If your company / organization has its own Health and Safety Program and Emergency Plan, follow those instructions. This section is only provided as an additional reference.

You are responsible for ensuring that your facility and operations, including HHW collection activities, meet the requirements of WSH Branch.

General safety guidelines for handling HHW:

- No smoking near the collection and storage area
- Do **NOT** open any containers
- Do **NOT** accept improperly sealed containers or unknown materials
- Only accept Program and Non-Program Products (see section 5.1 above)
- Read the label on each container to confirm the product is accepted by the Program
- Follow basic hygienic procedures
- Wash hands before eating, smoking or using the washroom
- Follow the procedures outlined in these Guidelines

9.1.1 Important:

- All equipment supplied by PCA remains the property of PCA and must be returned if the facility ceases to collect HHW products or upon closure of the collection site
- Report any damage to equipment
- Only use equipment provided by the Program for the Program

9.1.2 Safety Equipment

- Collection Site Guidelines
- Spill kit
- Personal eyewash bottles and / or eyewash stations

9.1.3 Spill Kits

PCA 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 is kept stocked with all required supplies and is accessible to collection site staff at all times.

Spill kits come equipped with:

- 1 x disposal bag
- 1 x spill response mini poster
- 2 x 4' universal socks
- 50 x oil pads

Replacement supplies are only free if incident report forms have been provided to indicate appropriate spill kit use. PCA will charge for the replacement of lost or misused spill kits and / or supplies that are lost or used for non-PCA tasks.

9.1.4 Eyewash Bottle and Eyewash Station

Ensure you know the location and proper procedures for using the compressed eyewash bottles. PCA issues a replacement compressed eyewash bottle every three years or as required. If a compressed eyewash bottle is used, it must be replaced. Please check your bottles regularly to ensure the eyewash has not expired. Contact PCA for replacement bottles.

Important: Eyewash bottles must be stored in a temperature controlled environment (kept above freezing temperature). When working in the HHW area, one bottle should be available to workers at all times.

FIGURE 13: SAFETY EQUIPMENT



Spill Kit



Spill Kit Contents



Personal Eyewash Station

Replacement supplies can be requested from PCA free of charge for spill kits and eyewash bottles in three ways:

- When you call for a pickup
- On monthly inspection forms when they are submitted
- On incident report forms following an incident

9.1.5 First Aid

A first aid program is required in all places of work. First aid requirements are regulated by the Manitoba WSH and depend upon the type of business and the number of workers present. Contact your local WSH office if you are not aware of the requirements for your facility.

Collection site operators should also ensure that, where a spill may occur, a source of running water is available for flushing the product from the skin. If there is no source available, the eyewash station bottles will serve the same purpose.

9.1.6 Personal Protective Equipment (PPE)

PPE is the gear and clothing worn to protect against hazards such as leaking products coming into contact with a person, or accidental splashes from a dropped or broken container. PPE must be worn when handling HHW products. To determine the correct safety gear required at a collection site, the operator must first identify the hazards present.

PCA does **NOT** provide PPE to collection sites, including gloves, safety goggles, protective clothing, safety shoes, hard hats, long-sleeved clothing, respirator, or other equipment, which may be needed in the event of a fire or other emergency.

If uncertain about what hazards are present or what gear is needed, assistance can be obtained from the local WSH office or in-house safety specialist.

At a minimum, PCA recommends the following PPE be provided to all workers. This is only a recommendation and additional equipment may be required by regulation or to respond to workplace needs.

Chemical resistant gloves: To prevent contact with HHW products that may not be sealed correctly or are spilled on the outside of the container.



- ALWAYS use chemical resistant gloves when handling products. Leather or fabric gloves can absorb liquids and keep them in contact with the skin. This can be very dangerous because some poisonous substances are absorbed into the body through the skin
- Gloves should be inspected regularly and replaced immediately if damaged.
- Gloves can become cut or torn on a rough edge or surface.
- Certain gloves can rapidly fall apart when exposed to a flammable or corrosive liquid
- Products may penetrate the glove after several exposures or exposure to a large amount of product.

Safety goggles: To protect the eyes if a product is dropped or spilled during examination and packaging.



- Safety goggles are designed and made to meet government standards. They should be cleaned regularly, inspected and replaced if damaged.
- Do not attempt to repair safety goggles because they may no longer meet government standards.

Once PPE has been selected, it is important to keep it clean and in good condition. Workers should:

- Inspect PPE regularly to make sure it is able to serve its intended purpose
- Replace worn or damaged PPE immediately

9.1.7 Clear Well-Lit Pathways

Keep pathways clear and well-lit between customer's vehicles, the staging area, and storage containers to avoid tripping hazards.

9.1.8 Correct Lifting Procedures

Removing products from a customer's vehicle and / or staging areas and placing them in storage containers requires bending and lifting. Handling any container 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





9.1.9 Protection from Other Hazards

Collection sites present many other potential physical hazards, such as moving vehicles or falling objects that cause an injury. These hazards are unique to every collection site so it's very important for the operator to identify them and ensure workers take the necessary precautions. Additional PPE, including hard hats, safety shoes and traffic safety gear may be required by the Manitoba WSH or your safety procedures.

9.1.10 Hazard Symbols

Depending on the type of HHW product, the label may display various warning or hazard symbols. **Figure 14** below identifies common product hazard symbols found on HHW containers that identify a potential risk of that product to your safety.

FIGURE 14: HAZARD SYMBOLS

	<p><i>Poison Hazard (Toxic)</i></p>
	<p><i>Explosive Hazard</i></p>
	<p><i>Flammable / Combustible Hazard</i></p>
	<p><i>Corrosive Hazard</i></p>

- Product may be poisonous if you inhale its vapours, accidentally swallow it or if it makes contact with your eyes or skin
- Avoid breathing vapours, ingestion and skin contact

- A compressed gas whose contents are under pressure, e.g. an aerosol can
- Do not throw the container, always handle and store the product carefully and store in appropriate collection containers
- Dangerous if the container is accidentally heated, punctured or crushed

- These materials will ignite and continue to burn if exposed to a flame or source of ignition
- Avoid breathing fumes, build-up of vapours, open flame, spark or heat, ingestion and skin contact

- Product is corrosive
- Corrosive material may be acidic, caustic or oxidizing
- Avoid skin and eye contact

10 EMERGENCIES

10.1 Emergency Contacts

In the event of an emergency, contact:

- Fire Department, Police or Ambulance **911**
- PCA Emergency Line (24 hrs) **1.888.772.9772**
- MBSD Spill Line (24 hrs) **204.944.4888**

10.2 Emergency Planning

It is a licence / operating order requirement that collection sites have an emergency plan. Collection sites will not be approved without one. Consult with your local MBSD office for additional information as required.

It is important that the collection site operator and workers know what actions to take 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. The correct response measures should be confirmed with your local Fire Department or emergency response agency. Accordingly, please follow your own emergency plan and use these Guidelines as a reference only where an emergency plan does not exist.

10.3 Emergency Training

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

10.4 Emergency Equipment

PCA provides emergency equipment, including a spill kit and eyewash bottle. Keep this equipment in good working condition and accessible at all times.

Please note that the collection site operator is responsible for the annual inspection and servicing of fire extinguishers and stocking a complete spill kit. Replacement spill kit materials are available from PCA free of charge (see **section 7.1** for instructions on how to order replacement materials).

10.5 Fire

Every collection site should have a fire plan in place. The following are some suggestions for procedures in case of a fire.

- Evacuate the collection site and move everyone to a predetermined safe location up wind of the fire
- Call 911 or your local fire department
- If it is safe to do so, use a fire extinguisher to put out the fire
- Report the fire to PCA at **1.888.772.9772**
- Complete the Incident Report Form (see **Form 2**) and send it to PCA immediately via email or fax

Your local fire department is trained in handling incidents involving dangerous goods. Collection sites should consult their local fire department for recommendations on fire incident procedures for your site. PCA strongly suggests developing a response plan with their cooperation.

10.6 Spills

It is important that all collection site workers know the correct steps to take in the event of a spill where a product is dropped or damaged during handling. Spill response depends on the product type and quantity spilled. Spills of all sizes must be reported to PCA.

