

GUIDE - MANAGEMENT & OPERATION

ECOCENTER

Adapted to the context of First Nations in
Quebec



2024 General Edition



FNQLSDI
FIRST NATIONS OF QUEBEC AND LABRADOR
SUSTAINABLE DEVELOPMENT INSTITUTE

ECOCENTER MANAGEMENT AND OPERATION GUIDE ADAPTED TO THE CONTEXT OF FIRST NATIONS IN QUEBEC

General Information

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Document presentation

The Ecocenter management and operation guide is written for First Nations to support the efficient and safe management of their facilities. It first addresses the definition of an ecocenter, its use and regulatory framework. Its overall functioning (materials accepted, opening hours, material recovery, etc.) are then detailed before instructions and operational advices. The health and safety rules and procedures are also shown at the end of this document, followed by the required employee training. Several practical tools and documents can be found in the appendix and can be printed to be used at the ecocenter.

This document is a general version and must be adapted to the local ecocenter management procedures for each community. The **orange** text boxes and table headers should be adapted and filled by the ecocenter's managers or coordinators. The pictures can also be replaced with those of the local ecocentre, and more can be added. An editable Word document is available upon request with the FNQLSDI waste management team. Do not hesitate to ask for their support to adapt this document.

Presentation of the FNQLSDI

The First Nations of Quebec and Labrador Sustainable Development Institute (FNQLSDI) was created in 2000 by the Chiefs of the Assembly of First Nations Quebec-Labrador (AFNQL). Its mission is to offer First Nations a dynamic service hub, supporting their actions towards maintaining healthy territories and resources, developing sustainable communities and promoting the recognition of their rights.

The FNQLSDI offers diverse services to the 43 communities of the First Nations in Quebec and Labrador. These services respect the priorities, needs and vision identified by the communities themselves.

The FNQLSDI is mainly active in the following fields:

- Center of expertise in consultation;
- Center of Expertise on Impact and Benefit Agreements;
- Climate change and renewable energy;
- Conservation;
- Waste management;
- Mines and site restoration;
- Strategic planning and comprehensive community planning.

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LEXICON¹

4Rs-E: Reduction, reuse, recycling, recovery and elimination.

Biodegradable: A substance or product that can be completely decomposed by living organisms.

Sorting centre: An enterprise that sorts waste materials, including recyclable materials and waste from construction, renovation and demolition, for recycling or recovery.

Selective collection: Recovery method that facilitates the collection of waste materials to promote their development. Selective collection operates on a volunteer basis by drop-off location (point of sale, bell, container, recycling centre or depot) or on a door-to-door basis.

Compost: A mature solid product derived from the composting of organic waste. Compost is a stable product, rich in humic compounds, which mainly serves as a soil amendment. It generally appears as a humus-rich soil with a mild smell.

CRD: Construction, renovation, demolition

Final waste²: Waste that is no longer recoverable by recycling or energy recovery. As such, according to regulations, this waste is the only waste that can be buried in a landfill.

Illegal dump: Place where various wastes are deposited against regulations.

Bulky waste: Objects that, due to their large size, cannot be disposed of with household waste (appliances, furniture, etc.).

Burial: Operation that consists of compacting waste in layers of 2 to 3 metres in height, then covering it with at least 15 centimetres of soil.

Ecocenter: Public site arranged for the deposit of recyclable materials, bulky waste, hazardous household waste (HHW), construction, renovation or demolition (CRD) materials, organic waste (dead leaves, branches, etc.) and recoverable objects, with the aim of encouraging their reuse and recycling.

Environmentally responsible: Refers to a natural or legal person, behaviour or activity that takes into consideration principles of long-term respect for the physical, social and economic environment.

Elimination: Final processing or combination of final processes to transform garbage into environmentally friendly material.

¹ Recyc-Québec, 2021. Lexique. Page accessed on August 25, 2021. <https://www.recyc-quebec.gouv.qc.ca/haut-de-page/lexique>.

² Portail Québec, 2021. Thésaurus de l'activité gouvernementale. Page accessed on August 25, 2021. <http://www.thesaurus.gouv.qc.ca/tag/terme.do?id=3714>.

Greenhouse gases: Gases in the atmosphere that contribute to the retention of heat near the earth's surface. GHGs consist mainly of water vapour, carbon dioxide (CO²), methane (CH⁴), particularly generated by the burial of organic matter and nitrous oxide (N²O) resulting, among other things, from the combustion of biomass and ozone (O³).

GHGs: Greenhouse gases

WM: Waste management

IBI: Industries, businesses, institutions

IAE: Information, awareness, education

TLS: Technical landfill site

Leachate: A residual liquid produced by the seepage of water or other liquids through waste materials during storage or at any stage of processing.

Organic matter: Piece of living matter (vegetable matter, animal matter or microorganisms) that can decompose under the actions of microorganisms.

Recyclable material: Material that can be reintroduced into the production process from which it is derived or into a similar process using the same type of material.

Waste: Any residual material of production, processing or use, any substance, material or product or, more generally, any tangible item that has been abandoned or the possessor designates for abandonment.

WMP: Waste management plan

Discarded tires: These are damaged tires that can no longer be reused or retreaded, or tires with manufacturing defects. Discarded tires can be recycled into rubberized finished products (blasting mats, barn mats, rubberized asphalt, etc.) or other by-products (carbon black, oils, etc.). They can also be directed towards energy recovery (cement plants, power stations, etc.). It is important to distinguish between a tire that is no longer usable and a worn tire, which can still be reused or recovered.

Transshipment station: A place to which waste is sent for the purpose of transferring it from the vehicle that collected it to a vehicle for transportation to a place of processing or disposal.

Putrescible: That which can rot and decompose.

Recycling and recovery centre: An enterprise that collects, stores or conditions (shredding, baling, crushing, etc.) waste materials for recycling or recovery.

Recycling: Use, in a manufacturing process, of a recovered material to replace a virgin material. Composting and biomethanization are also considered recycling processes.

EPR (extended producer responsibility): Principle and approach that extends the obligations of producers to the products they manufacture or market until the end of their life cycle. Thus, the producer has the responsibility to ensure the recovery and recycling of its end-of-life products either through a recovery system that it implements itself or through an association that handles this responsibility on behalf of its members.

Food waste: Residual vegetable or animal organic matter resulting from the preparation and consumption of food (peels, table scraps, apple cores, etc.), generated by citizens at home or at work or in the institutional and commercial sectors (restaurants, hotels, educational institutions, health, etc.).

Recovery: Generic term that encompasses all techniques that allow the reuse, recovery or recycling of waste materials, with the aim of diverting them from elimination.

1. Introduction

1.1. What is an ecocenter?

The ecocenter is a temporary community drop-off location for residual materials. It offers a place to dispose of certain products, materials and equipment that do not belong in the curbside collection of residential waste or recycling. These materials are sorted and then taken to centers where they are recycled, recovered or disposed of in a safe and environmentally responsible manner. Some ecocenters also have facilities to collect and redistribute materials in good condition for reuse.

Its primary objective is to divert as much material as possible from landfills by prioritizing reuse, recycling and recovery of materials before disposal. It is derived from the 4R-E principle (Figure 1).

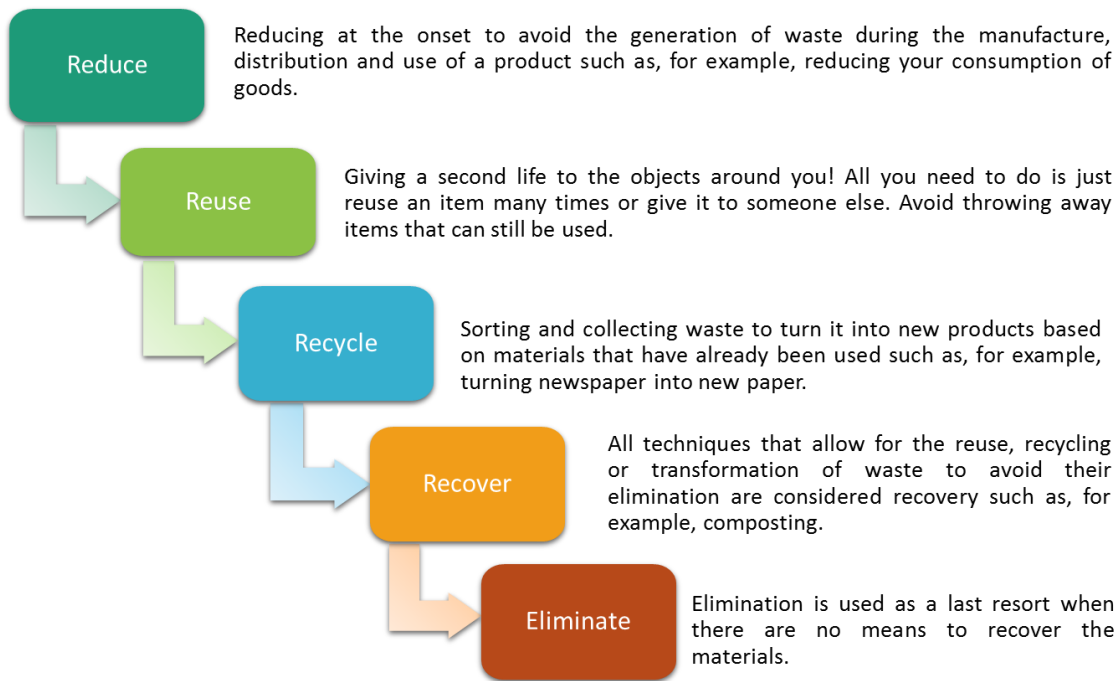


Figure 1: Hierarchical structure of the 4Rs-E

1.2 Why do we need an Ecocenter ?

Important role in reusing, recycling and recovering materials

Waste management has developed a lot in recent decades. The time of large landfills where all end-of-life materials are disposed is over. Nowadays, other options are available to divert these materials from landfills. The environmental impacts as well as the costs of building and managing these landfills have contributed to increase awareness regarding the issue of waste.

The current waste management system is based on the 4Rs-E principle (Figure 1). According to this principle, it is best to reduce at the source, then to reuse, recycle or recover materials before sending them for disposal either by incineration (burning them) or burial at the landfill. To this end, the implementation of curbside collection of recyclable and compostable materials contributes to better practices.

However, some materials can be recycled or recovered, but have no place in the recycling or garbage bins. According to the 4Rs-E principle, ecocenters can accept many of these materials which is why they have become an important link in the waste management chain. Therefore, materials that have no place in recycling or garbage bins can now be brought to ecocenters.

They are then collected by specialized recyclers to be transformed into other products or disposed adequately. The goal of sound waste management is that only final waste are eliminated and that recyclable and putrescible materials are reused, recycled or recovered. A final waste is a material that cannot be recycled, reused or recovered (e.g.: diapers and chips bags).

1.3. The environmental impacts

Preservation of natural resources

By recycling materials, ecocenters allow to provide some of the resources needed to manufacture products and to reduce extraction and processing of new resources. For example, it allows for melting metal and reusing it instead of opening new mines (iron, copper, etc.).

Improved cleanliness in the community

Ecocenters provide a place to dispose of items that are not accepted in the garbage and recycling collections, so that they do not end up in the woods or around the community.

Increasing the life of the landfill

When materials are recycled or recovered, it reduces the amount of waste going to landfills and extends their life.

Reduction of air, soil and water pollution and contamination

The recovery and safe disposal of materials at the ecocenter, especially toxic and dangerous materials (propane, batteries, oils, mercury bulbs, etc.) makes it possible to reduce the risk of air, soil and watercourse contamination. This contamination can cause serious problems for human health as well as for the fauna and flora involved in traditional First Nations activities (hunting, fishing and gathering).

At the landfill, contaminants end up in the leachate, the liquid produced by the water flowing through the waste. This liquid can then contaminate soil and water courses if it is not properly captured and treated (Figure 2).

As for incineration, burning waste creates hot fumes that come out of chimneys and must meet certain contaminant limits. Even if the fumes are treated, they are a source of pollution. In addition, ashes and slag (anything that does not burn) must be treated or buried, which brings us back to the impacts of landfills described above.

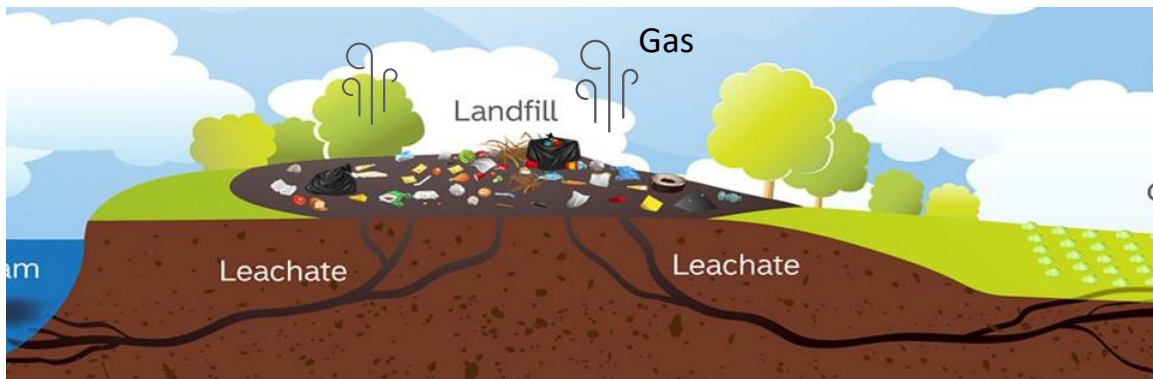


Figure 2: Environmental contamination of soil, water and air by waste

1.4. Regulatory framework

1.4.1. Federal

Federal jurisdiction over waste management is mainly limited to the export and import of hazardous waste as well as the management of nuclear waste and toxic substances. One regulation focuses on both waste management and First Nations at the federal level: the *Indian Reserve Waste Disposal Regulations*³, under the *Indian Act*⁴. The transport of hazardous materials is also managed at the federal level. EcoCenter activities are not regulated by this level of government, except for the transport of hazardous materials. Therefore, the transport of hazardous household waste and its storage are covered by this regulation, both on reserve and off reserve (*Transportation of Dangerous Substances Regulation*).

1.4.2. Provincial

At the provincial level, it is the *Environment Quality Act* (EQA) and its regulations that mainly govern waste management. The main planning document is the Quebec Residual Materials Management Policy (PQMR). This document targets waste management issues such as:

- Putting an end to the wasting of resources;
- Contributing to the achievement of the objectives of the action plan on climate change and those of Quebec's energy strategy;
- Ensuring that all stakeholders involved in waste management take responsibility.

The Policy also provides four directions:

- Prevent or reduce the production of waste;
- Promote the recycling and recovery of waste;
- Reduce the amount of waste to be eliminated and ensure the safe management of elimination facilities;
- Require producers to consider the effects of their products on the environment and the costs associated with the recycling, recovery and elimination of these products.