In addition, the Province of Manitoba has spill reporting requirements under the *DGHTA, Environmental Accident Reporting Regulation*. Spills in quantities equal to or greater than the list in **Table 4** below, must be reported to MBSD at 204.944.4888:

TABLE 4: REPORTABLE SPILL QUANTITIES		
Product Classification	Product	Minimum Spill Quantity
Class 2	compressed gas	100 litres
Class 3	flammable materials	100 litres
Class 4	flammable solids	1 kilogram
Class 5.1	oxidizers	50 litres
Class 5.2	organic peroxides	1 litre
Class 6.1	toxic materials	5 litres
Class 8	corrosive materials	5 litres
Class 9	asbestos	50 kilograms

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

10.6.1 Care:

Remember personal safety comes first.

Ensure your safety by evaluating the spill or incident and understand the precautions needed to protect yourself and others from harm. For example, the affected area will need to be secured and workers may require special protective gear, such as:

- A respirator that provides adequate protection from the product spilled
- A face shield and / or safety goggles
- Impervious clothing such as disposable long sleeved coveralls, rubber boots and gloves

Selection of the appropriate PPE and training in its use depends upon the duties that collection site workers are expected to perform in an emergency and their level of training. Further information about emergency PPE can be obtained from your local WSH office.

10.6.2 Control and Clean-Up:

If you're not comfortable dealing with the spill, call the fire department (911) and the MBSD 24 hour emergency line 204.944.4888.

If you're comfortable in dealing with a spill, it is important to use the steps outlined below to initially stop the flow of a spill:

- Ensure personal safety with appropriate PPE. Remember personal safety comes first
- Place the container in a position where the least amount will spill (e.g. place an open container upright, into another container, or place something under the container to catch the spill)
- Use as much absorbents as needed to contain the spill including spill pads, or spill socks from the spill kit to contain the spill. Even dirt spread around a spill area will act as a temporary dyke and stop the flow of liquid spills from entering drains or ditches until a more suitable solution can be determined
- Restrict access to the spill by removing non-essential people from the area and restrict entry
- Request the assistance of a co-worker as required
- Block off any route to waterways, such as storm drains, catch basins, and creeks
- Contact your supervisor
- If the spill escapes containment or reaches waterways, contact the authorities on 911 and the MBSD 24 hour emergency line 204.944.4888

10.6.3 After Clean-Up:

- Place all used spill kit materials, contaminated personnel protective equipment and collected spilt product in plastic bags
- Place the plastic bag containing the recovered spilled material in a pail. Put a label on the pail to identify the contents as contaminated spill clean-up material, and place the pail into the container that corresponds with the products spilt, e.g. flammable spilt material goes into the flammable materials drum
- Wash hands and / or body thoroughly to remove any spilt material. Remove any clothing that may have come into contact with spilt material and launder it as required
- Ensure you replace any used spill control supplies. Replacement supplies can be ordered from PCA free of charge on the Incident Report Form (**Form 2**) or by contacting PCA

10.6.4 Report:

- Report all spills involving program materials, program equipment, or where spill kit supplies are used to PCA. When reporting the spill, provide the following information:
 - Location and time of spill
 - Name and telephone number of person reporting it
 - Brief description of the circumstances surrounding the spill
 - Quantity and type of material spilt
 - Action that will be taken with respect to the spill
- After reporting the incident, complete the Incident Report Form (**Form 2**) with all spill details, including a list of any replacement materials needed to replenish the spill kit. Send it to PCA immediately via the contact details on the form

10.6.5 Notes:

- If you are not trained to respond, or are uncomfortable responding to, a spill, chemical reaction or fire, let qualified professionals handle the response. Do not attempt to respond to such incidents. Follow the collection site emergency response procedure and your facility emergency plan

11 FORMS

Form 1: Monthly Inspection Form

Send completed form by the 10th of every month to either:

Email: mbospaint@productcare.org

Fax: 1.866.975.2982



MONTHLY INSPECTION FORM

1. Collection Site Details

MONTH:	_____	YEAR:	_____
DEPOT NAME:	_____	TODAY'S DATE:	_____
YOUR NAME (Please Print):	_____	SIGNATURE:	_____

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

(Add comments underneath each space if needed)

Tubskids and drums are in good condition

Total number of all tubskids on site (print)

#

All current staff have been trained by PCA

Total number of drums on site (print)

#

Collection area is clean and organized

Signs are clean, in place and readable

Program promotional material available

Depot is locked and secured after hours

Collection site guidelines are available to staff

No regulatory infractions received this month

No spills this month reported

Spill kits (HHW & lights) complete, ready for use

If yes, they were reported to PCA (provide date and circle how they were submitted below)

If no, complete section 3 below

Date:

Emailed / Faxed

3. Need spill kit / safety materials?

• Either call the number below or tick your required material (you cannot order more than what is indicated below)

Disposal Bag x 1

Spill Response Mini Poster x 1

Universal Spill Socks 2' x 4'

Oil Pads x 50

Eye Wash Bottle x 1

4. Need promotional materials?

• Order online productcare.org/promotional-materials/, call the number below, or select the material and circle your quantity

Product Information

Guidelines: HHW

Guidelines: Lamps

Guidelines: Paint

Rack Cards (50 / 100)

Poster (1 / 2 / 3 / 4 /

Collection Site Sign (1 / 2)

5. Other: Please provide any additional comments:

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

Effective April 2018

Form 2: Incident Report Form

Send completed form to either:

Email: mbopspaint@productcare.org

Phone: 604.592.2927. Fax: 1.866.975.2982



INCIDENT REPORT FORM

EMERGENCY TELEPHONE: 1.888.772.9772 (24 hours)

1. Collection Site Details

Depot Name: _____

Depot Location: _____

Employee Name: _____

Telephone Number: _____

Date of incident: _____

Time of incident: _____

2. Check one of the following emergencies and fill out the appropriate information:

(Attach a separate form if you need more space)

SPILL?

Spill in parking lot

Spill in reception area

Spill reported to the regulatory authority MSD at 204.944.4888 (as per Sect 10.5 of collection manual)?

Chemicals involved in spill: _____

Customer caused the spill

Type of surface spilled on:

gravel asphalt concrete wood other

FIRE?

Fire in paint aerosol drum

Fire in HHW drum

Fire in parking lot

Fire department called

Fire in other location: _____

Fire in paint tubskids

Fire in HHW tubskid

Fire in reception area

Fire extinguishers used

*If yes, the unit(s) must be serviced

PROPERTY DAMAGE?

Tubskid / drums / pails

Other equipment

Building

Other property damaged

Send completed form to either:
 Email: mbopspaint@productcare.org
 Phone: 604.592.2927. Fax: 1.866.975.2982



3. Description

Describe the incident in detail: (This includes exposure to chemicals, smoke, chemical inhalation and bodily injuries, as well as property damage. If a spill occurred, explain what was spilled, what happened to the spilt material, the outcome and any other information that is important to this incident) – Use additional paper if necessary.

Describe your response effort: (What did you do?) – Use additional paper if necessary

Did staff wear protective gear (PPE)?

YES NO

Was anyone hurt?

YES (if so, please attach a copy of the WCB MB Form and Record to this report) NO

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

4. Need replacement spill kit materials?

• Either call the number below or tick your required material (you cannot order more than what is indicated below)

<input type="checkbox"/> Disposal Bag x 1	<input type="checkbox"/> Spill Response Mini Poster x 1	<input type="checkbox"/> Universal Spill Socks 2 x 4'
<input type="checkbox"/> Oil Pads x 50	<input type="checkbox"/> Absorbent	<input type="checkbox"/> Eye Wash Bottle x 1

Telephone and report the incident immediately on the emergency telephone line if the spill involves more than 8 litres (2 gallons) of paint, if the spill escapes into the environment (runs into grass or gravel, enters a storm drain, etc.) or if there is an injury or fire. Please complete the information and fax or email (with other forms if applicable) to PCA.

Employee Name _____

Signature _____

Manager Name _____

Signature _____

Forms may not be current due to changes in processes, regulations and procedures. Updates will be provided to your collection site as required and posted on www.productcare.org. Please ensure you are using the most updated version of this form.
 Effective April 2018

Form 3: Hazardous Waste Generator Registration Form

**GENERATOR REGISTRATION AND CARRIER
LICENSING REGULATION M.R. 175/87
HAZARDOUS WASTE REGISTRATION FORM**



Check all that apply: New Company Name Change Moved Additional Site Update

Section 1 Generator Identification

Generator (legal name): _____ Corp. File # if app. _____
 Mailing Address: _____ City _____ Prov _____ Mb _____ Postal Code _____
 Operation Name: _____ Site Location _____
 Operation Mailing Address: _____ City _____ Prov _____ Mb _____ Postal Code _____

Section 2 Waste Description

Physical State	TDG Shipping Name	UN Number	TDG Class	Packing Group	Provincial waste class code	Quantity generated per month	Frequency of generation	Treatment / disposal code
a) L	PAINT	UN1263	3	II	145I	5184	R	D15
b) G	AEROSOLS	UN1950	2.1		331I	240	R	D15
c) L	FLAMMABLE LIQUIDS, N.O.S (gasoline)	UN1993	3	II	213I	640	R	D15
d) L	PESTICIDE LIQUID, TOXIC, N.O.S (diazinon)	UN2902	6.1	II	242A	640	R	D15
e) L	CORROSIVE LIQUID, N.O.S (hydrochloric acid)	UN1760	8	II	114C	640	R	D15
d) L	CORROSIVE LIQUID, N.O.S (sodium hydroxide)	UN1760	8	II	122C	640	R	D15
e) L	OXIDIZING LIQUID, N.O.S (sodium hypochlorite)	UN3139	5.1	II	148A	320	R	D15
f) S	BATTERIES, DRY, CONTAINING POTASSIUM HYDROXIDE SOLID	UN3028	8	III	122C	160	R	D15
g) G	COMPRESSED GAS, FLAMMABLE, N.O.S. (propane)	UN1954	2.1		331	320	R	D15
h) L	ADHESIVES	UN1133	3	II	232I	640	R	D15
i) G	FIRE EXTINGUISHERS	UN1044	2.2		331L	160	R	D15
j)	MEDECINE, LIQUID, TOXIC, N.O.S. (lidocane chloride)	UN1851	6.1	II	741A	160	R	D15
k) S	Waste Polychlorinated Biphenyls	UN2315	9	II	243D	50	C	X

Section 3 Waste Management Information

General business type _____
 Source of hazardous waste _____ Household hazardous waste collections from residential sources.
 Hazardous waste carrier(s) used _____
 Hazardous waste receiver(s) used _____

Section 4 Certification

I certify that the information provided on this form is correct and complete.

Signature of contact person with operation: _____ Date (dd/mm/yy): _____
 Print name of contact person: _____ Position/title: _____
 Telephone: _____ Fax: _____

For departmental use only
 MBG _____ Business Code _____ Form checked by _____ Region _____
 Form processed by _____

Personal information is collected under the authority of *The Dangerous Goods Handling and Transportation Act*, Generator Registration and Carrier Licensing Regulation M.R. 175/87, and will be used to issue the Hazardous Waste Registration Number (Provincial ID number) and for administration and enforcement purposes. It is protected by the privacy provisions of *The Freedom of Information and Protection of Privacy Act*. If you have any questions, contact the Access & Privacy Co-ordinator, Box 85, 200 Saulteaux Crescent, Winnipeg MB R3J 3W3; 1-204-945-4170.

Form 4: Supply / Waste Pickup Form for Collection Sites: HHW



1803 Hekla Avenue, Winnipeg,
 Manitoba, R2R 0K3
 Tel: 204-925-9600
 Fax: 204-925-9601
 hhw@millerenvironmental.mb.ca



SUPPLY / WASTE PICKUP REQUEST FORM FOR COLLECTION SITES: HHW

PLEASE SEND COMPLETED FORMS TO MILLER VIA EMAIL OR FAX

1. Collection Site Details

Depot Location:			
Depot Name:		Employee Name:	
Telephone Number:		Date:	
Depot Operation Hours:			
Loading Equip Available:			

2. Requesting Supplies: Indicate the number of the following you require

#	Tubskids	#	Vermiculite
#	Poly Open Top Drums	#	Metal Open Top Drums
#	20 L Pails	#	TDG Drum Labels

3. Requesting Waste Pickup: Indicate the number of the following you require. (TS = Tubskid, DM = Drum)

Qty	Description	TS/DM	Qty	Description	TS/DM
	Paint	TS		Acid Labpack (PCA)	DM
	Aerosols – Non Paint (PCA)	DM		Acid Labpack (Non Program)	DM
	Aerosols – Paint (PCA)	DM		Caustic Labpack (PCA)	DM
	Aerosols (Non Program)	DM		Caustic Labpack (Non Program)	DM
	Cylinders <i>(please specify)</i>	TS/DM		Flammable Labpack (PCA)	TS/DM
	• Camping Propane (Fuel) Cylinder	DM		Flammable Labpack (Non Program)	TS/DM
	• Propane Tanks (20 lbs)	TS/DM		Mercury / Debris	DM
	• Foam (A & B)	TS/DM		Fire Extinguishers	DM
	• Helium	TS/DM		Oxidizing Labpack (PCA)	DM
	• Acetylene	TS/DM		Oxidizing Labpack (Non Program)	DM
	• Carbon Dioxide	TS/DM		PCB Ballasts <i>(needs prior approval)</i>	DM
	• Nitrogen	TS/DM		Toxic Labpack (PCA)	DM
	• Oxygen	TS/DM		Toxic Labpack (Non Program)	DM
				Non Hazardous Labpack (Non Program)	DM

4. Other:

Appointment Needed? (If yes, specify preferred contact type)	
Any comments / concerns that you the depot would like addressed?	

12 APPENDICIES

Appendix A: Manifest / Movement Document Instructions



MANIFEST / MOVEMENT DOCUMENT INSTRUCTIONS

IMPORTANT:

Please contact the PCA Coordinator at Miller **when you receive this shipment** so that the carrier can be notified to **have your bins collected**.

If you prefer to contact Gardewine yourself and schedule a pick-up, please call 204-631-3709

To: _____

Attn: Shipping Department

This Memo is to advise that the manifest / movement document included must be returned with the shipment. Hazardous Waste cannot be transported without this document.

- Place the appropriate TDG labels attached onto each container for shipment
- Once the manifest movement document has been signed off by you (the shipper) and Gardewine (the carrier); send a copy either via fax or email to the contact information below
- Make a copy of the manifest for the driver, keep copy 1 and 2, (you must retain these for 2 years) place the remaining copies of the Manifest in the envelope provided and tape to the lid of the container being collected with Attn: PCA Coordinator (Miller Environmental)
- Give the vehicle placards provided to the Gardewine driver when they arrive to pick up the waste.

If you have any questions please contact at me at the information below.

Thank you,

Ramiro Morfin-Cruz MSc
Product Care Association (PCA) Coordinator
Miller Environmental Corporation
T: (204) 594-9624, F: (204) 925-9601
hhw@millerenvironmental.mb.ca

Appendix B: Shipment Quick Reference Sheet: HHW

To request a pickup:

Email: HHW@millerenvironmental.mb.ca

Phone: 204.925.9600. Fax: 204.925.9601



SHIPMENT QUICK REFERENCE SHEET: HHW

NOTE: Depending on your location, you should allow up to 10 days for a pick-up.

1. To order a pick-up:

- Complete the supply and waste pickup request form for HHW collection sites.

2. Prepare collection containers:

- Tubskids must be packed correctly.
 - Do not overfill, i.e. not above the rim, the lids must fit tight.
- Write the depot and manifest number on labels.



WASTE PAINT
1481-1263A

Profile: SO: Product description (shipping name)
Shipping Name: WASTE PAINT
UN Number: 1481 Class: 3 TDG Class
UN 1263 Packing Group: II

Safe Handling Procedures: Keep material away from heat sources and other combustible materials. Never smoke when working with or near the material. Store in a cool, fireproof area.
SEE MATERIAL SAFETY DATA SHEETS



3. Complete the Manifest:

- Complete the shipping document, sign and date the manifest. Ensure:
 - The shipment matches the manifest.
 - Placards are used.
 - You keep a signed copy of manifest.
- For shipments that a partially pre-filled manifest, collection container labels and placards were sent to a depot, make sure that:
 - There are enough labels for the products.
 - Send only amounts and types of tubskid that are already pre-filled on the manifest.
 - If quantities do not match do not ship extra items.
 - Label each tubskid. Labels provided.
- Give placards to the driver.