³ Government of Canada, 2021. Indian Reserve Waste Disposal Regulations. Page accessed on August 25, 2021. https://laws-lois.justice.gc.ca/eng/regulations/C.R.C.%2C_c._960/page-1.html

⁴ Kachanova V., 2014. Les écocentres québécois : portrait et recommandations pour le réseau de deuxième génération. Page accessed on August 25, 2021. https://savoirs.usherbrooke.ca/bitstream/handle/11143/7249/cufe_Kachanova_V_essai461.pdf?sequence=1.

In summary, the waste management is primarily regulated at the provincial level, while the legislative context of First Nation communities is primarily federal. These regulatory aspects therefore imply some gray areas regarding the waste management on reserve. Indeed, Aboriginal communities in Quebec are normally subject to the EQA, but reserve lands are subject to federal legislation. For example, the construction and operation of an ecocenter is not currently subject to obtaining a certificate of authorization under section 22 of the Environment Quality Act (EQA, s 22).⁵ However, communities would benefit from adhering to Quebec regulations because it promotes quality infrastructure and standardized practices that are environmentally friendly, especially with respect to an ecocenter's operations.

⁵ MELCC, 2021. Demande de certificat d'autorisation ou Demande d'autorisation pour un projet industriel. Page accessed on August 25, 2021. <http://www.environnement.gouv.qc.ca/Industriel/demande/index.htm>.

2. Overall functioning

2.1. Opening hours

The ecocenter operating hours are shown in the text box (to be completed).

ECOCENTER OPENING HOURS	
SUMMER	WINTER
SUNDAY	SUNDAY
MONDAY	MONDAY
TUESDAY	TUESDAY
WEDNESDAY	WEDNESDAY
THURSDAY	THURSDAY
FRIDAY	FRIDAY
SATURDAY	SATURDAY

2.1.1. Determining the opening hours

The opening hours play a key role in the ecocenter's flow of visitors. To maximize its use and take full advantage of the work of workers, it is very important to know the needs and habits of the community members, shops and institutions. Here are two possible solutions to determine opening hours which are adapted to your community.

- If the ecocenter is already operational, use the tracking tool to analyze the hours and days where the flow of visitors is the highest and lowest. When appropriately filled, the tool automatically calculates the data (refer to section 3.5).
- Consult with the members, shops and institutions about their needs in terms of opening hours through direct conversations and surveys.

The following questions can also be asked:

- Should it be open full-time or part-time?
- Should it have a different schedule based on the season?
- How many employees do we need to take care of the visitors?

Generally, the visitor flow will be focused on specific moments and, by calculating the number of visits, you can modify or adjust the opening hours based on the customers' needs. For example, spring and fall are usually busier periods, and it is often necessary to offer an evening or weekend shift to accommodate workers.

2.2. Infrastructure

The site is designed so that the materials brought in by visitors are disposed of in the right treatment or recovery category. The layout may also change over time. The figure above shows the typical infrastructure of an ecocenter. The ecocenter has areas for the following categories of materials (to be adapted):

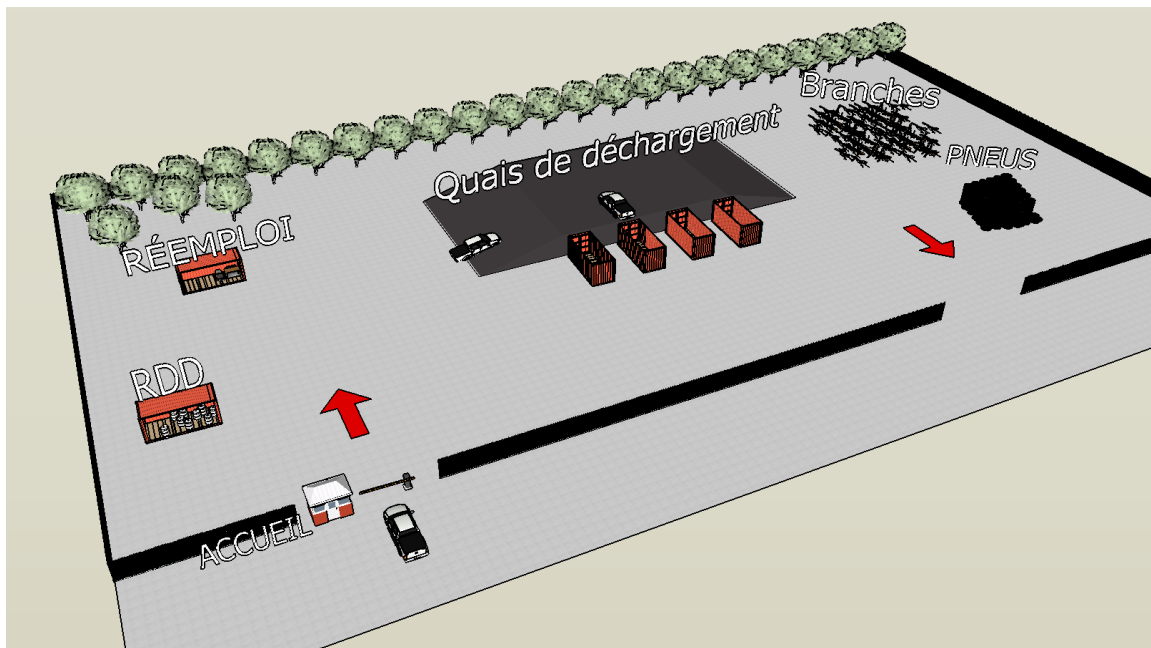
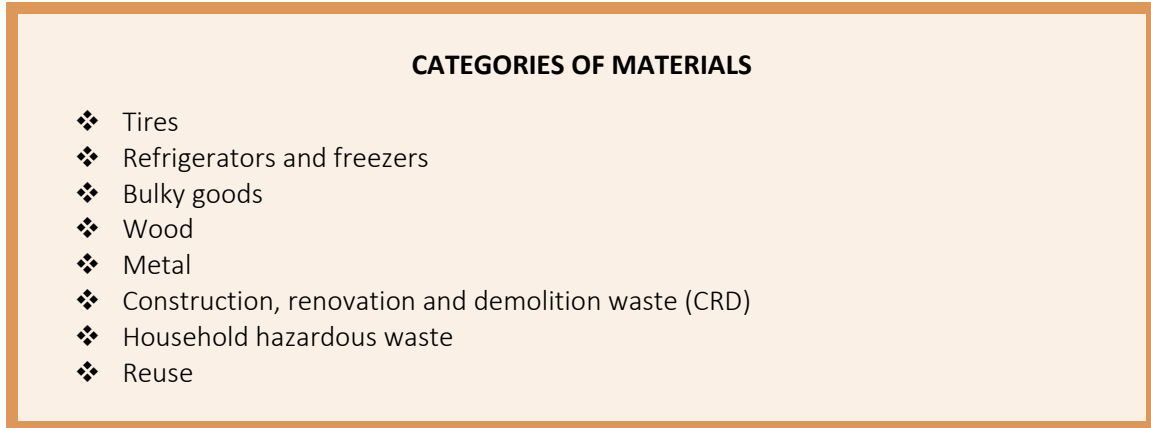


Figure 3: Typical ecocenter infrastructure

2.3. Accepted materials

2.3.1. Recycling, recovery or disposal

The materials accepted at the ecocenter for recuperation, recovery or disposal are the following (to be adapted). The types of tires, household hazardous waste and refrigerating appliances accepted are specified in Appendices 1 and 2 according to their recovery program. These programs are presented in section 2.5 Material Recovery.

ACCEPTED MATERIALS FOR RECYCLING, RECOVERY OR DISPOSAL

- ❖ BULKY WASTE (furniture, appliances, etc.)
- ❖ REFRIGERATING APPLIANCES (refrigerators, air conditioners, freezers, etc.)
- ❖ CONSTRUCTION, RENOVATION AND DEMOLITION (CRD) WASTE:
 - Wood: painted, treated, reusable or from pallets
 - Dry materials: broken glass and windows, exterior siding, insulating wool, cement, etc.
- ❖ METALS (steel, iron, etc.)
- ❖ TIRES without rims
- ❖ HOUSEHOLD HAZARDOUS WASTE (HHW):
 - Paints, stains, varnishes, aerosols
 - Chemicals (pesticides, acid, glue, thinner, cleaner, solvent, etc.)
 - Bulbs with mercury (compact fluorescent, neon, etc.)
 - Oils and used filters and containers
 - Batteries
 - Propane tanks
 - Electronic devices (TV, printers, cell phones, computers, etc.)

2.3.2. Reuse

Allowing the drop-off and collection of items for reuse is a good way to divert materials from landfills and to provide free or low-cost items that are needed by community members.

The materials accepted for reuse can vary from one ecocenter to another depending of the facility and management. If a repair service is offered, broken items can be recovered. Otherwise, they should be: in good condition, clean, unbroken and reusable by others. The following categories of materials can be brought for reuse (to be adapted).

ACCEPTED MATERIALS IN REUSE SECTOR

- ❖ Furniture
- ❖ Household appliances
- ❖ Home Supplies
- ❖ Toys / Bikes
- ❖ Clothing
- ❖ Electronics
- ❖ Construction materials

2.3.2.1. *Other options for reuse system*

If visitors are looking for other options for giving or getting second-hand objects, they can be referred to certain organizations in your area that can recover various items, furniture, toys, household items and clothing. Classified ads are also a good place to give, sell or find used items.

OTHER OPTIONS FOR REUSE

- ❖ Family support services (specify)
- ❖ Second-hand stores (specify)
- ❖ Local classified ads (specify)
- ❖ Kijiji free classified ads
- ❖ LesPAC.com
- ❖ Garage sales
- ❖ eBay
- ❖ Facebook (marketplace or groups (specify))

2.4. Household hazardous waste (HHW) and hazardous materials used in the workplace





Hazardous materials are present everywhere, at home and at work. These substances must be treated with care and sorted rigorously in order to limit the dangers for health and environment. Depending on their use, they are regulated and identified differently. Hazardous materials used in the workplace are identified by the Workplace hazardous materials information system (WHMIS) while products used at home are identified by Health Canada.

The ecocenter is designed to collect household hazardous waste, i.e. products used at home. However, members may bring in hazardous materials used in the workplace. Workers must be able to recognize these materials and understand the two types of identification in order to manage them properly.

2.4.1. The household hazardous waste (HHW)

Household hazardous waste (HHW) are corrosive, flammable, explosive and toxic substances used at home. Many HHWs, though not all of them, can be identified by one of the following four Health Canada symbols.

Table 1: Health Canada's HHW Symbols

Symbols	Danger
	Corrosive : This <u>product</u> will burn skin or eyes on contact, or throat and stomach if swallowed.
	Explosive : This <u>container</u> can explode if heated or punctured. Flying pieces of metal or plastic can cause serious injuries, especially to the eyes.
	Flammable : This <u>product</u> , or its fumes, will catch fire easily if it is near heat, flames or sparks.
	Poison : Licking, eating, drinking, or sometimes smelling this <u>product</u> will cause illness or death.

Generally speaking, there are seven (6) major HHW categories:

- Batteries
- Mercury lamps (fluorescent and compact fluorescent)
- Oils, filters and containers
- Paints, varnishes and lacquers
- Refrigeration/air conditioning equipment
- Electronic devices
- Inorganic products (chemicals: acids, bases, toxic, oxidants. e.g. cleaning products, pesticides)
- Organic products (e.g. aerosols, solvents)

2.4.2. Workplace hazardous materials

Workplace hazardous materials are products that are not sold to the public, only to companies, shops, institutions, etc. Ecocenters are generally not designed to collect such materials, due to the format or particular nature (uncommon products). Attention: many recovery companies will not collect them, or will do it for a fee.

Before accepting such products at the ecocenter:

1. Encourage visitors to dispose of the products with their supplier, which can process them adequately.











If option 1 is not possible:

2. Check that you can dispose of them; the ecocenter is not a long-term storage site.
 - 2.1. In the case of ecocenters doing business with Société Laurentide to recover their HHW, they accept them with the same fees as the HHW that are not part of the extended producer responsibility (EPR). Sort them based on the type of product as for HHW.
 - 2.2. For large quantities, you can contact other specialized companies (see Appendix 3).

Those products are governed by the *Workplace Hazardous Materials Information System (WHMIS)*. It is the Canadian national standard for hazard communication. This system includes a range of internationally standardized items (Globally harmonized system) which include:

- Product classification through warning symbols
- Product labels
- Safety data sheets

The label is displayed directly on the container, while the data sheet is generally accessible on the Internet and provides additional information. The WHMIS training is mandatory for ecocenter workers. It covers all the information about this system. The symbols and an example of label are shown below.

	Exploding bomb (for explosion or reactivity hazards)		Flame (for fire hazards)		Flame over circle (for oxidizing hazards)
	Gas cylinder (for gases under pressure)		Corrosion (for corrosive damage to metals, as well as skin, eyes)		Skull and Crossbones (can cause death or toxicity with short exposure to small amounts)
	Health hazard (may cause or suspected of causing serious health effects)		Exclamation mark (may cause less serious health effects or damage the ozone layer*)		Environment* (may cause damage to the aquatic environment)
	Biohazardous Infectious Materials (for organisms or toxins that can cause diseases in people or animals)				

* The GHS system also defines an Environmental hazards group. This group (and its classes) was not adopted in WHMIS 2015. However, you may see the environmental classes listed on labels and Safety Data Sheets (SDSs). Including information about environmental hazards is allowed by WHMIS 2015.

Figure 4: WHMIS 2015 Symbol

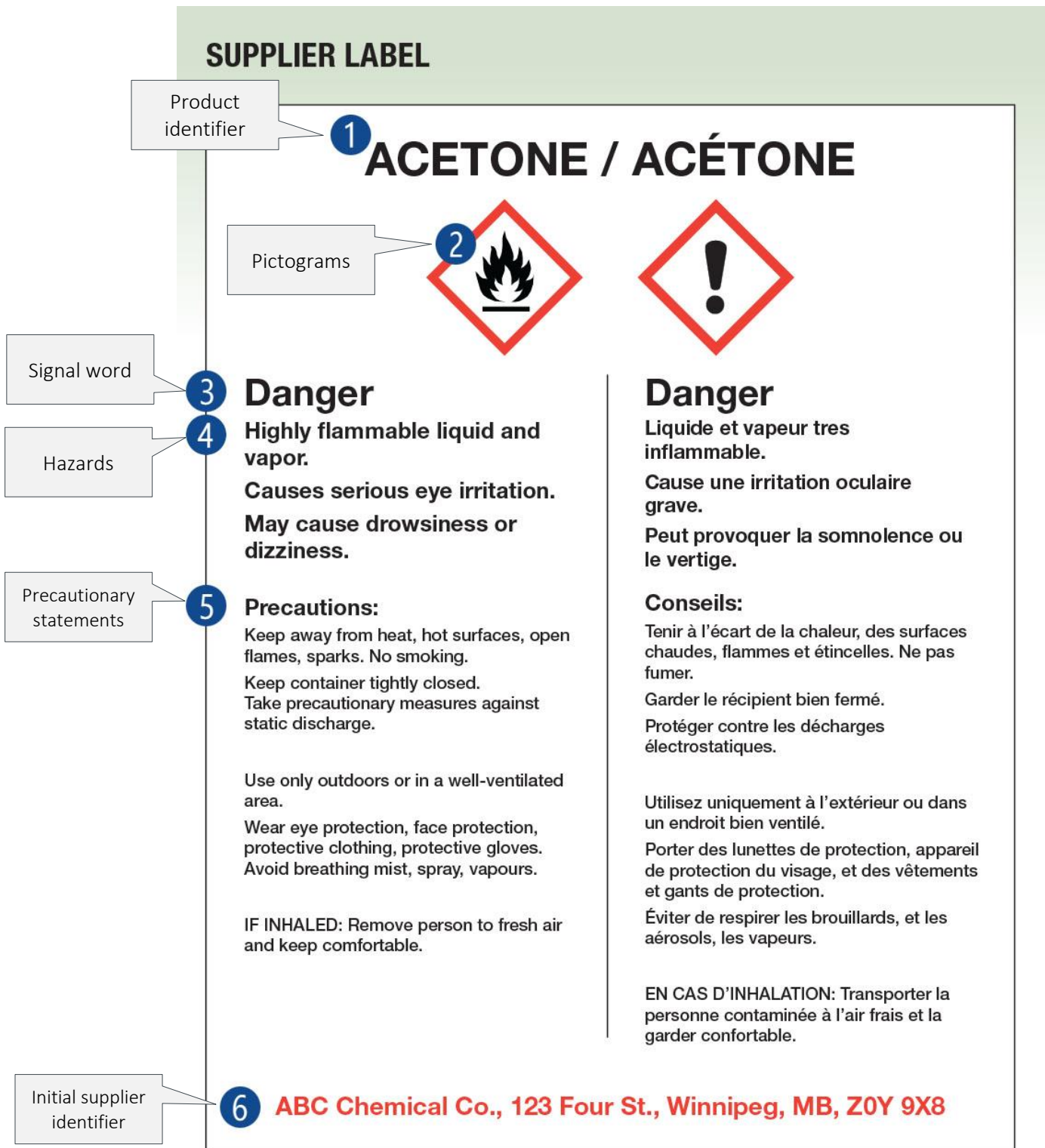


Figure 5: WHMIS 2015 Label

2.4.3. Transportation of dangerous goods

Regulations govern the transportation of dangerous goods. (*Transportation of Dangerous Substances Regulation*). Transport Canada is in charge of monitoring those regulations applying to public safety. Among other things, those regulations make sure that emergency responders have the required information in case of an accident or spill.

All dangerous goods containers must be identified with the transport class. It is the responsibility of the workers to put the labels on the barrels. Figure 7 shows an example of identification taken care of by the workers. The carrier will also identify the origin of the barrel with a label mentioning the name of your ecocenter (Figure 8).



Figure 6: Identification of an inorganic toxic HHW barrel

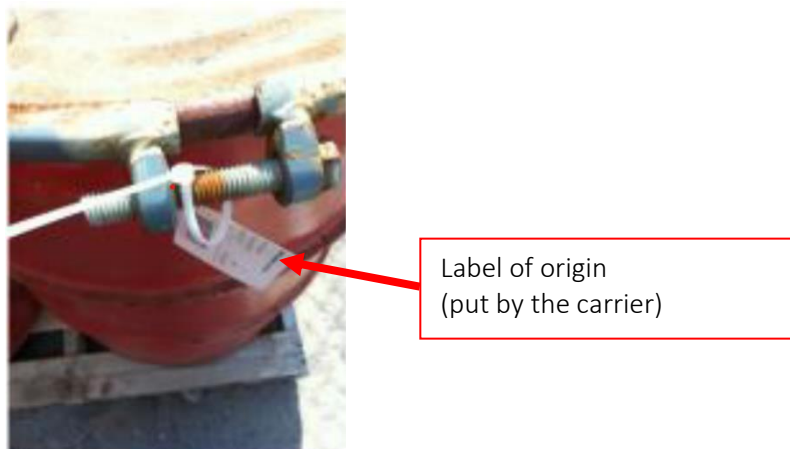







Figure 7: Identification of origin for an inorganic HHW barrel

Only the inorganic HHW and battery barrels will need to be labelled. The other containers for organic HHW for example (SOGHU and Écopeinture) are already labelled by the container

providers. The following table shows the labels to be used based on the type of HHW. Refer to Appendix 4 to see all the classes for the transportation of dangerous goods and their pictograms.

Table 2: Labels to be put by workers on the HHW barrels

HHW barrel	HHW type label	Transport class label
Acids	<p>ACIDES</p> <p>UN 3264 LIQUIDE INORGANIQUE CORROSIF, ACIDE, NSA</p>	
Bases	<p>BASES</p> <p>UN 3266 LIQUIDE INORGANIQUE CORROSIF, BASIQUE, NSA</p>	
Toxic	<p>TOXIQUES</p> <p>UN 3287 LIQUIDE INORGANIQUE TOXIQUE, NSA</p>	
Oxydant	<p>OXYDANT</p> <p>UN 1479 SOLIDE COMBURANT NSA</p>	
Batteries	<p>Piles au lithium destinées au recyclage</p> <p><small>certificat d'équivalence Appel à Recycler: SU 11601</small></p>	

2.5. Material recovery

Once the materials are collected at the ecocenter, they must be sent to processing centers. They will then be recycled, recovered or disposed of safely. In some cases, it is the responsibility of the ecocenter to find the facility where they must be sent. Agreements must be reached with local recyclers. It is the case with wood, metal, CRD and bulky waste, among others.




In other cases, the processing is regulated and designated organizations will take care of carrying and processing those materials. It is the case for household hazardous waste, electronic devices, cooling appliances, batteries, paint, light bulbs and tires. There are 6 recovery programs in Quebec for various types of products. Six are covered by the extended producer responsibility (EPR) regulations. The programs are presented in the next sections.




A table (to be filled) of the list of service providers for carrying or recovering the materials and their contact information is provided in Appendix 6.

2.5.1. Products covered by the extended producer responsibility (EPR)

These products are regulated by the *Regulation respecting the recovery and reclamation of products by enterprises* (CQLR c Q-2, r 40.1). Extended Producer Responsibility (EPR) ensures that businesses that market a product covered by the regulations must bear the costs of managing their end of life, for example, by ensuring the recovery of these products free-of-charge. The EPR targets the following five product categories (table 3).

Table 3: Products under the Extended Producer Responsibility (EPR)

	<p>Program : EPRA-Quebec</p> <p>Responsible agency : EPRA-Quebec</p> <p>Products: Computers, screens, televisions, telephones, printers, fax machines, cameras, audio and video devices, etc.</p>
	<p>Program : Recycfluor</p> <p>Service provider : Société Laurentide (or other)</p> <p>Products: Fluorescent tubes, compact fluorescent lamps and other types of lamps containing mercury.</p>
	<p>Program : Écopeinture</p> <p>Service provider : Société Laurentide</p> <p>Products: Paints, stains, varnishes, primers, lacquers and protective coatings with latex, alkyd or enamel, and all their containers.</p>

	<p>Program: Call2Recycle</p> <p>Service provider : Société Laurentide (or other)</p> <p>Products: Rechargeable and non-rechargeable batteries.</p>
	<p>Program : SOGHU</p> <p>Service provider : Société Laurentide (or other)</p> <p>Products: Oils, their containers and filters, antifreeze, coolants and brake cleaner containers</p>
	<p>Program : GORECYCLE</p> <p>Responsible agency : Groupe Coderr</p> <p>Products: Appliances containing halocarbons: refrigerators, freezers, water coolers, air conditioners, humidifiers, dehumidifiers.</p>

Accepted products

For each product category, specific products are targeted by the programs. Non-targeted products are also often accepted anyway in collection containers, but at an extra cost. Some products are simply not accepted. Those details are specified in the agreements reached with every organization. They also include requirements for material storage and sorting. A table summarizing the accepted products and requirements is shown in Appendix 1. However, it is also very important to check the agreements to have all the detailed information. There could also be differences between this information and the information contained in your agreement.

2.5.2. Scrap tires

Tires have a specific recovery program managed by Recyc-Québec. This program is the *Quebec Integrated Used Tire Management Program 2021-2026*. Since 1999, a 3\$ fee has been charged on the purchase of each new tire to finance the free end-of-life recovery of tires. Unlike EPR, where businesses pay for the recovery, here it is the consumers who pay. Therefore, there is no charge for the ecocenter for disposing of scrap tires under the program. The types of tires accepted by the program are listed in Appendix 2.

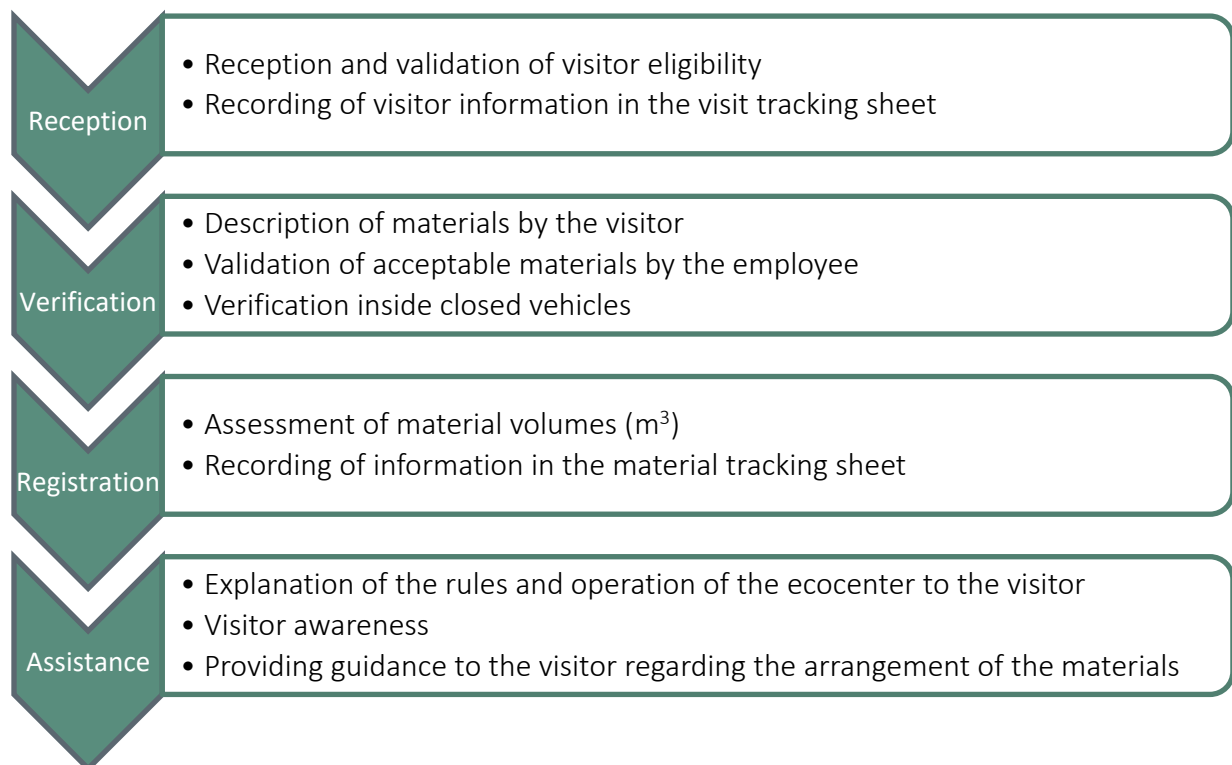
3. Operation of the ecocenter

3.1. Welcoming visitors

Visitors are welcomed during business hours indicated at section 2.1. It is mandatory for each visitor to stop at the gate or reception office (Figure 9) in order to register and have the nature and volume (Table 4) of the materials being brought to the ecocenter evaluated. This data must be recorded in the tracking tool in order to monitor the most common materials as well as the volumes entering and leaving the ecocenter (section 3.5). The reception procedure usually takes place in the four (4) following steps.



Figure 8: Reception office, Pessamit ecocenter



3.1.1. Volumes assessment

The assessment of the volumes of materials brought by the visitors to the ecocenter can be facilitated with the following charts:

- A compact car trunk = 0.4 m³
- A dryer = 1 m³
- A six-foot pick-up truck cargo bed with a load measuring three feet high = 2 m³
- Minivan = 3.5 m³

The following table gives the equivalent volume to the dimensions of a load, for example a trailer or a pick-up box.

Table 4: Volume estimation chart of a load

4' x 6'		4' x 8'		4' x 10' ou 5' x 8'	
Height (feet)	Volume (m ³)	Height (feet)	Volume (m ³)	Height (feet)	Volume (m ³)
1	0.7	1	0.9	1	1.1
1.5	1.0	1.5	1.4	1.5	1.7
2	1.4	2	1.8	2	2.3
2.5	1.7	2.5	2.3	2.5	2.8
3	2.0	3	2.7	3	3.4
3.5	2.4	3.5	3.2	3.5	4.0
4	2.7	4	3.6	4	4.5
4.5	3.1	4.5	4.1	4.5	5.1
5	3.4	5	4.5	5	5.7

3.2. Reception, sorting and storage of materials

The reception, sorting and storage of materials brought to the ecocenter varies based on the type of material. There are three main categories:

- **Dry materials** (metals, CRD, wood, tires, bulky waste, etc.): must be sorted and disposed of by the visitors at the designated locations.
- **Household hazardous waste (HHW)**: must be dropped off by the visitors at the designated locations, then sorted and stored by the ecocenter workers.
- **Items to be reused**: can be sorted and stored by the workers with the visitors (based on internal policy).

3.2.1. Dry materials

1. The visitors identify the appropriate containers or areas to drop off their materials following the indications of the worker or reception clerk and signs.
2. The visitors must sort and drop off their materials by themselves at the appropriate locations. For safety reasons and to avoid container contamination, it is forbidden to empty the contents of a dump trailer directly in the container.
3. The workers must supervise but must not manipulate the materials, in order to avoid injuries.