MOVEMENT DOCUMENT / MANIFEST
DOCUMENT DE MOUVEMENT / MANIFESTE

Shipper (consignor) **Carrier Section** **Receiver (consignee)**

YOUR INFORMATION HERE **CARRIER COMPLETES** **WILL ALREADY BE COMPLETE**

TDG SHIPPING NAME **CLASS** **UN#** **PG#** **L**

ENTER VOLUME **ENTER # UNITS**

DRUM = 01 **TUB/BX = 07**

INTERNATIONAL USE ONLY

SIGN HERE **COMPLETE DATE**

Manifest Number: ZB65201-7

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

Effective April 2018

Appendix C: Training Certificate Example for Depot Staff: HHW

CERTIFICATE
OF **TRAINING**



PRESENTED TO :

DATE :

COLLECTION SITE:

SAMPLE

Randy Webster
Manitoba Field Coordinator

Manitoba
HHW Program

This certificate acknowledges that the person named above has successfully completed the Product Care Association HHW Collection Site Program Training. As part of the training, the person named above acknowledges adherence to PCA's Collection Site Guidelines to ensure the safe and efficient operation of the HHW Collection Site. This certificate is valid for three years from date of issue.

Appendix D: Collection Site Infrastructure Requirements: HHW

HHW COLLECTION SITE INFRASTRUCTURE REQUIREMENTS

The requirements listed in this document are used by Product Care Association of Canada (PCA) as part of the application process to operate a Household Hazardous Waste (HHW) Collection Site. The requirements will be used to assess your application to determine whether an existing structure is satisfactory to be used as a HHW Collection Site or whether a new structure will be required.

1. LIGHTING AND HEATING

No electricity or heating is required. Lighting can be natural, or portable, provided that the lighting level meets regulatory requirements.

If lighting or heating is necessary, the equipment used must meet applicable electrical and fire codes.

2. ACCESS

Access to the HHW storage area must be a minimum of five (5) feet in width to allow the movement of a four (4) foot pallet or tubskid. The HHW storage area must be accessible at ground level or have access to a truck loading dock. Equipment including a pallet jack, fork lift or drum dolly must be able to be moved freely from the HHW storage area to the outside, which may require a ramp if there is any elevation or transition, and a paved area if a pallet jack is used. A collection site with a loading dock must be able to accommodate a five (5) ton truck or semi-trailer.

The public must not have access to the HHW storage area. The storage area must be lockable or another means of security must prevent access at all times. (Example: The entire facility is enclosed by a fence with and lockable gate).

The access road to the HHW storage area must allow access for service vehicles (5 ton or semi-trailer trucks) and be composed of an appropriate surface material e.g. hard packed gravel.

3. FLOOR SPACE

A minimum of 320 sq ft must be available for a HHW storage area. There should be enough space for four (4) collection tubskids and fifteen (15) drums allowing for one metre of aisle space for inspection of the collection containers and access with loading equipment to remove full storage containers, as well as storage area for six (6) pallets (4'x4' blocks). PCA may require more storage area requirements based on the population base captured by the collection site and projected collection volumes.

The storage area flooring material must be an impermeable hard surface (concrete or wood in the case of a sea container).

4. VENTILATION

The HHW storage area can be passively vented by means of venting in the walls or ceiling or by using large access doors, which can be opened to allow air movement. Forced ventilation must comply with applicable electrical and fire codes.

5. LOADING EQUIPMENT

The collection site requires an area for transporters to load full storage containers and unload supplies. If a collection site only has access to a pallet jack for loading, a solid surface outside of the collection building is required, with a minimum footprint of 200 sq ft (10'x20'). This allows containers up to the size of a pallet to be moved from the storage area to the truck tailgate to be loaded.

Every site requires a pallet jack and drum dolly to move storage containers.

6. RECEIVING AREA

There must be a fully supervised drop off location for residents. If this is the same as the storage area, residents cannot be permitted to drop-off unsupervised, or drop items directly into storage containers. The receiving area must have an impermeable surface, as well as weather protection.

7. SAFETY EQUIPMENT

The collection site must have an eyewash station compliant with applicable regulations. This station must be located on the facility site, but not necessarily in the HHW storage area.

A fire extinguisher must be mounted inside the building, in a location accessible from the outside of the storage area in a weather protected area, i.e. right inside the door. It is the responsibility of the collection site supervisor to ensure the fire extinguisher is inspected and serviced as per fire regulations.

PCA will provide a spill kit for liquid spills or for leaking containers as well as for broken light bulbs. It is the responsibility of the collection site operator to provide all other necessary safety equipment to comply with applicable regulations.

8. CONSTRUCTION

The HHW storage area walls may be constructed of any material provided it has a minimum as required by building and fire codes. The HHW storage area for storage containers, at a minimum, must provide covered weather protection and meet applicable regulations.

9. OTHER

HHW collection sites must:

- Be staffed while open to the public,
- Provide building insurance to PCA, and
- Be licensed (PCA can assist with this process if needed)

DISCLAIMER

These Collection Site Infrastructure Requirements cannot, and are not, intended to supplement, represent or amend any existing regulations or requirements. Be advised that it is the Collection Site Operator's responsibility to comply with these Collection Site Infrastructure Requirements, in addition to any and all Federal and Provincial Acts and Regulations, and Municipal By-laws.

Appendix E: Collection Site Supplies Checklist: HHW

This form is a checklist only, use the source below for orders.

Email: mbopspaint@productcare.org

Phone: 604.592.2927. Fax: 1.866.975.2982



COLLECTION SITE SUPPLIES CHECKLIST: HHW

It is the responsibility of staff at the collection site to ensure these supplies are always available at the collection site.

New collection sites: Use this checklist to ensure your site receives all the correct materials and equipment.

Collection sites can order more packing supplies on the monthly inspection form.

ORDER TYPE:	ORDER SOURCE:
1. PACKING:	
<input type="checkbox"/> Tubskids (4'x4'x3' plastic box with lid) <input type="checkbox"/> Metal and plastic open top drums <input type="checkbox"/> Plastic pails <input type="checkbox"/> Vermiculite (absorbent for packing) <input type="checkbox"/> TDG Labels including Class 2, 3, 4, 5, 6, 8 and 9 (to be affixed to each storage container prior to packing)	<p>Miller: Form 4 of the HHW Collection Site Guidelines: 'Supply & Waste Pickup Request Form For HHW Collection Sites'.</p>
2. SAFETY:	
<p>Spill kits which includes:</p> <input type="checkbox"/> 1 x disposal bag <input type="checkbox"/> 1 x spill response mini poster <input type="checkbox"/> 2 x 4' universal spill socks <input type="checkbox"/> 50 x oil pads <input type="checkbox"/> Absorbent <p>Other safety:</p> <input type="checkbox"/> Eye wash bottle (check regularly as they have an expiry date)	<p>PCA: Form 1 of the HHW Collection Site Guidelines: 'Monthly Collection Site Inspection Checklist'; or call the number above.</p>
3. COMMUNICATION:	
<input type="checkbox"/> Information rack cards and posters <input type="checkbox"/> Collection Site Signage <input type="checkbox"/> Paint Collection Site Guideline (depot manual) <input type="checkbox"/> Lights Collection Site Guideline (depot manual) <input type="checkbox"/> HHW Collection Site Guidelines (depot manual) <input type="checkbox"/> Product Information Posters (signage to be placed above the tubskids and drums to aid when sorting and packing material)	<p>PCA: 'Form 1 of the HHW Collection Site Guidelines: 'Monthly Collection Site Inspection Checklist'; online at www.productcare.org/promotional-materials/; or call the number above.</p>
Forms may not be current due to changes in processes, regulations and procedures. Updates will be provided to your collection site as required and posted on www.productcare.org . Please ensure you are using the most updated version of this form. Effective April 2018	

Appendix F: Product Information Sheets

PHYSICALLY HAZARDOUS PRODUCTS / FUEL CYLINDERS PROGRAM PRODUCTS

LOOK FOR



PRODUCTS

Compressed "Fuel Gas" Cylinders:

- ✓ Propane
- ✓ Butane
- ✓ Acetylene
- ✓ Other welding gases

IMPORTANT

- Maximum container size: 5kg
- **NON-REFILLABLE** fuel gas pressure cylinders (single use only)
- Cylinders must have original labels and be in good condition
- Oxygen Cylinders Must be Packed Separately - Do Not Pack Oxygen With Any Other Compressed Gas

* Freon is not accepted



HOW TO PACKAGE

1. Use 205 litre steel drum
2. Attach TDG flammable compressed gas label to drum when packing
3. No Vermiculite required
4. Ensure fuel cylinders are sealed / tightened and are standing upright - **DO NOT** lie them on side or upside down

PACKING LABEL



PHYSICALLY HAZARDOUS PRODUCTS / CYLINDERS
NON-PROGRAM PRODUCTS

LOOK FOR



PRODUCTS & KEYWORDS

- ✓ Carbon dioxide
- ✓ Medical oxygen
- ✓ Refillable propane (up to 20lbs)
- ✓ Compressed adhesive
- ✓ Two-part foam insulation
- ✓ Helium

IMPORTANT

- From residential sources only
- Containers designed to hold contents under pressure
- Aerosol containers **DO NOT** go here
- Camping Cylinders **DO NOT** go here

HOW TO PACKAGE

1. Use tubskid
 2. Attach applicable TDG label (flammable gas or non-flammable gas) onto each individual cylinder
 3. Check cylinder valves to ensure they are closed
 4. Ensure cylinders are standing upright - **DO NOT** lie them on side or upside down
 5. No Vermiculite required
- NOTES: Always pack propane cylinders separately. Always pack oxygen cylinders separately. Helium and Insulation may be packed together

PACKING LABEL



TOXIC PROGRAM PRODUCTS

LOOK FOR



PRODUCTS

- ✓ Wood preservatives (creosote, green copper preservative)
- ✓ Methylene chloride
- ✓ Weed / pest killer (Killex, Round-Up – Consumer Packaging only)

KEYWORDS

- ✓ Poison
- ✓ Toxic
- ✓ Harmful when ingested
- ✓ Avoid contact
- ✓ Avoid breathing fumes

IMPORTANT

- **Products that display a triangle or diamond consumer toxic symbol should be packed as non-program**
- Must have a consumer toxic symbol or "keywords" indicating product is toxic
- Maximum container size: 10 litres



PESTICIDES MUST HAVE:

- A poison symbol
- Pest Control Product number, typically 5 digits e.g. PCP#12345, and
- May be liquid or solid (aerosol pesticides are packed as aerosols)

HOW TO PACKAGE



1. Use 205 litre steel drum
2. Attach TDG toxic label to drum when packing
3. Line bottom of drum with Vermiculite
4. Ensure containers are sealed / tightened and are standing upright - **DO NOT** lie them on side or upside down
5. Pack one layer of containers
6. Cover that layer with Vermiculite
7. Add second layer of containers
8. Repeat to top of drum

PACKING LABEL



TOXICS

NON-PROGRAM PRODUCTS

TOXICS	
NON-PROGRAM PRODUCTS	
LOOK FOR	
	
PRODUCTS	
<ul style="list-style-type: none"> ✓ Insect repellent ✓ Disinfectant ✓ Pesticides that do not meet program criteria ✓ Weed and feed products 	
IMPORTANT	
<ul style="list-style-type: none"> • From residential sources only • Look for a GHS / WHMIS or TDG toxic symbol on the label • Look for triangle or diamond consumer toxic symbol • May be liquid or solid (not aerosol) • Any product that is identified as toxic or poison but is not a program product toxic category 	
HOW TO PACKAGE	PACKING LABEL
<ol style="list-style-type: none"> 1. Use steel drum 2. Attach TDG toxic label to drum when packing 3. Line bottom of drum with Vermiculite 4. Ensure containers are sealed / tightened and are standing upright - DO NOT lie them on side or upside down 5. Pack one layer of containers 6. Cover that layer with Vermiculite 7. Add second layer of containers 8. Repeat to top of drum 	

CORROSIVE

Corrosive products are classified and sorted into **three** compatibility groups: caustic, acidic, and oxidizing.

- All may display the corrosive symbol or contain warning statements such as “contents may irritate eyes or skin” or “dangerous fumes may form when mixed with other products”
- Although under the same category, they must be sorted separately so there is no danger of an inadvertent chemical reaction or fire
- Product labels contain information that indicate whether the product is caustic, acidic, or oxidizing. These are discussed below

CORROSIVE (CAUSTIC) PROGRAM PRODUCTS

LOOK FOR



PRODUCTS

- ✓ No **Down the Drain** products
- ✓ Trisodium phosphate
- ✓ Cleaners that remove grease or soap scum
- ✓ Non-aerosol oven cleaner

KEYWORDS

- ✓ Dangerous fumes form when mixed with other products
- ✓ Corrosive may irritate skin or eyes
- ✓ Hydroxide
- ✓ Hydroxy / hydroxyl
- ✓ Alkaline / alkyl
- ✓ pH up
- ✓ Caustic

IMPORTANT

- Maximum container size: 10 litres
- Look for consumer corrosive symbol on label
- May be liquid or solid (no aerosols)
- No **Down the Drain** products

HOW TO PACKAGE

1. Use 205 litre **PLASTIC** drum
2. Attach TDG corrosive label to drum when packing
3. Line bottom of drum with Vermiculite
4. Ensure containers are sealed / tightened and are standing upright - **DO NOT** lie them on side or upside down
5. Pack one layer of containers
6. Cover that layer with Vermiculite
7. Add second layer of containers
8. Repeat to top of drum

PACKING LABEL



CORROSIVE (CAUSTIC) NON-PROGRAM PRODUCTS

LOOK FOR



PRODUCTS

- ✓ Cleaners that remove grease or soap scum
- ✓ Ammonia
- ✓ Tub and tile cleaner
- ✓ Cleaning products with GHS / WHMIS or TDG symbols on the label

KEYWORDS

- ✓ Corrosive
- ✓ Caustic
- ✓ May irritate skin or eyes
- ✓ Hydroxide / hydroxy
- ✓ Alkaline / alkyl
- ✓ pH up
- ✓ Dangerous fumes form when mixed with other products
- ✓ Do not mix with bleach

IMPORTANT

- From residential sources only
- Look for consumer, GHS / WHMIS or TDG corrosive symbol on label
- May be liquid or solid (not aerosol)
- Includes **Down the Drain** corrosive products
- Do not pack with corrosive acids
- **CHECK THE MANUAL OR READ THE LABEL TO BE SURE!**

HOW TO PACKAGE

1. Use 205 litre **PLASTIC** drum
2. Attach TDG corrosive label to drum when packing
3. Line bottom of drum with Vermiculite
4. Ensure containers are sealed / tightened and are standing upright - **DO NOT** lie them on side or upside down
5. Pack one layer of containers
6. Cover that layer with Vermiculite
7. Add second layer of containers
8. Repeat to top of drum

PACKING LABEL



CORROSIVE (ACID) PROGRAM PRODUCTS

LOOK FOR



PRODUCTS

- ✓ Concrete stain remover
- ✓ Muriatic acid
- ✓ Battery acid
- ✓ Anything that reduces pH or has a low pH
- ✓ Can be solid or liquid – no aerosols
- ✓ Any cleaner that removes rust, cleans mineral stains, removes scale or dissolves lime

KEYWORDS

- ✓ Acid or acidic
- ✓ Rust remover
- ✓ Lime and scale remover or dissolves lime
- ✓ pH reducer or pH down
- ✓ Contents may irritate eyes or skin
- ✓ Dangerous fumes may form when mixed with other products

IMPORTANT

- Maximum container size: 10 litres
- Must display the "corrosive" consumer label
- Many corrosive materials are cleaners
- Acidic materials dissolve metal and minerals
- Acidic program products **DO NOT INCLUDE** materials designed for use **Down the Drain**
- If the product contains hypochlorite, pack as an oxidizer
- **READ THE LABEL TO BE SURE**