Figure 9: Bulky waste container, Pikogan ecocenter



Figure 10: Wood, metal and bulky waste container, Pikogan ecocenter

3.2.2. Household hazardous waste (HHW)

Reception of HHW

1. The visitors bring their HHW on the designated table or on a surface with a retention basin.
2. The worker performs a visual check. The HHW in a container must be:
 - Of household use
 - If it is a workplace hazardous material, refer to instructions on section 2.4.2.
 - In their original container or clearly identified
 - If a container is not identified, the worker must question the visitor about their contents, use and origin and writes the information on the container.
 - If the product is unknown to the visitor, the worker can put it in the container for oils and organic products (dark blue bin - SOGHU). Risk of chemical reaction is lower. Identify it as an unknown product.
 - Hermetically sealed.
 - If a container is leaking or is not hermetic, it must be placed in another closed container (empty containers must be available at the ecocenter for that purpose). Never transfer any material between two containers. The entire container must be placed inside the new container, not only its content. The worker must then identify the new container.
 - Capacity lower than 20 litres (5 gallons) for liquid products.





**** NO TRANSFER OF MATERIAL IS AUTHORIZED ON THE SITE.**







Sorting of HHW



The workers sort the HHW based on their category. Each category has a specific storage area and it must be done based on certain rules implemented by their recycler (Table 5).

In case of doubt about the product category, see the reference sheet in Appendix 5. It contains over 400 common products, indicating their class and the container where they should be placed in. Other details about the specific products accepted in those containers can also be found in Appendix 1. In case of doubt, check with the recycler (see the list in Appendix 6).

Table 5: HHW categories and sorting

Categories	Containers	Details
<p>Organic</p> <p>Oil, antifreeze, filters and containers</p> <p>Aerosols, solvents, etc.</p>	 <p>Dark blue bin (SOGHU)</p>	<p>Place the containers adequately:</p> <ul style="list-style-type: none"> • In an upright position • Ideally, the bigger ones at the bottom and the smaller ones on top
<p>Paint, varnish, lacquer</p>	 <p>Light blue or green bin (ÉcoPeinture)</p>	<p>Place the containers adequately:</p> <ul style="list-style-type: none"> • In an upright position • Ideally, the bigger ones at the bottom and the smaller ones on top
<p>Propane</p>	 <p>Cage or barrel</p>	<ul style="list-style-type: none"> • Place the tanks next to one another in an upright position. • Check that the valves are closed.
<p>Electronic devices</p>	 <p>Cage, box or pallet</p>	<ul style="list-style-type: none"> • Always put products down gently • Never leave products on the ground • Shelter products from bad weather • Do not take any items (employee or visitor) <p><u>Refer to the reminder for the accepted devices in Appendix 7</u></p>

Categories	Containers	Details
<p>Inorganic Acid products</p>	 <p>barrel with Acid label</p>	<ul style="list-style-type: none"> • Add vermiculite between the containers. It stabilizes the containers and absorbs leakages.
<p>Inorganic Basic products</p>	 <p>Barrel with Base label</p>	<ul style="list-style-type: none"> • Place the containers in an upright position. • Stack them. • Close the barrels in such way as to allow air to circulate.
<p>Inorganic Toxic products</p>	 <p>Barrel with Toxic label</p>	
<p>Inorganic Combustion workers (oxydant)</p>	 <p>Barrel with Oxidant label</p>	 <p>*The acid, toxic, etc. labels must be put on the barrel when they are first used, along with their transport label (see Section 2.4.3).</p> <p>* <u>See the reminders in Appendix 7.</u></p>

Categories	Containers	Details
<p>Mercury lamps</p> <p>Neon, fluorescent and compact fluorescent lamps</p>	 <p>Cardboard box for tubes Plastic bin for bulbs</p>	<ul style="list-style-type: none"> • The containers and packages must NOT leak or be damaged. • Place the containers on a solid surface for more stability. • Do NOT stack more than 3 boxes of bulbs to avoid crushing them. • Manipulate the lamps from the base, not from the glass section, and place them gently in the containers. • Any broken lamp must be cleaned up after. <p><u>*Refer to the RecycFluo collection guide for the full instructions.</u></p> <p><u>*Refer to the reminder for the accepted lamps in Appendix 7.</u></p>
<p>Batteries</p>	 <p>Box and barrel</p>	<ul style="list-style-type: none"> • Put the provided plastic bag in the barrel before putting batteries in it. • Empty and sort the bags and containers filled with batteries. • Put the following batteries in the barrel: <ul style="list-style-type: none"> ○ Alkaline batteries ○ NI-MH and NI-CD • Put the following batteries in the fireproof box: <ul style="list-style-type: none"> ○ Lithium and ion-lithium ○ Small lead-acid sealed batteries • Protect the terminals of lithium batteries (with tape) • Fill the barrel 2/3 of the way. Put the full, closed box inside the barrel on the other batteries and close the barrel before transport. <p><u>* See the reminders in Appendix 7.</u></p>

Storage of HHW

Layout

Outdoor storage:

- Propane cage
- Dark blue bin (SOGHU)
- Light blue bin (ÉcoPeinture)

Warehouse storage (building, container or shelter) to protect the waste from weather, with a watertight floor designed to withstand chemical products and contain them in case of leak or spill:

- Inorganic HHW barrels
- Battery containers
- Mercury lamp containers
- Electronic devices



Figure11: HHW containers and bins, Pikogan ecocenter

Compatibility

Each ecocenter should have a storage cabinet or shed divided into two or three sections, designed specifically for the safe storage of dangerous materials. Due to the potentially dangerous reactions between products, the materials must be stored based on compatibility criteria. Refer to Appendix 8 to check material compatibility.

Identification

Inside the warehouse, the sections and containers must be clearly identified.

Accessibility

- Visitors must never access the barrels and bins. Visitors must never drop off their HHW in barrels and bins; only trained individuals can do so.
- During summer, keep the doors of the storage shed open to provide adequate ventilation.
- Outside the opening hours:
 - Lock the storage shed, bins and cages;
 - Make sure that no HHW is stored outside.
- Keep the area clear and accessible at all times for transport companies and emergency responders.

Duration of storage

Materials must never remain on the storage site for more than a year.

Maintenance

The retention basin and HHW shed must be cleaned/replaced at least once a year or when a spill occurs.

3.2.3. Items to be reused

A procedure must be put in place for the drop off and collection operations of items to be reused. The role of ecocenter workers and visitors must be determined, as well as the management of those items. [Here are a few questions to help you implement such procedure.](#)

REUSE PROCEDURE

Item drop off

- Where must the visitors drop off their items?
- Who (visitors or workers) is in charge of sorting the items, and how does the sorting work? Check the condition, separate item types, etc.
- Who (visitors or workers) is in charge of storing the items after they are sorted?
- How does the storage work? (Are there sections?)

Item collection

- Do the visitors have a free access to the warehouse?
- Must the visitors be supervised by the workers when they visit the warehouse?
- Do the visitors require an authorization to take an item in the warehouse?
- Must the visitors tell the workers about the items taken?
- Is there an items log?
- Are there fees for certain items?

3.3. Transport of materials

When containers are full of materials or when a sufficient level is reached, they must be transported to their recovery or disposal site. They can be transported directly by the community or an external company.

Community transport can be done without restrictions if the equipment is available (roll-off truck for containers, etc.) for non-dangerous materials (metal, wood, CRD, etc.). For the transport of dangerous materials, there are regulations which stipulate that training is required and some procedures must be adhered to (*Transportation of Dangerous Goods Regulations*).

External transport is often taken care of by the recycler or a company hired by the recycler. The ecocenter's operator or person in charge must communicate with the transport companies when the time has come for collection. As some transport companies can take some time before coming, it is good practice to ask in advance to prevent the containers from overflowing.

Refer to Appendix 6 for the list of providers for material transport or recovery and their contact information.

3.3.1. Preparation for transport

The workers must make sure that the following rules are followed for the transport of materials:

- No obstruction in front of or on the bins and containers.
- All barrels and bins are correctly closed and identified with the regulated designation and transport label before the driver arrives (see Section 2.4.3).
 - Neon and lamp boxes closed with tape on both ends.
- No class mix-up or other product within the same bin or barrel.
- Barrels and bins always available for collection. If there is a gate: provide the key or designate a person on call to open the gate or take the bins outside the gate.
- If bins were requested to the transport company for surplus or overflow of material, fill the bins upon the company's arrival.

3.4. Site management

3.4.1. Circulation

Except for the vehicles of service providers who collect materials, visitors' vehicles with their loads are the only vehicles that should be authorized to circulate on the site. The ecocenter worker must control the number of users on the unloading docks to ensure safety and avoid container contamination. No animals should be permitted on the site. In addition, children should not circulate on the site without being accompanied by an adult. The speed limit on the site is 5 km/h.

3.4.2. Maintenance

The site maintenance includes the following tasks:

- Ensure the safety of the site (take action if a situation needs correcting).
- Clean and eliminate all debris on the site.
 - Especially around the containers:
 - To avoid hampering the unloading manoeuvres and creating a safety hazard;
 - To avoid creating a space with the retaining wall.
- Check the level of containers, sections, bins and other storage containers and take the appropriate steps to have them transported as needed (refer to section 3.3 Transport of materials).
- Check the condition of the equipment:
 - Signs;
 - Personal protective equipment;
 - Safety equipment;
 - Storage containers and areas.
- Replace broken or missing equipment.

Appendices 10 and 11 contain reminders for the various tasks and equipment inspection charts.

3.5. Tracking of visits, materials and costs

Tracking the ecocenter's data provides a global view of how its activities evolve and helps plan its operations and operational costs. The FNQLSDI's data-tracking tool can be used. It allows visit, incoming and outgoing material as well as recovery cost data to be compiled.

3.5.1. Presentation of the tracking tool

The tracking tool is made of an Excel file and printable visit forms. You therefore need a computer with the Office Suite to use it. If there is no computer available at the ecocenter, the paper visit charts can be used and the data can be copied onto the Excel file.

To learn how to use the tracking tool, refer to the tutorial video series. They are available upon request with the FNQLSDI waste management team (418-843-9999, matieresresiduelles@iddpnql.ca). Here is a preview of the tool.

The Excel file contains data about what comes in the ecocenter (visits tracking) and what goes out of the ecocenter (recyclers tracking). For each one, a tab is used to log the information (database) and another one shows the statistics with comparative tables and graphs (report).

In total, the tool is comprised of the following six sections:

- Data base – Visits tracking
- Report – Visits tracking
- Data base – Recyclers tracking
- Report – Recyclers tracking
- Printable forms
- Data

Figures 12 and 13 show the visits tracking and Figure 14 shows the printable form.

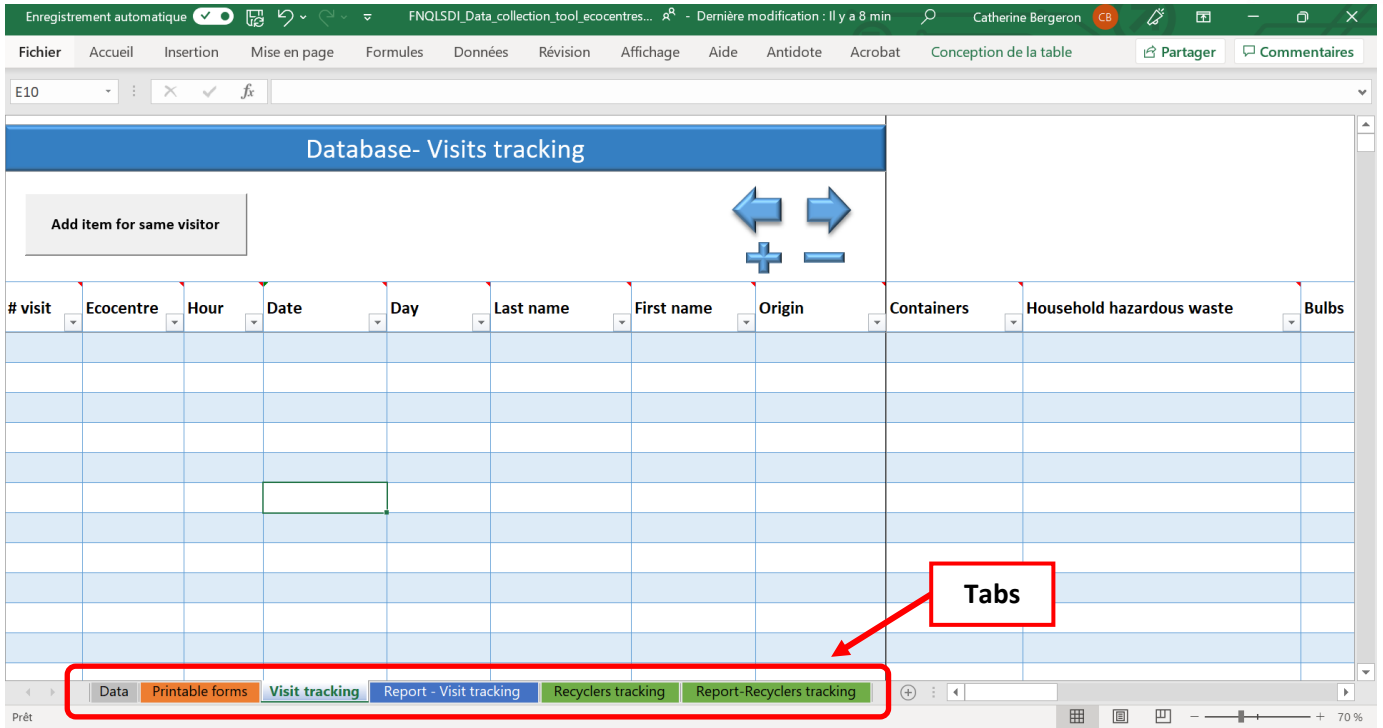


Figure 12: Ecocenter tracking tool – Data base section, visits tracking

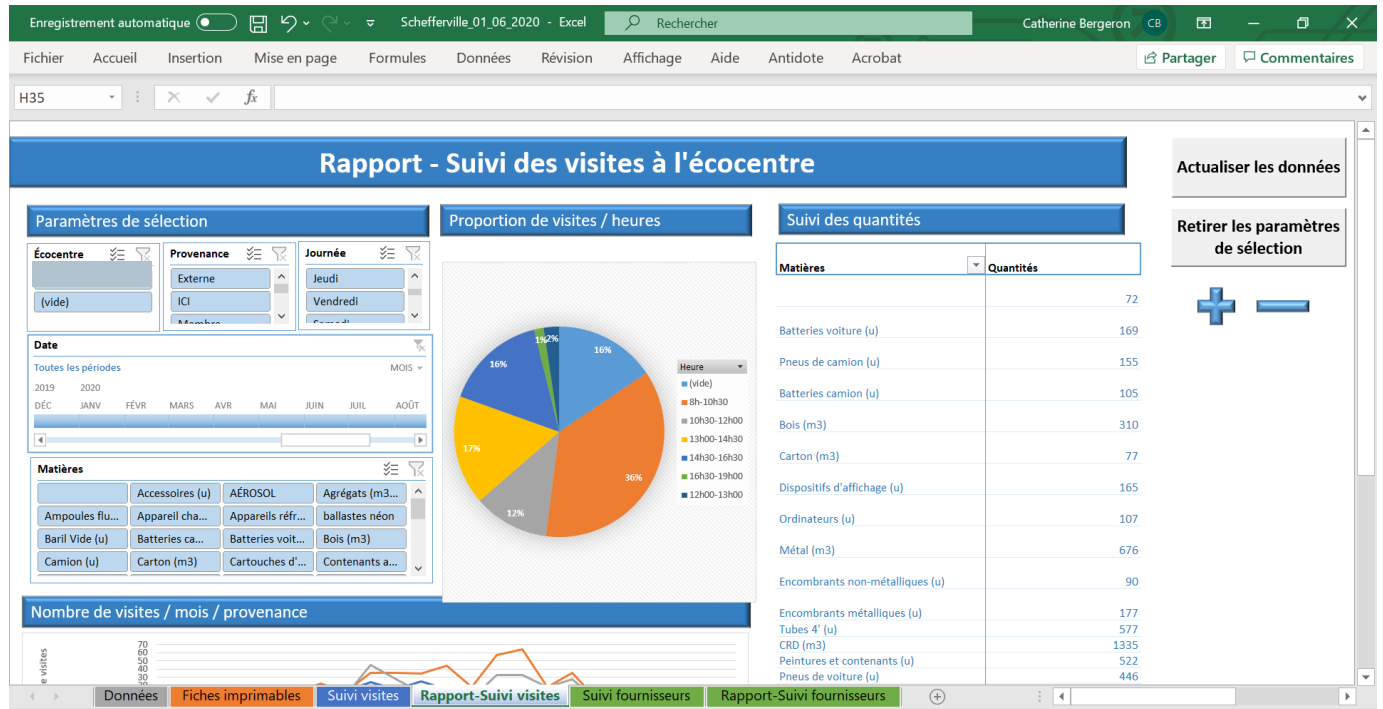



Figure 13: Ecocenter tracking tool – Report section, visits tracking

Figure 14: Ecocenter tracking tool – Printable visit form


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Visit form

Visitor	Containers (m ³)	Household hazardous waste (u)
Date	Aggregates <input type="checkbox"/>	Acids <input type="checkbox"/> Organics <input type="checkbox"/>
Time	Wood <input type="checkbox"/>	Bases <input type="checkbox"/>
First name	Cardboard <input type="checkbox"/>	Oxidants <input type="checkbox"/>
Last name	CRD <input type="checkbox"/>	Toxic <input type="checkbox"/>
Origin <input type="checkbox"/> Member <input type="checkbox"/> External <input type="checkbox"/> ICI	Garbage <input type="checkbox"/>	Car batteries <input type="checkbox"/>
	Metal <input type="checkbox"/>	Truck batteries <input type="checkbox"/>
	Recyclables <input type="checkbox"/>	Cooking oil <input type="checkbox"/>
	Green residues <input type="checkbox"/>	Propane - 5 lb <input type="checkbox"/>
		Propane - 20 lb <input type="checkbox"/>
Extended producer responsibility (u)		Bulky items (u)
Bulbs	Oils	Refrigerants <input type="checkbox"/>
Compact fluorescent <input type="checkbox"/>	Antifreeze/containers <input type="checkbox"/>	Metal <input type="checkbox"/>
DHI <input type="checkbox"/>	Aerosol containers <input type="checkbox"/>	Non-metal <input type="checkbox"/>
Tubes 4' <input type="checkbox"/>	Filters <input type="checkbox"/>	Others and comments
Tubes (others) <input type="checkbox"/>	Oil/containers <input type="checkbox"/>	
Batteries	Electronics	
Batteries <input type="checkbox"/>	Display devices <input type="checkbox"/>	
Cellphones <input type="checkbox"/>	Computers <input type="checkbox"/>	
	Electronic accessories <input type="checkbox"/>	
	Ink cartridges <input type="checkbox"/>	
	Paint	
	Aerosol paint <input type="checkbox"/>	
	Paint/containers <input type="checkbox"/>	
	Dyeing/containers <input type="checkbox"/>	

Visitor	Containers (m ³)	Household hazardous waste (u)
Date	Aggregates <input type="checkbox"/>	Acids <input type="checkbox"/> Organics <input type="checkbox"/>
Time	Wood <input type="checkbox"/>	Bases <input type="checkbox"/>
First name	Cardboard <input type="checkbox"/>	Oxidants <input type="checkbox"/>
Last name	CRD <input type="checkbox"/>	Toxic <input type="checkbox"/>
Origin <input type="checkbox"/> Member <input type="checkbox"/> External <input type="checkbox"/> ICI	Garbage <input type="checkbox"/>	Car batteries <input type="checkbox"/>
	Metal <input type="checkbox"/>	Truck batteries <input type="checkbox"/>
	Recyclables <input type="checkbox"/>	Cooking oil <input type="checkbox"/>
	Green residues <input type="checkbox"/>	Propane - 5 lb <input type="checkbox"/>
		Propane - 20 lb <input type="checkbox"/>
Extended producer responsibility (u)		Bulky items (u)
Bulbs	Oils	Refrigerants <input type="checkbox"/>
Compact fluorescent <input type="checkbox"/>	Antifreeze/containers <input type="checkbox"/>	Metal <input type="checkbox"/>
DHI <input type="checkbox"/>	Aerosol containers <input type="checkbox"/>	Non-metal <input type="checkbox"/>
Tubes 4' <input type="checkbox"/>	Filters <input type="checkbox"/>	Others and comments
Tubes (others) <input type="checkbox"/>	Oil/containers <input type="checkbox"/>	
Batteries	Electronics	
Batteries <input type="checkbox"/>	Display devices <input type="checkbox"/>	
Cellphones <input type="checkbox"/>	Computers <input type="checkbox"/>	
	Electronic accessories <input type="checkbox"/>	
	Ink cartridges <input type="checkbox"/>	
	Paint	
	Aerosol paint <input type="checkbox"/>	
	Paint/containers <input type="checkbox"/>	
	Dyeing/containers <input type="checkbox"/>	

Visitor	Containers (m ³)	Household hazardous waste (u)
Date	Aggregates <input type="checkbox"/>	Acids <input type="checkbox"/> Organics <input type="checkbox"/>
Time	Wood <input type="checkbox"/>	Bases <input type="checkbox"/>
First name	Cardboard <input type="checkbox"/>	Oxidants <input type="checkbox"/>
Last name	CRD <input type="checkbox"/>	Toxic <input type="checkbox"/>
Origin <input type="checkbox"/> Member <input type="checkbox"/> External <input type="checkbox"/> ICI	Garbage <input type="checkbox"/>	Car batteries <input type="checkbox"/>
	Metal <input type="checkbox"/>	Truck batteries <input type="checkbox"/>
	Recyclables <input type="checkbox"/>	Cooking oil <input type="checkbox"/>
	Green residues <input type="checkbox"/>	Propane - 5 lb <input type="checkbox"/>
		Propane - 20 lb <input type="checkbox"/>
Extended producer responsibility (u)		Bulky items (u)
Bulbs	Oils	Refrigerants <input type="checkbox"/>
Compact fluorescent <input type="checkbox"/>	Antifreeze/containers <input type="checkbox"/>	Metal <input type="checkbox"/>
DHI <input type="checkbox"/>	Aerosol containers <input type="checkbox"/>	Non-metal <input type="checkbox"/>
Tubes 4' <input type="checkbox"/>	Filters <input type="checkbox"/>	Others and comments
Tubes (others) <input type="checkbox"/>	Oil/containers <input type="checkbox"/>	
Batteries	Electronics	
Batteries <input type="checkbox"/>	Display devices <input type="checkbox"/>	
Cellphones <input type="checkbox"/>	Computers <input type="checkbox"/>	
	Electronic accessories <input type="checkbox"/>	
	Ink cartridges <input type="checkbox"/>	
	Paint	
	Aerosol paint <input type="checkbox"/>	
	Paint/containers <input type="checkbox"/>	
	Dyeing/containers <input type="checkbox"/>	

3.6. General tasks of the ecocenter worker

The ecocenter workers must ensure that operations are conducted safely and efficiently. To do this, a series of daily, weekly, monthly and yearly tasks must be performed (to be adapted). The ecocenter manager must ensure the tasks are suitable for the worker who is responsible for them and modify them as needed. Printable checklists are available in appendix 9.

DAILY TASKS

- Open and close the ecocenter according to the established schedule
- Check facilities condition
- Welcome visitors according to the procedure
- Complete visit and material tracking sheets
- Maintain the place and keep the site clean and safe
- Direct and supervise visitors' sorting of materials in the containers and the different sections
- Sort hazardous household waste and electronic devices
- Raise visitor awareness and communicate waste management issues
- Lock the HHW containers and buildings at closing time
- Make a round of the ecocenter to make sure no one is left behind and everything is in order
- Lock the ecocenter gate at closing time
- Check the daily, weekly, monthly and yearly tasks checklist

WEEKLY TASKS

- Check the filling level of all sectors (containers, barrels, etc.)
- Contact the materials collectors to transport the full containers or notify the person in charge of doing so.
- Ensure that containers/boxes/barrels are properly stored and accessible for collection
- Ensure that the containers are empty when they arrive at the ecocenter
- Enter the data from the paper tracking sheets into the Excel computer tool (or forward the sheets to the person responsible for doing so)

MONTHLY TASKS

- Check condition of:
 - Signage
 - Personal protective equipment
 - Safety equipment
- Replace defective or missing equipment

YEARLY TASKS

- Inspect the eyewash station, make sure it works and that there are replacement bottles (check expiration date)
- Change absorbent materials and/or clean the HHW retention basin (2 times a year)

4. Health and safety

4.1. Equipment

4.1.1. Personal protective equipment

In order to reduce health risks, the following personal protective equipment must be worn by employees:

At all time

- Cut-resistant gloves
- Anti-perforation safety boots
- Fluorescent vest

When handling HHW

- Safety glasses or face shield
- Chemical resistant gloves (can be tyvek or rubber)
- Impermeable apron (clothing protector)

4.1.2. Security equipment

In the event of an accident, the following equipment must be available, maintained in good condition and accessible at all times. Any defective, missing, expired or damaged equipment must be brought to the immediate attention of the supervisor so that it can be replaced.

In case of emergency (various)

- **3M 6000 Series** full face piece respirator (to protect against organic and acidic fumes)
- Tyvek coverall suit
- Portable extinguishers

Storage : Reception building. Tyvek suits should be hung on a hanger to avoid tearing.

Maintenance : Respirator cartridge expiration dates must be checked regularly.

In case of spill

- **Nitrile gloves** of different sizes (2 small, 2 medium, 2 large)
- **Splash proof safety glasses**
- **Broom** and dustpan
- **Plastic shovel** to avoid sparks
- **Bags** to dispose of chemical waste (polypropylene) or a 5-gallons plastic bucket with lid
- **Felt-tip marker** to clearly write “absorbent + name of the type of product spilled”
- **Spill kit:** Assortment of all-purpose **absorbent materials** (vermiculite, absorbent sheets, absorbent powders, flasks, etc.)

Storage : HHW storage area

In case of splash

- Eyewash station (stationary or portable)
- Emergency shower (optional)

Storage : No storage of materials should be made on the equipment or in the shower area so that they are accessible and functional at all times.

Maintenance : The eyewash station must be checked **twice a year**. For ecocenters with portable eyewash equipment, make sure a replacement bottle is available and check expiration dates.

4.2. Signage

Visitors must respect the signs established by the ecocenter. Any damaged or missing signage must be reported by the ecocenter worker to the person in charge, who must take the necessary steps to replace the targeted items as soon as possible.

Signage should be in place to highlight the following information:

At the entrance of the site :

- Hours of operation
- Accepted materials at the ecocenter
- Rules and instructions for visitors

On site, in the appropriate areas :

- Storage sections, containers or shelter (types of materials)
- Emergency equipment
- Personal protective equipment to be worn in specific sections (e.g., HHW)

4.3. Emergency response plan

In the event of an accident or accidental spill of toxic products, follow the emergency response plan. A copy of the plan must always be available at the ecocenter reception building. The employee must read it and the plan must be updated when necessary. The emergency response plan (to be adapted) is available in appendix 11.

4.4. Accidents at work or by a visitor

Safety must be considered very seriously on the ecocenter site. All work-related or visitor-related accidents or incidents must be recorded in the accident/incident log. The incident report is provided in appendix 12.

It is **everyone's responsibility** to:

- Ensure that the workplace is healthy and safe
- Correct activities and situations that are potentially dangerous
- Ensure that personal protective equipment is available
- Report all accidents and incidents and investigate them

The ecocenter **worker** must:

- Know and comply to all regulatory directives
- Ensure their own safety and the safety of visitors
- Report to the person in charge any potentially dangerous activities and situations
- Use mandatory personal protective equipment
- Immediately declare any accident and record it in the work-related accidents register

The person **responsible** of the ecocenter must:

- Train employees on potential risks
- Make the necessary changes to ensure workplace health and safety
- Ensure knowledge is up-to-date and renew training as needed

4.5. Safety instructions

The following safety instructions must be followed by visitors:

- Travel at a maximum speed of 5 km/h
- Comply with on-site signage
- Sort materials in the correct compartments or locations indicated by the employee
- Preferably keep children inside the vehicle
- Keep animals inside the vehicle
- Pay attention to the risk of falling into containers or off the ramp

It is strictly PROHIBITED to:

- Smoke on site;
- Go inside the containers;
- Take the materials found on site unless they are objects offered for reuse;
- Transfer liquids on site;
- Detach the trailer from the vehicle;
- Discharge the contents of a tipping trailer directly into the containers.

4.6. Injury or poisoning

Some materials that are brought to the ecocenter can have harmful effects on workers' health if they are not safely stored or manipulated. This is the case especially for household hazardous waste (HHW).

When a person is poisoned, there may be:

- **Acute effect:** short-term exposure (minutes or hours). Sometimes short exposure can be fatal or cause permanent damage.
- **Chronic effect:** repeated exposure to the products, over months or years, which can affect the person and have permanent consequences.
- **Other effects:** May cause cancer or affect the nervous and/or reproductive systems.

4.6.1. Contamination ways

Contaminants can get into our bodies in 3 ways; inhalation, ingestion and absorption. Each one has its own preventive measures and treatment.

Inhalation

Description

The airways are the main entry channel because there are many small veins and mucous membranes that facilitate gas exchanges with ambient air. Chemicals and dust can evaporate easily and cause a concentration of toxic fumes. Contaminants spread rapidly in the blood. Contamination by inhalation accounts for 90% of industrial poisonings.

Prevention

If the slightest odour is observed, the wearing of a mask is mandatory.

Treatment

- Breathe some fresh air
- If symptoms do not pass, go directly to the nearest health centre.

Absorption

Description

Dermal exposure (through the skin) is the second most significant route because skin represents a large area of contact. When the skin is cut, contaminant absorption happens very quickly.