HOW TO PACKAGE

1. Use 205 litre plastic drum
2. Attach TDG corrosive label to drum when packing
3. Line bottom of drum with Vermiculite
4. Ensure containers are sealed / tightened and are standing upright - **DO NOT** lie them on side or upside down
5. Pack one layer of containers
6. Cover that layer with Vermiculite
7. Add second layer of containers
8. Repeat to top of drum

PACKING LABEL



CORROSIVE (ACID)
NON-PROGRAM PRODUCTS

LOOK FOR



PRODUCTS

- ✓ Products that remove rust, scale or mineral stains
- ✓ Products that dissolve lime
- ✓ Products with GHS / WHMIS or TDG symbols on the label
- ✓ Acidic drain openers

KEYWORDS

- ✓ Acid / acidic
- ✓ Rust remover
- ✓ Lime and scale remover
- ✓ pH reducer / pH down
- ✓ Corrosive
- ✓ May irritate skin or eyes
- ✓ Dangerous fumes when mixed with other products
- ✓ Do not mix with bleach

IMPORTANT

- From residential sources only
- Look for a consumer, GHS / WHMIS or TDG corrosive symbol on label
- Includes **Down the Drain** acidic products
- Do not pack with corrosive caustics
- If the product contains hypochlorite, pack as an oxidizer
- **CHECK THE MANUAL OR READ THE LABEL TO BE SURE!**

HOW TO PACKAGE

1. Use 205 litre **PLASTIC** drum
2. Attach TDG corrosive label to drum when packing
3. Line bottom of drum with Vermiculite
4. Ensure containers are sealed / tightened and are standing upright - **DO NOT** lie them on side or upside down
5. Pack one layer of containers
6. Cover that layer with Vermiculite
7. Add second layer of containers
8. Repeat to top of drum

PACKING LABEL



CORROSIVE (OXIDIZER/HYPOCHLORITE) PROGRAM PRODUCTS

LOOK FOR



PRODUCTS

- ✓ Algae remover
- ✓ Deck cleaner
- ✓ Bleach or products with bleach not intended as **Down the Drain** products
- ✓ Hypochlorite containing products not intended as **Down the Drain** products
- ✓ Hydrogen peroxide

KEYWORDS

- ✓ Bleach
- ✓ Hypochlorite
- ✓ Produces dangerous gases when mixed with other products
- ✓ Produces dangerous gases when mixed with ammonia
- ✓ Do not mix with other products

IMPORTANT

- Oxidizer / Hypochlorite program products **DO NOT INCLUDE** materials designed for use **Down the Drain** (example: household bleach, toilet bowl cleaner, hot tub chemicals)

HOW TO PACKAGE

1. Use 205 litre **PLASTIC** drum
2. Attach TDG corrosive AND TDG oxidizer label to drum when packing
3. Line bottom of drum with Vermiculite
4. Ensure containers are sealed / tightened and are standing upright - **DO NOT** lie them on side or upside down
5. Pack one layer of containers
6. Cover that layer with Vermiculite
7. Add second layer of containers
8. Repeat to top of drum

PACKING LABELS



CORROSIVE (OXIDIZER/HYPOCHLORITE)
NON-PROGRAM PRODUCTS

LOOK FOR



PRODUCTS

- ✓ Household bleach
- ✓ Hot tub chemicals
- ✓ Pool chemicals
- ✓ Products containing hypochlorites that are intended as **Down the Drain** products

KEYWORDS

- ✓ Bleach
- ✓ Hypochlorite
- ✓ Produces dangerous gases when mixed with other products
- ✓ Produces dangerous gases when mixed with ammonia
- ✓ Do not mix with other products

IMPORTANT

- From residential sources only
- Includes products designed for use **Down the Drain**

HOW TO PACKAGE

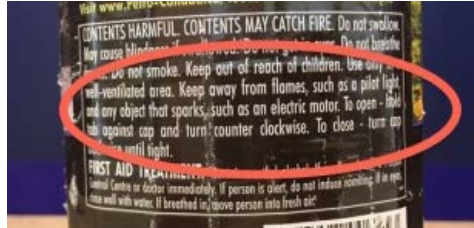
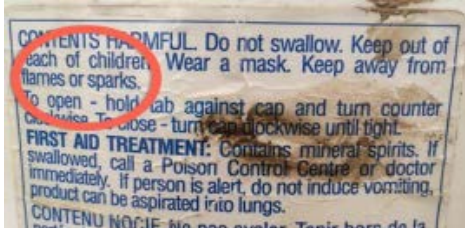
1. Use 205 litre **PLASTIC** drum
2. Attach TDG corrosive AND TDG oxidizer label to drum when packing
3. Line bottom of drum with Vermiculite
4. Ensure containers are sealed / tightened and are standing upright - **DO NOT** lie them on side or upside down
5. Pack one layer of containers
6. Cover that layer with Vermiculite
7. Add second layer of containers
8. Repeat to top of drum

PACKING LABELS



FLAMMABLE LIQUIDS PROGRAM PRODUCTS

LOOK FOR



PRODUCTS

- | | | | |
|-------------------|-------------|--|-------------------|
| ✓ Paint thinner | ✓ Varsol | ✓ Engine additives (any product except engine oil used in an engine or gas tank) | ✓ Camp stove fuel |
| ✓ Paint stripper | ✓ Gasoline | | ✓ Acetone |
| ✓ Mineral spirits | ✓ Adhesives | | |
| ✓ Turpentine | ✓ Kerosene | | |

KEYWORDS

- ✓ Flammable
- ✓ Keep away from flame

IMPORTANT

- Maximum container size: 10 litres. Gasoline: 25 litres
- Look for the consumer flammable hazard and / or toxic symbol
- Some flammable products will display a toxic symbol - check the label for keywords
- If keywords indicate the product is flammable, pack as a flammable liquid
- Gasoline must be received in a UL approved container (commonly red plastic “jerry can”)
 - Vent and spout must be sealed
 - Gasoline containers are NOT returned to the consumer – NEVER bulk gasoline or open ANY container

HOW TO PACKAGE

1. Use 205 litre steel drum
 2. Attach TDG flammable liquid label to drum when packing
 3. Line bottom of drum with Vermiculite
 4. Ensure containers are sealed / tightened and are standing upright - **DO NOT** lie them on side or upside down
 5. Pack one layer of containers
 6. Cover that layer with Vermiculite
 7. Add second layer of containers
 8. Repeat to top of drum
- *** For large containers e.g. 20 litre pails, a tubskid can be used. **DO NOT** put small containers in a tubskid. **DO NOT** use Vermiculite in a tubskid

PACKING LABEL



FLAMMABLE LIQUIDS (1 of 2)

NON-PROGRAM PRODUCTS

LOOK FOR



PRODUCTS

- ✓ Diesel fuel
- ✓ Industrial resin
- ✓ Roof tar
- ✓ Caulking
- ✓ Industrial or automotive paint
- ✓ Craft paint
- ✓ Other flammable products

KEYWORDS

- ✓ Flammable
- ✓ Combustible
- ✓ Keep away from flame

IMPORTANT

- From residential sources only
- Liquids only - no gels or solids
- **WILL NOT** display **CONSUMER** symbols:



HOW TO PACKAGE




1. Use 205 litre steel drum, or tubskid for large quantities and containers over 20 litres
 2. Attach TDG flammable liquid label to drum when packing
 3. Line bottom of drum with Vermiculite
 4. Ensure containers are sealed / tightened and are standing upright - **DO NOT** lie them on side or upside down
 5. Pack one layer of containers
 6. Cover that layer with Vermiculite
 7. Add second layer of containers
 8. Repeat to top of drum
- *** For large containers e.g. 20 litre pails, a tubskid can be used. **DO NOT** put small containers in a tubskid. **DO NOT** use Vermiculite in a tubskid

PACKING LABEL



FLAMMABLE LIQUIDS (2 of 2)