Prevention

- Protect your skin, especially your face, which has a high absorption potential. Use personal protective equipment as described in section 4.1.
- Never wear contact lenses. If splashes get into the eyes, the lens may stick in the eyes.

Treatment

- **Large area of the body splashed** : Rinse the affected area for 20 minutes in cold/warm water (remove jewelry and clothing). Ointments, creams or lotions should never be applied. See a doctor as soon as possible.
- **Small area of skin splashed**: Rinse thoroughly with cold water and then with soapy water. If afterwards a skin reaction is observed, see a doctor.
- **Splash in the eyes** : Rinse immediately with water (eyewash) for at least 20 minutes.

Ingestion

Description

Ingestion of a product can be done by swallowing it, but also by smoking it. Paper and tobacco can absorb contaminants, making it very dangerous to carry cigarettes or smoke in the presence of hazardous materials.

Prevention

- Do not carry or smoke cigarettes close to HHW
- Wash your hands with **cold water** after handling (even with gloves) hazardous materials, as hot water opens the pores of the skin.

Treatment

- Contact the poison control centre at 1-800-463-5060 and have the product label on hand
- Follow the poison control centre's instructions
- Different types of products have different treatments. Do not give anything to drink or induce vomiting without the advice of the Poison Control Centre, as this may worsen the problem.

4.7. Management of flammable products

4.7.1. Products flammability

The **fire tetrahedron** shows the necessary elements for a fire to start.

Flash point

The flash point is the lowest temperature at which a product releases enough fumes to form, with air, a flammable mixture on contact with a flame or spark.

The lower the flash point of a liquid, the greater the risk of fire.

Some examples:

Acetone	Flash point: 19°C
Methanol	Flash point: 11°C
Ethanol	Flash point: 12°C
Vinegar	Flash point: 45°C
Glycol	Flash point: 165°C

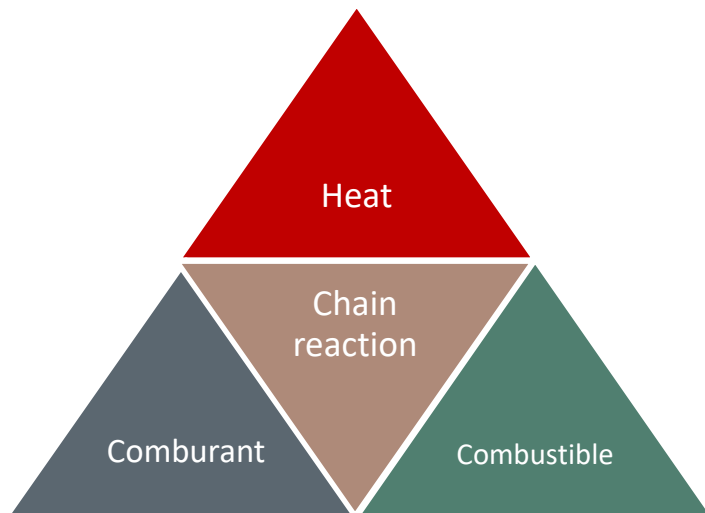


Figure 15: Fire tetrahedron

4.7.2. Spill

If a flammable product is spilled, follow these tips:

- Beware of fumes
- Use absorbent (in the spill kit);
- Do not use water
 - Even if the product is water soluble, water will cause it to spread. In addition, it takes a lot of water to stop the combustion of a flammable product.
- Avoid sparks
- Do not use combustible materials
- Use shovels made of anti-static plastic:
 - Metal shovels could cause sparks
 - Aluminum shovels can react in the presence of certain corrosive products and create toxic fumes

5. Training

Ecocenter workers must receive and maintain up-to-date the following trainings:

- Management and handling of household hazardous waste (HHW);
- WHMIS (Workplace Hazardous Materials Information System)
- TDG (transport of dangerous goods)
- First aid in the workplace (16 hours)
- Éco-peinture online training
- Practice of the emergency plan every three months

With the help of these trainings and this guide, the ecocenter employees must have the following knowledge and skills:

- Know the mission and benefits of ecocenters, as well as the impacts of materials on the environment when they are not brought to the ecocenter;
- Know the general operation of the ecocenter and its infrastructures;
- Know the materials accepted and refused at the ecocenter;
- Know the operation and tasks associated with the reception, sorting, disposal and transportation of materials;
- Be able to use personal protective equipment and safety equipment at appropriate times;
- Be able to use and complete the data-tracking tool;
- Know and be able to apply the emergency response plan;
- Be able to provide first aid to a colleague or visitor.

Appendix 1 – Management of household hazardous waste (HHW)

Household Hazardous Waste covered by EPR programs

Cells and batteries	
Recovery program	Call to recycle
Service providers	Société Laurentide For small quantities (e.g. boxes), it is possible to deal directly with Call2Recycle and to send them by mail.
Accepted products	Rechargeable batteries of any kind (except rejected ones) of 5 kg maximum Single-use batteries of any kind up to 5 kg
Refused products	Lead acid batteries Car batteries Batteries designed for industrial purposes
Storage	Barrel and box supplied by Société Laurentide
Sorting or storage specifications	<ul style="list-style-type: none"> • Place the plastic bag provided by Société Laurentide in the barrel before depositing the batteries. • Empty and sort the bags and containers filled with batteries. Place them in bulk in the appropriate container. • Place batteries directly into the barrel: <ul style="list-style-type: none"> o Alkaline o NI-MH and NI-CD • Put in the fireproof cardboard box the batteries : <ul style="list-style-type: none"> o Lithium and lithium ion o Small sealed lead acid batteries • Protect the terminals of the lithium batteries (use sticky paper). • Fill the barrel to 2/3. Put the full closed box inside the barrel on top of the other batteries and close the barrel before transport. <p>* Refer to the checklists in Appendix 7.</p> <p>* Refer to agreement for all specifications and requirements.</p>

Mercury lamps (neon, fluorescent and compact fluorescent)	
Recovery program	RecycFluo
Service providers	Société Laurentide If there is no agreement with Société Laurentide for any other product, RecycFluo will transport the lamps.
Accepted products	Fluorescent lamps - straight / linear Fluorescent lamps - curved / circular UV and germicidal lamps Compact fluorescent lamps (CFL) UHP (Ultra High Performance) mercury vapor lamps High intensity discharge (HID), high-pressure sodium and other lamps *See the list in Appendix 7.
Refused products	Halogen, LED, incandescent, low-pressure sodium
Storage	Cardboard boxes for 4' and 8' fluorescent tubes Plastic containers for bulbs Location: HHW warehouse or weatherproof shed
Sorting or storage specifications	*Refer to the RecycFluo collection guide for all instructions. <ul style="list-style-type: none"> - Put a plastic bag in the boxes before putting bulbs. - Containers and packaging must NOT be leaking or damaged. - Containers must be placed on a solid surface to be stable. - Containers should be stored in a way that prevents breakage and damage. - Do NOT stack more than 3 "bulb" boxes to avoid crushing the lamps below. - Lamps should be handled by the base and not the glass part and placed carefully in the containers. - Make sure the boxes are filled to capacity to avoid breakage during transport. - Make sure all joints of the box are taped before shipping. • - Any broken lamps should be cleaned.

Used oil, filters, used oil containers, antifreeze	
Recovery program	SOGHU (Société De Gestion Des Huiles Usagées)
Service providers	Société Laurentide Other providers may be used (e.g. Clean Harbors, Veolia) see the list of miscellaneous service providers in Appendix 3.
Accepted products	Used oil Used oil filters Oil containers Antifreeze for vehicles
Products not covered but accepted free of charge	Vegetable oils
Products not covered but accepted <u>with</u> fees	Acetone, adhesive, aerosols, fire starter, rubbing alcohol, fire starter fluid, glue, wax, antifreeze, caulk, dye, plastic cement, solid fuel, melt fuel, thawing agent, oil stain remover, paint thinner, petroleum distillate, ink, epoxy, gasoline, ethylene glycol, roofing tar, motor grease, heating and lamp oil, lubricant, methanol, naphtha, polish, poly fila, leather, suede or vinyl protector, resin, liquid, silicone sealer, upholstery separator, shoe dye, turpentine, toluene. <u>Paints other than those covered by Éco-peinture and oils other than those covered by SOGHU.</u>
Storage	SOGHU recycling bin (dark blue or green)
Sorting or storage specifications	Place containers properly in the bins. Lock the bin after hours. Products must be from residential sources only. * Refer to your agreement for all specifications and requirements.

Paints, varnishes and lacquers	
Recovery program	Éco-peinture
Service providers	Société Laurentide
Accepted products	<ul style="list-style-type: none"> • Architectural paint: <ul style="list-style-type: none"> ○ Sold in retail stores, i.e., containers of 100 ml or more; ○ Sold in wholesale stores, i.e. containers of less than 20 litres. • Primer and paint (latex, alkyd or enamel); • Metal paint or rustproofing paint; • Aluminum paint; • Melamine paint; • Interior and exterior stains; • Varnishes and lacquers; • Wood and masonry protector • Asphalt protector (water or latex only) • Pool paints • All aerosol paints
Refused products	<ul style="list-style-type: none"> • Product not in its original container • Paint designed for artistic use • Primer and paint for industrial use: used in manufacturing processes or factories (except aerosol paints) • Fast drying paint (dryfall) • Fast drying paint (1 or 2 components) • Paint containing pesticides • Antifouling paint • Traffic paint • Solvent, thinner and stripper • Adhesives and glue • Tar-based products and sealants • Stucco • Unidentified or unlabelled containers • Paint in glass containers <p>*Refused products can be placed in the SOGHU container (dark blue bin).</p>
Storage	Eco-peinture recycling bin (light blue)
Sorting or storage specifications	<p>Refer to the Eco-Peinture Management Guide for complete instructions.</p> <p>Place the containers properly in the bins.</p> <p>Lock the bin after hours.</p> <p>Only use residential products in their original containers.</p>

Refrigeration/air conditioning equipment	
Recovery program	GoRecycle Canada
Service providers	Groupe Coderr
Accepted products	<p>Category 1: Domestic refrigeration and freezing appliances with foam insulation</p> <ul style="list-style-type: none"> - Refrigerators - Freezers <p>Category 3: Domestic refrigeration and freezing appliances without foam insulation</p> <ul style="list-style-type: none"> - Wine coolers - Water dispensers - Air conditioners - Heat pumps - Dehumidifiers
Refused products	<p>Commercial refrigeration and freezing appliances</p> <p>Other appliances (stoves, ovens, dishwashers, washing machines, dryers, etc.)</p>
Storage	Store in an accessible and secure location for collection
Sorting or storage specifications	<p>Units must be free of trash, snow and ice when picked up by the carrier.</p> <p>The equipment must be complete (no collection of spare parts).</p> <p>The two types of equipment categories must be arranged separately.</p> <p>Large appliances such as fridges and freezers should never be stacked.</p> <p>Smaller appliances can be stacked if secured to prevent falls.</p> <p>Never damage the pipes of appliances, as halocarbons may be released.</p>

Electronic devices	
Recovery program	EPRA-Québec
Service providers	EPRA-Québec
Products accepted	<ul style="list-style-type: none"> • Display devices (e.g. television) • Conventional telephones and answering machines • Desktop and laptop computers • Computer and video game console peripherals (e.g. mouse, keyboard) • Printers, scanners, fax machines, photocopiers and office multifunction devices • Audio/video systems (e.g. radio, camera, speaker) • Home theatre systems • Vehicle audio/video and tracking systems • Cellular devices and pagers <p>*See the detailed list in Appendix 7.</p>
Storage	Cages, boxes or pallets
Sorting or storage specifications	<ul style="list-style-type: none"> • Always put products down gently • Never leave products on the ground • Shelter products from bad weather • Do not take any items (employee or visitor) nor authorize the dismantling of devices or the taking of parts. • Meet the minimum storage quantity agreed upon in your agreement to request a collection. <p>* Refer to your agreement for all specifications and requirements.</p>

Other household hazardous waste

Inorganic products (chemicals)	
Recovery program	None
Service providers	Laurentides Re/sources Other suppliers may be used (e.g. Clean Harbors, see list of miscellaneous service providers in Appendix 3)
Products accepted with fees	Acids Bases Oxidizers Toxics
Storage	Barrels labelled with the type of product (acid, base, oxidizer, toxic) in the HHW shed
Sorting or storage specifications	Add vermiculite between the containers. It stabilizes the containers and absorbs leaks. Place the containers upright. Make tiers. Close the barrels in order to let air circulate. * Refer to your agreement for all specifications and requirements.

Organic products	
Recovery program	None
Service providers	Laurentides Re/sources Other providers may be used (e.g. Clean Harbors, see list of various service providers in Appendix 3)
Products accepted with fees	Oils Aerosols Solvents
Storage	SOGHU recycling bin (dark blue or green)
Sorting or storage specifications	Place containers properly (upright, in tiers) in the bins. Lock the bin outside of opening hours. Only residential products in their original container. * Refer to your agreement for all specifications and requirements.

Propane and helium gas tanks	
Recovery program	None
Service providers	<p>Option to prioritize: Recovery companies, for the regions served. Ex. RapidGaz</p> <p>Option for regions not served by recovery companies: Training offered by the Association québécoise du propane (AQP) to remove valves safely. The tanks can then be dropped off at the metal for recovery. The FNQLSDI can facilitate training if needed. Contact the GMR team at 418-843-9999.</p> <p>Other option: Places where the cylinders are sold (e.g. convenience store, Canadian Tire)</p>
Products accepted (Rapid Gaz)	<p>Propane cylinder of any size, undrilled, with valve</p> <p>Helium cylinder of any size, undrilled, with valve (on request)</p>
Produits refused (Rapid Gaz)	<p>Cylinder with holes or without valve (put directly to metal for recovery)</p> <p>Compressed gas cylinder other than propane and helium</p>
Storage	Outdoor propane cage
Sorting or storage specifications	<p>Connect the cylinders in an upright position.</p> <p>Check that the valves are well closed.</p>

Extinguishers	
Recovery program	None
Service providers	Contact your fire department.
Storage	See your fire department's instructions.
Sorting or storage specifications	See your fire department's instructions.

Lead-acid batteries (car, truck and motorcycle)	
Recovery program	Aucun
Service providers	Terrapure Garages Metal scrap dealers Find a drop-off location in your area: Recycling Lead-Acid Batteries
Products accepted	See according to the service provider used.
Storage	HHW Warehouse
Sorting or storage specifications	See according to the service provider used.

Mercury (thermometer, barometer and thermostat)	
Recovery program	Aucun
Service providers	Terrapure Clean Harbors Autres (voir la liste de fournisseurs de services divers à l'annexe 3)
Products accepted	Voir selon le fournisseur de service utilisé.
Storage	Entrepôt à RDD
Sorting or storage specifications	Mettre les objets contenant du mercure dans un contenant rempli d'eau (ex. sceau 5 gallons). Submerger les objets permet de contenir les émissions de vapeurs au mercure au fond du sceau, car le mercure est plus lourd que l'eau.

Appendix 2 – Scrap tires management

Vehicle tires	
Recovery Program	Quebec Integrated Used Tire Management Program 2021-2026
Service provider (free collection)	RECYC-QUÉBEC
Products targeted	Used, scrap or burst tires from a road vehicle Rim diameter equal to or less than 62.23 cm (24.5 inches) Overall diameter equal to or less than 123.19 cm (48.5 inches)
Products refused	Bicycle tires (see following table) Tires from permanent sites Tires larger than the size specified above Tire disposal from tire manufacturers
Storage	Accessible and safe location for transporters
Sorting or storage specifications	Tires that are loose (without rims) and clean (no rocks, sand, dirt, water, ice, etc.). Store car, light truck and SUV tires separately from commercial truck tires (make 2 sections).

Bicycle tires	
Recovery Program	None
Service provider (free collection)	Service de manutention Yves Bélanger inc.
Products targeted	Bicycle tires Inner tubes
Storage	Accessible and safe place for transporters
Sorting or storage specifications	Clean and unrimed tires (no rocks, sand, dirt, water, ice, etc.)

Other tires	
Recovery Program	None
Service providers	Revalorisation TPOL FAIDA
Products	Products not targeted by the Quebec Integrated Used Tire Management Program Examples: <ul style="list-style-type: none"> • Wheelbarrow • Hand truck • Domestic snowblower • Lawn mower
Storage	Accessible and safe place for transporters
Sorting or storage specifications	Clean and unrimed tires (no rocks, sand, dirt, water, ice, etc.)










Appendix 3 – Companies handling hazardous materials

Table 6: Companies handling hazardous materials

Company	Telephone
Terrapure	1-866-443-7524
Clean Harbors	1-800-444-4244
CRI Environnement	1-800-562-0282
Solva-Rec	1-450-347-3008
Veolia	1-800-361-8920
Global Récupération	1-888-528-9718
Triumvirate	1-866-543-2195
Safety Kleen	800-323-5040
Phoenix Services Environnementaux	1-877-343-3649
Mira.ca (pour cartouches vides)	1-800-799-6472

Appendix 4 – Transportation classes of hazardous materials

Table 7: Transportation of Dangerous Goods Regulations symbols

Class	Symbol
Class 1 Explosives	
Class 2 Gases	
Class 3 Flammable liquids	
Class 4 Flammable Solids, Spontaneous Combustion, Water-Reactive Substances	
Class 5 Oxidizing Substances and Organic Peroxides	
Class 6 Toxic and Infectious Substances	
Class 7 Radioactive Materials	
Class 8 Corrosives	
Class 9 Miscellaneous Products, Substances or Organisms	

Appendix 5 – Sorting of household hazardous waste

Products	Categories	At the ecocenter
2,4-D	Poisonous	HHW barrel
2-CYCLE/ 4-CYCLE OIL	Oils	Dark blue container (Accepted or not by SOGHU)
6/12	Poisonous	HHW barrel
ABRASION OIL	Organic	Dark blue container
ACETIC ACID	Organic	Dark blue container
ACETONE	Solvents	Dark blue container
ACRYLIC PAINT	Paints	Light blue container (Accepted by EcoPeinture)
ACRYLIC-SYNTHETIC RESIN	Organic	Dark blue container
AIR PURIFIER (pressurized)	Spray cans	Dark blue container
AIR PURIFIER OR CLEANER (depressurized)	Other	Garbage
AJAX / COMET	Bases	HHW barrel
ALGICIDE	Poisonous	HHW barrel
ALKYD PAINT	Paints	Light blue container (Accepted by EcoPeinture)
ALUMINIUM OXIDE	Bases	HHW barrel
ALUMINIUM PAINT	Paints	Light blue container (Accepted by EcoPeinture)
ALUMINIUM POWDER	Reactives	Communicate with Laurentide
ALUN	Acids	HHW barrel
AMMONIAC / cleaner	Bases	HHW barrel
AMMONIUM HYDROXIDE	Bases	HHW barrel
ANALGESICAL	Organic	Dark blue container
ANHYDROUS ALUMINIUM TRISULPHATE	Acids	HHW barrel
ANT-B-GONE	Poisonous	HHW barrel
ANT-CONTROL	Poisonous	HHW barrel
ANTIBIOTICS	Organic	Dark blue container
ANTIFOULING PAINT	Organic	Dark blue container
ANTIFREEZE	Oils	Dark blue container (Accepted or not by SOGHU)
ANTI-FREEZE for cars	Oils	Dark blue container (Accepted or not by SOGHU)
ANTI-FREEZE for fuel lines	Organic	Dark blue container

Products	Categories	At the ecocenter
ANTIFREEZE FOR PLUMBING	Organic	Dark blue container
ANTIRUST PAINT	Paints	Light blue container (Accepted by EcoPeinture)
ANTI-STATIC (pressurized)	Spray cans	Dark blue container
ANTI-SUDORIFIC (pressurized)	Spray cans	Dark blue container
ANTI-SUDORIFIC (unpressurized)	Other	Garbage
ARSENIC	Poisonous	HHW barrel
ARTISTIC OIL	Oils	Dark blue container (Accepted or not by SOGHU)
ASBESTOS (long fiber)	Bases	HHW barrel. Communicate with Laurentide
ASBESTOS (powder)	Bases	HHW barrel. Communicate with Laurentide
ASPHALT PROTECTOR (water and latex only)	Paints	Light blue container (Accepted by EcoPeinture)
AUTOMOTIVE PAINT	Organic	Dark blue container
BENZENE	Solvents	Dark blue container
BITUMEN-BASED COATING	Organic	Dark blue container
BLACK FLAG	Poisonous	HHW barrel
BLACK LEAF	Poisonous	HHW barrel
BLEACH	Oxidants	HHW barrel
BLEACH-RITE	Oxidants	HHW barrel
BO-FRUIT INSECTICIDE	Poisonous	HHW barrel
BON AMI WINDOW CLEANER (pressurised)	Spray cans	Dark blue container
BORAX	Bases	HHW barrel
BORIC ACID	Acids	HHW barrel
BRASSO	Solvents	Dark blue container
BREAK FLUIDS	Organic	Dark blue container
BREAK OIL	Organic	Dark blue container
BROMATES	Oxidants	HHW barrel
BROMINE COMPOUNDS for swimming pools	Oxidants	HHW barrel
BROMINE PUCKS FOR POOL	Oxidants	HHW barrel
BROMO	Other	Garbage
BUTANE (pressurized)	Spray cans	Dark blue container
BUTANE-PROPANE for camping	Propane	Propane tanks cabinet
CADMIUM in big chunks	Bases	HHW barrel
CADMIUM powdered	Bases	HHW barrel
CALCIUM CHLORIDE	Acids	HHW barrel

Products	Categories	At the ecocenter
CALCIUM HYDRATE	Bases	HHW barrel
CALCIUM HYDROXIDE	Bases	HHW barrel
CALCIUM HYPOCHLORITE	Oxidants	HHW barrel
CAPTAN DICHLORO ACID	Poisonous	HHW barrel
CAR BATTERIES (acid/lead)	Battery (Acid/lead)	Private garage
CAR PAINT	Paints	Light blue container (Accepted by EcoPeinture)
CARBARYL	Poisonous	HHW barrel
CARBONATE	Bases	HHW barrel
CARBONATE (CALCIUM)	Bases	HHW barrel
CARBONATE (SODIUM)	Bases	HHW barrel
CARBURATOR CLEANER (pressurized)	Spray cans	Dark blue container
CARBURATOR CLEANER (unpressurized)	Solvents	Dark blue container
CARPET CLEANER	Organic	Dark blue container
CAULKING TUBE	Organic	Dark blue container
CAUSTIC	Bases	HHW barrel
CEMENT (powder form)	Bases	HHW barrel
CERAMIC GLUE, ADHESIVE ou GROUT	Organic	Dark blue container
CERAMIC, FLOOR, POLYMER ADHESIVES	Organic	Dark blue container
CETOL	Paints	Light blue container (Accepted by EcoPeinture)
CETOL (corrosive)	Acids	HHW barrel
CHLORATE	Oxidants	HHW barrel
CHLORHYDRIC ACID	Acids	HHW barrel
CHLORINE for swimming pools (hypochlorite)	Oxidants	HHW barrel
CHLORPYRIFOS	Poisonous	HHW barrel
CHROMIUM OXIDE PAINT	Paints	Light blue container (Accepted by EcoPeinture)
CLEANER FOR STAINLESS STEEL AND COPPER	Acids	HHW barrel
CLR	Organic	Dark blue container
COLOGNE/PERFUME	Solvents	Dark blue container
COLORUNDUM SEALER	Organic	Dark blue container
CONTACT ADHESIVE	Organic	Dark blue container

Products	Categories	At the ecocenter
COOLING LIQUID for cars	Oils	Dark blue container (Accepted or not by SOGHU)
COOLING LIQUID for plumbing	Organic	Dark blue container
CRAB GRASS ARSENIC	Poisonous	HHW barrel
CRACK SEALING	Organic	Dark blue container
CRAFT OIL	Organic	Dark blue container
CREOLINE	Acids	HHW barrel
CREOSOTE	Poisonous	HHW barrel
CREOTHANE	Organic	Dark blue container
CYANURIC ACID	Organic	Dark blue container
CYGON	Poisonous	HHW barrel
DDT	Poisonous	HHW barrel
DDT EMULSION 25%	Poisonous	HHW barrel
DEET	Poisonous	HHW barrel
DEFROSTER (methanol)	Solvents	Dark blue container
DEGREASING liquid	Solvents	Dark blue container
DEODORANT (pressurized)	Spray cans	Dark blue container
DIAZINON (insecticide)	Poisonous	HHW barrel
DIBASIC PHOSPHATE	Bases	HHW barrel
DICAMBA (herbicide)	Poisonous	HHW barrel
DICHLORO (dichloroisocyanurate de potassium)	Oxidants	HHW barrel
DICHLORO (sodium dichloroisocyanurate)	Oxidants	HHW barrel
DICHLORO-S-TRIAZINETRIONE	Oxidants	HHW barrel
DICHLORPROP	Poisonous	HHW barrel
DICHLORVOS	Poisonous	HHW barrel
DIESEL	Solvents	Dark blue container
DISH SOAP	Other	Garbage
DISODIUM SULFATE	Bases	HHW barrel
DIVERSE GROUT	Bases	HHW barrel
DOG/CAT REPELLENT	Organic	Dark blue container
DORMANT OIL	Oils	Dark blue container (Accepted or not by SOGHU)
DRAIN CLEANER (bathroom)	Acids	HHW barrel
DRAIN CLEANER (kitchen) with aluminium flakes	Reactives	Communicate with Laurentide
DRAIN CLEANER (kitchen) without aluminium flakes	Bases	HHW barrel
DRANO with aluminium flakes	Reactives	Communicate with Laurentide

Products	Categories	At the ecocenter
DRANO without aluminium flakes	Bases	HHW barrel
DRYFALL (paint)	Organic	Dark blue container
DYE for fabrics	Organic	Dark blue container
EASY OFF (oven, carpet)	Bases	HHW barrel
EASY OFF (pressurized)	Spray cans	Dark blue container
EASY ON (pressurized)	Spray cans	Dark blue container
ENAMEL PAINT	Paints	Light blue container (Accepted by EcoPeinture)
ENO	Other	Garbage
EPOXY	Organic	Dark blue container
EPOXY ESTER PAINT	Paints	Light blue container (Accepted by EcoPeinture)
ETHANOL	Solvents	Dark blue container
ETHER	Explosive product	Communicate with Laurentide
ETHYLENE GLYCOL	Oils	Dark blue container (Accepted or not by SOGHU)
EXPLOSIVES	Other	Communicate with Laurentide
FANTASTIC	Bases	HHW barrel
FERRIC CHLORIDE	Acids	HHW barrel
FERTILISERS with herbicide	Poisonous	HHW barrel
FERTILIZERS	Poisonous	HHW barrel
FERTILIZERS with pesticide	Poisonous	HHW barrel
FERTILIZERS with insecticide	Poisonous	HHW barrel
FIBERGLASS HARDENER	Organic peroxide	Communicate with Laurentide
FLAXSEED OIL	Paints	Light blue container (Accepted by EcoPeinture)
FLEA POWDER	Poisonous	HHW barrel
FLECTO (paint)	Paints	Light blue container (Accepted by EcoPeinture)
FLINTKOTE	Organic	Dark blue container
FLORIENT (pressurized)	Spray cans	Dark blue container
FLUORHYDRIC or fluoboric acid	Acids	HHW barrel
FLY KILLER	Poisonous	HHW barrel
FLY-TOX	Poisonous	HHW barrel
FONDUE FUEL	Solvents	Dark blue container
FORMOL (used)	Organic	Dark blue container
FORMULA 22	Organic	Dark blue container
FRUIT PLUS	Poisonous	HHW barrel
FUNGICIDE	Poisonous	HHW barrel
FUNGINE CAPTAN DEECAP	Poisonous	HHW barrel

Products	Categories	At the ecocenter
GAS/OIL	Organic	Dark blue container
GASKET SEALER	Organic	Dark blue container
GASOLINE/OIL MIXTURE	Organic	Dark blue container
GAZ LINE	Organic	Dark blue container
GAZOLINE (gasoline)	Solvents	Dark blue container
GLASS FIBER HARDENER	Organic peroxide	Communicate with Laurentide
GLASS FIBER SEALANT	Organic	Dark blue container
GLUE for ceramic	Organic	Dark blue container
GLUE for tiles	Organic	Dark blue container
GLYCERIN	Organic	Dark blue container
GLYCOLIC ACID	Organic	Dark blue container
GREASE	Organic	Dark blue container
GREEN CROSS-INSECT DUST	Poisonous	HHW barrel
HAGEN FLEA	Poisonous	HHW barrel
HAIR DYE (amonia-based solution)	Bases	HHW barrel
HAIR DYE (colour)	Organic	Dark blue container
HAIR DYE (colour, for kids)	Organic	Dark blue container
HAIR DYE (oxidizing cream)	Oxidants	HHW barrel
HAIR FOAM (pressurized)	Spray cans	Dark blue container
HAIR SPRAY (pressurized)	Spray cans	Dark blue container
HEATING OIL	Solvents	Dark blue container
HERTEL	Bases	HHW barrel
HEXANE	Solvents	Dark blue container
HYDRATING LOTION	Other	Garbage
HYDRIDE	Reactives	Communicate with Laurentide
HYDROGEN PEROXIDE	Oxidants	HHW barrel
HYGIENIC SOAP	Other	Garbage
HYPOCHLORITE	Oxidants	HHW barrel
IGNITION LIQUID BBQ	Solvents	Dark blue container
INDUSTRIAL PRIMER	Organic	Dark blue container
INK (liquid)	Organic	Dark blue container
INSECTICIDE	Poisonous	HHW barrel
INTERIOR AND EXTERIOR STAIN (liquid)	Paints	Light blue container (Accepted by EcoPeinture)
ISOCYANATE (If large quantities: Communicate with Laurentide)	Bases	HHW barrel
ISOCYANURIC ACID (stabilizer for swimming pools)	Organic	Dark blue container
ISOPROPANOL	Solvents	Dark blue container