NON-PROGRAM PRODUCTS

LOOK FOR	
 	
PRODUCTS	
<ul style="list-style-type: none"> ✓ Traffic marking paint ✓ Non-aerosol craft paint ✓ Non-aerosol automotive paint ✓ Resin 	<ul style="list-style-type: none"> ✓ Mixed oil based paint with latex paint ✓ Roof patch, tar, grease ✓ Paint labelled "Industrial use only"
KEYWORDS	
<ul style="list-style-type: none"> ✓ Two-part paint (part A, or B) ✓ Reducer ✓ Catalyst ✓ Quick dry / QD ✓ Fast dry / rapid dry 	<ul style="list-style-type: none"> ✓ Baked on coating ✓ Hardener ✓ Under coat ✓ Top coat
IMPORTANT	
<ul style="list-style-type: none"> • Lubricant or oil are included in the used oil stewardship program and are not part of this program • Brushes, rags and rollers are household refuse and not accepted • Paint containing foreign objects are packed as non-program flammable liquids 	
HOW TO PACKAGE	PACKING LABEL
<ol style="list-style-type: none"> 1. Use 205 litre steel drum 2. Attach TDG flammable liquid label to drum when packing 3. Line bottom of drum with Vermiculite 4. Ensure containers are sealed / tightened and are standing upright - DO NOT lie them on side or upside down 5. Pack one layer of containers 6. Cover that layer with Vermiculite 7. Add second layer of containers 8. Repeat to top of drum <p>*** For large containers e.g. 20 litre pails, a tubskid can be used. DO NOT put small containers in a tubskid. DO NOT use Vermiculite in a tubskid</p>	

FLAMMABLE SOLIDS NON-PROGRAM PRODUCTS

LOOK FOR



PRODUCTS

- ✓ Yule logs
- ✓ Solid fire starter
- ✓ Solid fuels in cans (chafing fuel)
- ✓ Charcoal briquettes
- ✓ Activated aquarium carbon

KEYWORDS

- ✓ Combustible
- ✓ Keep away from flame

IMPORTANT

- From residential sources only
- Must be solid - products that are originally liquid that have solidified should be packaged as flammable liquids
- Look for consumer, GHS / WHMIS or TDG flammable symbol and / or consumer, GHS / WHMIS or TDG toxic symbol
- **Some flammable solids can be highly reactive and may combust spontaneously. If you are unsure of proper handling and packing techniques, contact PCA for more information**



NOTE: Products with this symbol on the packaging MUST be packed separately. Contact PCA for more information

HOW TO PACKAGE

1. Use 205 litre steel drum
2. Attach TDG flammable solid label to drum when packing
3. Line bottom of drum with Vermiculite
4. Ensure containers are sealed / tightened and are standing upright - **DO NOT** lie them on side or upside down
5. Pack one layer of containers
6. Cover that layer with Vermiculite
7. Add second layer of containers
8. Repeat to top of drum

PACKING LABEL



AEROSOL PRODUCTS

The following three categories of aerosols should be sorted and packaged into separate drums for shipment to the treatment facility. This means you should have **three** separate aerosol drums at your collection site at any given time:

- One for aerosol paint products
- One for non-paint flammable, corrosive or toxic (or combination) products
- One for non-program aerosol products that only display the explosive hazard symbol

NON-PAINT AEROSOLS PROGRAM PRODUCTS

LOOK FOR



PRODUCTS

- ✓ All non-paint aerosols are accepted (with the exception of cosmetics, insect repellents, disinfectants and pet products which are packaged with non-program aerosols)

KEYWORDS

- ✓ Must be an aerosol
- ✓ Look for one or more of the corrosive, toxic or flammable symbols AND the container may explode symbol

IMPORTANT

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

HOW TO PACKAGE

1. Use 205 litre steel drum
2. Attach TDG flammable gas label to drum when packing
3. No Vermiculite required
4. Remove drum bung plug during storage

PACKING LABEL



NON-PROGRAM AEROSOLS
NON-PROGRAM PRODUCTS

LOOK FOR



PRODUCTS

- ✓ All aerosols that are not covered under program products

KEYWORDS

- ✓ Must be an aerosol
- ✓ Look for the container may explode symbol

IMPORTANT

- Maximum container size: 680 grams / 24 ounces
- From residential sources only

HOW TO PACKAGE

1. Use 205 litre steel drum
2. Attach TDG flammable gas label to drum when packing
3. No Vermiculite required
4. Remove drum bung plug during storage

PACKING LABEL



PAINT AEROSOLS PROGRAM PRODUCTS

LOOK FOR



PRODUCTS

- ✓ All paint aerosols are accepted
- ✓ All paint aerosols (spray paints) regardless of industrial or household products including automotive and industrial products

KEYWORDS

- ✓ Paint
- ✓ Spray Paint
- ✓ Spray Coating
- ✓ Truck Bed Paint
- ✓ Rust Paint
- ✓ Undercoat

IMPORTANT

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

HOW TO PACKAGE

1. Use 205 litre steel drum
2. Attach TDG flammable gas label to drum when packing
3. No Vermiculite required
4. Remove drum bung plug during storage

PACKING LABEL



FIRE EXTINGUISHERS NON-PROGRAM PRODUCTS

LOOK FOR



PRODUCTS & KEYWORDS

✓ Hand held fire extinguishers up to 30lbs

IMPORTANT

- From residential sources only
- Any fire extinguisher under pressure with a nozzle for directing fire extinguishing spray at a fire
- All types acceptable (A, B, ABC, D, CO₂) and foam
- Full, partial or empty fire extinguishers
- Any colour (white, red, green, yellow)
- Accept only hand held sizes

HOW TO PACKAGE

1. Use 205 litre steel drum and attach TDG compressed gas label to drum when packing
2. Line bottom of drum with Vermiculite
3. Pack one layer of fire extinguishers on bottom of the drum. Ensure the fire extinguishers are standing upright – **DO NOT** lie them on side or upside down
4. Fill to the top of the fire extinguisher layer with Vermiculite
5. Add a second layer of fire extinguishers
6. Fill to the top of the fire extinguisher layer with Vermiculite. Repeat to top of drum
7. **IMPORTANT:** DO NOT clamp lid on drum during storage
8. For transport be sure to clamp lid on drum AND loosen bung plugs to relieve pressure build up - DO NOT remove them

PACKING LABEL



**NON-HAZARDOUS
NON-PROGRAM PRODUCTS**

LOOK FOR

NON-HAZARDOUS PRODUCTS WILL NOT HAVE WARNING SYMBOLS DISPLAYED ON THE LABEL



PRODUCTS

- ✓ Plant food
- ✓ Non-toxic insect killer – diatomaceous earth, safer’s soap
- ✓ Non-hazardous cleaners
- ✓ Car wax
- ✓ Non-hazardous adhesives
- ✓ Non-hazardous caulking
- ✓ Shoe polish
- ✓ Non-hazardous drywall compound
- ✓ Non-hazardous wood filler

KEYWORDS

- ✓ Non hazardous
- ✓ Non-toxic

HOW TO PACKAGE

1. SMALL VOLUMES: Use 20 litre plastic pail
2. LARGE VOLUMES: Use 205 litre steel drum
3. No TDG label required
4. Line bottom of container with Vermiculite
5. Ensure containers are sealed / tightened and are standing upright - **DO NOT** lie them on side or upside down
6. Add non-hazardous products to top of container
7. No need to add additional Vermiculite to top of container

PACKING LABEL

No label required

MERCURY

NON-PROGRAM PRODUCTS

LOOK FOR



PRODUCTS

- Products such as mercuric acid or mercuric chloride or other mercury compounds are non-program toxic products
- ✓ Broken mercury thermometers (should be placed into a sealable plastic bag) - refer to your manual for more information
- ✓ Elemental mercury or devices or material that contains or used to contain mercury

KEYWORDS

- ✓ Mercury
- ✓ Contains Mercury

IMPORTANT

- ✓ Products containing mercury such as thermometers will come in various sizes and shapes
- ✓ Mercury compounds and products with a label that contains wording such as “mercury” or “mercuric” are not elemental mercury and should be packed as non-program toxic products

HOW TO PACKAGE

1. Use 20 litre pail
 2. Attach TDG corrosive label to pail when packing - refer to manual for more information
 3. No Vermiculite required
- *** TAKE CARE NOT TO BREAK THERMOMETERS!
- NOTE: PACK PRODUCTS WITH MERCURY COMPOUNDS AS NON-PROGRAM TOXIC

PACKING LABEL



REACTIVE PRODUCTS
NON-PROGRAM PRODUCTS

LOOK FOR



PRODUCTS

- ✓ Any lab chemicals or chemistry set chemicals
- ✓ Products in amber glass jars or lab equipment (glass flasks or graduated cylinders)
- ✓ Could be liquid or solid
- ✓ This category comprises products that may require special handling or treatment due to their reactive or dangerous nature

KEYWORDS

Any product that contains the following chemical names or wording in their description:

- ✓ Pyrophoric
- ✓ Cyanide
- ✓ Sulfide
- ✓ Dangerously reactive or unstable
- ✓ Isocyanate
- ✓ Sodium cyanide
- ✓ Sodium sulphide
- ✓ Zinc dust
- ✓ Aluminum dust
- ✓ Ethyl ether
- ✓ Calcium carbide
- ✓ Picric acid
- ✓ Perchloric acid

HOW TO PACKAGE

- **Lab chemicals can be very dangerous and should only be packed by trained professionals**
- If reactive products are brought to your collection site, put them aside (separate from other products) and notify PCA immediately for further instruction

LIGHT BALLASTS WITH PCB'S NON-PROGRAM PRODUCTS

LOOK FOR

PCB CONTAINING

Ballast has no label or label is unreadable

Ballast label does not contain words indicating no PCB's



KEYWORDS

✓ Non-PCB words not on label

IMPORTANT

- PCB shipments require separate approval under the PCB storage site regulations. Contact PCA for additional information

HOW TO PACKAGE

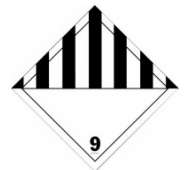
FOR SMALL VOLUMES:

1. Use 20 litre plastic pail
2. Attach TDG Class 9 miscellaneous label to PCB containing ballast pail when packing
3. Line bottom of pail with Vermiculite
4. Add light ballasts to top of pail (maximum 20 ballasts per pail)
5. No need to add additional Vermiculite to top of pail

FOR LARGE VOLUMES:

1. Use 205 litre steel drum (fill drum to a maximum of $\frac{3}{4}$ to avoid excessive weight)
2. Attach TDG Class 9 miscellaneous label to PCB containing ballast drum when packing
3. Line bottom of drum with Vermiculite
4. Add light ballasts to maximum of $\frac{3}{4}$ of drum
5. No need to add additional Vermiculite to top of drum

PACKING LABEL



**LIGHT BALLASTS NON PCB
NON-PROGRAM PRODUCTS**

LOOK FOR

**NON PCB CONTAINING
DOES NOT CONTAIN PCB**



KEYWORDS

- ✓ Look for Non-PCB / No PCBs on the label
- ✓ Does not contain PCB
- ✓ GE or CGE ballasts with a date code ending in an E or W are not PCB

HOW TO PACKAGE

PACKING LABEL

FOR SMALL VOLUMES:

1. Use 20 litre plastic pail
2. Non PCB containing pail does not require a label or Vermiculite
3. Add light ballasts to top of pail (maximum 20 ballasts per pail)

No label
required

FOR LARGE VOLUMES:

1. Use 205 litre steel drum (fill drum to a maximum of ¾ to avoid excessive weight)
2. Non PCB containing drum does not require a label or vermiculite
3. Add light ballasts to maximum of 34 of drum

**ORGANIC PEROXIDE
NON-PROGRAM PRODUCTS**

LOOK FOR



PRODUCTS

- ✓ Catalysts (e.g. resin and bondo)
- ✓ Hardeners
- ✓ Curing agents

KEYWORDS

- ✓ Organic peroxide
- ✓ Accelerator
- ✓ Activator
- ✓ Promoters

IMPORTANT

- May be a solid, liquid or paste
- For resin and bondo containers, remove the plastic caps (usually opaque and white) and pack the small tube of catalyst in a pail with other organic peroxides

HOW TO PACKAGE

1. Use 20 litre pail
2. Attach TDG organic peroxide label to pail when packing
3. Line bottom of pail with Vermiculite
4. Ensure containers are sealed / tightened and are standing upright - **DO NOT** lie them on side or upside down
5. Pack one layer of products
6. Cover that layer with Vermiculite
7. Add second layer of containers
8. Repeat to top of pail

PACKING LABEL



Appendix G: Examples of WHMIS, GHS and TDG Labels

Insert WHMIS poster

Insert GHS poster

Insert TDG poster

Appendix H: Other Stewardship Programs in Manitoba

OTHER STEWARDSHIP PROGRAMS IN MANITOBA³

PRODUCTS	MB STEWARDSHIP PROGRAM	CONTACT INFORMATION
Batteries - Single use and rechargeable household batteries	 <small>A Rechargeable Battery Recycling Corporation program</small>	Call2Recycle 1.877.273.2925 customerservice@call2recycle.ca call2recycle.ca
Batteries - Lead acid and industrial	 <small>REPRESENTING THE INDUSTRY SINCE 1970</small>	Canadian Battery Association 250.216.3664 recyclemybattery.ca
Agricultural chemicals and empty containers		Clean Farms Inc. 1.877.622.4460 info@cleanfarms.ca cleanfarms.ca
Electronic products		Electronics Products Recycling Association 1.888.567.4535 info@recycleMYelectronics.ca recyclemyelectronics.ca
Prescription drugs, over the counter medication and natural health products sold in oral dosage form		Health Products Stewardship Association 1.613.723.7282 info@healthsteward.ca healthsteward.ca
Oil, oil filters, oil containers, antifreeze, and antifreeze containers		Manitoba Association for Resource Recovery 204.632.5255 / 1.888.410.1440 marrc@mts.net usedoilrecycling.com
Packaging and printed paper	 <small>INDUSTRY FUNDING RECYCLING</small> <small>SimplyRecycle.ca</small>	Multi-Material Stewardship Manitoba (MMSM) 204.953.2010 / 1.877.952.2010 (Toll Free) info@simplyrecycle.ca simplyrecycle.ca
Beverage containers on the go		Recycle Everywhere 1.866.755.9547 (Toll Free) info@recycleeverywhere.ca recycleeverywhere.ca
Thermostats including mercury containing, electronic and mechanical	 <small>THERMOSTAT RECOVERY PROGRAM</small>	Thermostat Recovery Program 1.800.267.2231 ext. 224 hraimail@hrai.ca hrai.ca/trp
Tires		Tire Stewardship Manitoba 204.661.3242 / 1.866.724.5002 info@tsmb.ca tirestewardshipmb.ca

³ Information is correct at the time of production. For further information, contact Recycle Manitoba www.recyclemanitoba.ca

Appendix I: Packing and Storing Accepted Products

PACKING AND STORING ACCEPTED PRODUCTS

Do not leave products stored outside of collection containers and do not mix products in collection containers. All HHW products must be stored in the correct containers at the end of each business day. Detailed packing instructions for each accepted category of HHW products are provided in the product information sheets in the Guidelines.

Ensure the following steps are followed when packing products for transport:

- Prohibit public access to the packing and storage area.
- Pack heavy products at the bottom and smaller products on top. This is a safety measure to ensure drums are not top heavy making them liable to tip or fall during handling and transport.
- Pack products upright and tightly together to prevent damage that could result in a leak or spill.
- When a collection container is full, ensure the contents are well packed and the lid is in place.
- Never over-fill collection containers. Make sure the lid can sit flat on top of it. Keep lids on containers to protect from the weather.



1. Check the product information sheets to decide what type of container you should be using. Place the appropriate TDG label on the collection container for its contents.



2. Prepare the container for packing. Check product information sheets whether Vermiculite is required, if so place 1 inch layer on the bottom of the container.



3. Add a layer of product containers, packing tightly and upright. Never drop containers into the container.



4. Once one level of the container is packed with product containers, add Vermiculite until the tops of the containers are covered.



5. Continue packing more product containers.



6. Repeat this process until there is no more room in the container and the lid can be safely secured for transport.



7. **IMPORTANT: For Fire Extinguishers only:** Ensure you **loosen** bung plugs to relieve pressure build up in the drum, but do not remove them entirely. Bung plugs can remain tight for other products.



8. Clamp lid on container and stage for shipment.