Products	Categories	At the ecocenter
JIG-A-LOO	Spray cans	Dark blue container
KELTHENE	Poisonous	HHW barrel
KERIGROW	Poisonous	HHW barrel
KEROSENE	Solvents	Dark blue container
KETTLE TARTAR REMOVER	Acids	HHW barrel
KILLEX	Poisonous	HHW barrel
KODAKFIX ACID	Other	Check table at the end
KOLO FRUIT TRAC	Poisonous	HHW barrel
LACQUER	Paints	Light blue container (Accepted by EcoPeinture)
LAMP OIL	Solvents	Dark blue container
LARVEX	Poisonous	HHW barrel
LATEX PAINT	Paints	Light blue container (Accepted by EcoPeinture)
LAUNDRY DETERGENT	Other	Garbage
LAXATIVE	Other	Garbage
LEATHER CLEANER (pressurized)	Spray cans	Dark blue container
LEATHER CONDITIONER (pressurized)	Spray cans	Dark blue container
LEATHER WATERPROOFING	Organic	Dark blue container
LEMON OIL	Solvents	Dark blue container
LIGHTER FUEL (non pressurized)	Solvents	Dark blue container
LIGHTER FUEL (pressurized)	Spray cans	Dark blue container
LIGHTERS (empty)	Other	Garbage
LIME (calcium oxide)	Bases	HHW barrel
LIME HYDROXIDE	Bases	HHW barrel
LIME SCALE REMOVER	Acids	HHW barrel
LIQUID FIRESTARTER	Solvents	Dark blue container
LIQUID RESIN	Organic	Dark blue container
LITHIUM HYPOCHLORITE	Oxidants	HHW barrel
LOCK DE-ICER (non pressurized)	Solvents	Dark blue container
LOCK DE-ICER (pressurized)	Spray cans	Dark blue container
LUBRICANT	Organic	Dark blue container
LYSOL DISINFECTANT (non pressurized)	Organic	Dark blue container
LYSOL DISINFECTANT (pressurized)	Spray cans	Dark blue container
MALATHION	Poisonous	HHW barrel
MARBLE CLEANER	Other	Garbage

Products	Categories	At the ecocenter
MARINE PAINT(boat) without agent	Paints	Light blue container (Accepted by EcoPeinture)
MARQUETTE INSECTICIDE	Poisonous	HHW barrel
MCPA	Poisonous	HHW barrel
MEK Peroxide (MEKP)	Organic peroxide	Communicate with Laurentide
MELAMINE PAINT	Paints	Light blue container (Accepted by EcoPeinture)
MERCURY or Mercury contaminated solid	Mercury	In a sealed plastic bucket, cover with water
METAL PAINT	Paints	Light blue container (Accepted by EcoPeinture)
METALLIC MAGNESIUM	Reactives	Communicate with Laurentide
METHANOL	Solvents	Dark blue container
METHYL ETHYL CETONE (MEK)	Solvents	Dark blue container
METHYL HYDRATE	Solvents	Dark blue container
METHYLENE CHLORIDE	Solvents	Dark blue container
MINERAL SPIRITS	Solvents	Dark blue container
MONOBASIC PHOSPHATE	Acids	HHW barrel
MONOETHANOLAMINE	Bases	HHW barrel
MONOSODIUM SULFATE	Acids	HHW barrel
MORDANE	Poisonous	HHW barrel
MOTHBALLS	Poisonous	HHW barrel
MULCO (silicone)	Organic	Dark blue container
MULTI-GRIP	Organic	Dark blue container
MURIATIC ACID	Acids	HHW barrel
NAPHTA	Solvents	Dark blue container
NAPHTALENE (Zn)	Organic	Dark blue container
NAVAL JELLEY	Acids	HHW barrel
NICKEL (powder)	Reactives	Communicate with Laurentide
NITRATES	Oxidants	HHW barrel
NITRIC ACID (Packaged alone in a 20 litre container)	Oxidants	HHW barrel
NITRITES	Oxidants	HHW barrel
NITRO-BENZENE	Solvents	Dark blue container
NOR-SOL	Solvents	Dark blue container
OFF! (bug spray)	Poisonous	HHW barrel
OIL PAINT	Paints	Light blue container (Accepted by EcoPeinture)
OIL Spray cans	Oils	Dark blue container (Accepted or not by SOGHU)

Products	Categories	At the ecocenter
OIL STAIN REMOVER	Organic	Dark blue container
ONEX	Poisonous	HHW barrel
ONTOX	Poisonous	HHW barrel
ORGANIC PEROXIDE	Reactives	Communicate with Laurentide
ORTHO CHLORDANE	Poisonous	HHW barrel
OVEN CLEANER (pressurized)	Spray cans	Dark blue container
OVEN CLEANER (unpressurized)	Bases	HHW barrel
OXALIC ACID	Organic	Dark blue container
OZITE AP 400	Organic	Dark blue container
PAINT (glass jar)	Organic	Dark blue container
PAINT (pressurized)	Paints	Light blue container (Accepted by EcoPeinture)
PAINT FOR ARTISTIC USE	Organic	Dark blue container
PAINT FOR INDUSTRIAL USE	Organic	Dark blue container
PAINT Spray cans (ALL KINDS)	Paints	Light blue container (Accepted by EcoPeinture)
PAINT STRIPPER	Solvents	Dark blue container
PAINT THINNER	Solvents	Dark blue container
PAM (pressurized)	Spray cans	Dark blue container
PARADICHLORO BENZENE	Poisonous	HHW barrel
PARAFFIN	Other	Garbage
PARIS PLASTER	Bases	HHW barrel
PENETRATING FLUID (non pressurized)	Organic	Dark blue container
PENETRATING FLUID (pressurized)	Spray cans	Dark blue container
PENTACHLOROPHENOL	Poisonous	HHW barrel
PENTOX	Poisonous	HHW barrel
PEPTO-BISMOL	Other	Garbage
PERCHLORATES	Oxidants	HHW barrel
PERCHLORIC ACID	Acids	HHW barrel
PERMANGANATES	Oxidants	HHW barrel
PERMETRIN	Poisonous	HHW barrel
PERSULFATES	Oxidants	HHW barrel
PESTCONTROL	Poisonous	HHW barrel
PETROLEUM DISTILLATE	Solvents	Dark blue container
PH - (decreases pH) pool products	Acids	HHW barrel
PH + (increases pH) pool products	Bases	HHW barrel
PHOSALONE	Poisonous	HHW barrel
PHOSPHORIC ACID	Acids	HHW barrel

Products	Categories	At the ecocenter
PHOTO DEVELOPER	Bases	HHW barrel
PHOTO DEVELOPER	Other	Check table at the end
PHOTO PRODUCTS	Other	Check table at the end
PHOTO-FLO FIXATIVE DEVELOPER	Other	Check table at the end
PICRIC ACID	Explosive product	Communicate with Laurentide
PITCH	Organic	Dark blue container
PLASTIC BODY PATCH	Organic	Dark blue container
PLASTIC CEMENT	Organic	Dark blue container
PLASTIC WOOD	Organic	Dark blue container
PLATING SOLUTION (nickel / platinum)	Cyanides	Communicate with Laurentide
PLEDGE (pressurized)	Spray cans	Dark blue container
POLISH (FURNITURE, CAR, FLOOR)	Organic	Dark blue container
POLYMER	Organic	Dark blue container
POLYUR	Paints	Light blue container (Accepted by EcoPeinture)
POLYURETHANE	Organic	Dark blue container
POLYURETHANE PAINT	Paints	Light blue container (Accepted by EcoPeinture)
POOL PAINT	Paints	Light blue container (Accepted by EcoPeinture)
POOL PAINT (industrial)	Organic	Dark blue container
PORCELAIN CLEANER (pressurized)	Spray cans	Dark blue container
POTASH	Bases	HHW barrel
POTASSIUM CHLORIDE	Bases	HHW barrel
POTASSIUM Cyanide	Other	Communicate with Laurentide
POTASSIUM CYANIDE (tablet)	Other	Communicate with supplier
POTASSIUM HYDROXIDE	Bases	HHW barrel
POTASSIUM PERMANGANATE	Oxidants	HHW barrel
POWDERED CEMENT	Bases	HHW barrel
PRESCRIPTION DRUG	Organic	Dark blue container
PRESTONE (car antifreeze)	Oils	Dark blue container (Accepted or not by SOGHU)
PRIMER	Paints	Light blue container (Accepted by EcoPeinture)
PRODUCTS FOR SWIMMING POOLS	Other	Check table at the end
PROPANE CYLINDER 1 lb (465 g)	Propane	Propane tanks cabinet
PROPANE CYLINDER 20 lb	Propane	Propane tanks cabinet

Products	Categories	At the ecocenter
PROPOXUR	Poisonous	HHW barrel
PROTECTION AND FINISHING OIL	Paints	Light blue container (Accepted by EcoPeinture)
PUTTY	Organic	Dark blue container
PUTTY HARDENER	Organic	Dark blue container
PYRETHRIN	Poisonous	HHW barrel
RAID	Poisonous	HHW barrel
RAT POISON	Poisonous	HHW barrel
RECHARGEABLE BATTERIES	Piles	Battery bucket or box
RESIN CAULKING	Organic	Dark blue container
ROAD SIGN PAINT	Organic	Dark blue container
RODENTICIDE (without Cyanide)	Poisonous	HHW barrel
ROOF COATING	Organic	Dark blue container
ROOFING PRODUCTS	Organic	Dark blue container
ROOFING TAR	Organic	Dark blue container
ROSE DISEASE	Poisonous	HHW barrel
ROSE DUST	Poisonous	HHW barrel
ROTENONE	Poisonous	HHW barrel
RUBBING ALCOHOL	Solvents	Dark blue container
RUST REMOVER	Acids	HHW barrel
RUSTPROOF PAINT	Paints	Light blue container (Accepted by EcoPeinture)
SANI FLUSH	Acids	HHW barrel
SANI FOAM	Spray cans	Dark blue container
SCOTCHGUARD (pressurized)	Spray cans	Dark blue container
SEALER (tar-based)	Organic	Dark blue container
SEALER (water-based)	Paints	Light blue container (Accepted by EcoPeinture)
SECTROL	Poisonous	HHW barrel
SÉVIN INSECTIAL	Poisonous	HHW barrel
SHAMPOO	Other	Garbage
SHAVING CREAM (pressurized)	Spray cans	Dark blue container
SHAVING CREAM (unpressurized)	Other	Garbage
SHELLAC	Paints	Light blue container (Accepted by EcoPeinture)
SHOE DYEING	Organic	Dark blue container
SILICONE (pressurized)	Spray cans	Dark blue container
SILICONE (unpressurized)	Organic	Dark blue container
SILVER POLISH	Organic	Dark blue container
SILVERWARE POLISH	Organic	Dark blue container

Products	Categories	At the ecocenter
SMOKE DETECTOR	Other	Garbage
SODA METASILICATE	Bases	HHW barrel
SODIUM (METALIC)	Reactives	Communicate with Laurentide
SODIUM BICARBONATE	Bases	HHW barrel
SODIUM BISULFATE	Acids	HHW barrel
SODIUM BORATE	Bases	HHW barrel
SODIUM CHLORATE	Oxidants	HHW barrel
SODIUM Cyanide	Other	Communicate with Laurentide
SODIUM CYANIDE	Other	Communicate with Laurentide
SODIUM HYDROXIDE	Bases	HHW barrel
SODIUM HYPOCHLORITE 12% (bleach 12%)	Oxidants	HHW barrel
SODIUM METASILICATE	Bases	HHW barrel
SODIUM PERCARBONATE not with chlorine	Oxidants	HHW barrel
SODIUM SILICATE	Bases	HHW barrel
SODIUM SULFITE	Bases	HHW barrel
SOLID COMBUSTIBLE	Organic	Dark blue container
SOLID FIRESTARTER	Organic	Dark blue container
SOLUTION KODAFIX	Other	Check table at the end
SPOT-LIFTER (pressurized)	Spray cans	Dark blue container
SPOT-LIFTER (unpressurized)	Solvents	Dark blue container
SPRAY & WASH (pressurized)	Spray cans	Dark blue container
SPRAY & WASH (unpressurized)	Other	Garbage
SPRAY OIL	Oils	Dark blue container (Accepted or not by SOGHU)
SPRAY PAINT (all types, even empty ones)	Paints	Light blue container (Accepted by EcoPeinture)
SPRAY-FINISH (pressurized)	Spray cans	Dark blue container
SPRAY-SILICONE (pressurized)	Spray cans	Dark blue container
SPRAY-SILICONE (unpressurized)	Organic	Dark blue container
STATIC-GUARD (pressurized)	Spray cans	Dark blue container
STUCCO	Organic	Dark blue container
STUMP REMOVER	Oxidants	HHW barrel
SULFURIC ACID	Acids	HHW barrel
SUN SCREEN	Other	Garbage
SYNTHETIC ACRYLIC RESIN	Organic	Dark blue container
SYRUP	Organic	Dark blue container
TECK OIL	Paints	Light blue container (Accepted by EcoPeinture)

Products	Categories	At the ecocenter
TETRACHLORVINPHOS	Poisonous	HHW barrel
THEREBENTINE	Solvents	Dark blue container
THERMAL DETECTOR	Piles	Baril/boite de Piles
THINNER	Solvents	Dark blue container
THIOSULFATE DE SODIUM	Organic	Dark blue container
THOMPSON'S WATERSEAL	Paints	Light blue container (Accepted by EcoPeinture)
TILE CLEANER	Bases	HHW barrel
TOLUENE	Solvents	Dark blue container
TOUCH UP (pressurized)	Spray cans	Dark blue container
TRAFFIC PAINT	Organic	Dark blue container
TRANSMISSION OIL	Oils	Dark blue container (Accepted or not by SOGHU)
TREMCLAD PAINT	Paints	Light blue container (Accepted by EcoPeinture)
TRICHLOROISOCYANURIC ACID (shock treatment with stabilizer for swimming pool)	Oxidants	HHW barrel
TRICHLORO-S-TRIAZINETRIONE	Oxidants	HHW barrel
TRICHORO (acide trichloroisocyanuric)	Oxidants	HHW barrel
TRISODIUM PHOSPHATE (TSP)	Bases	HHW barrel
TSP (TRISODIUM PHOSPHATE)	Bases	HHW barrel
TWO-COMPONENT PAINT	Organic	Dark blue container
UREA HYDROCHLORIDE	Organic	Dark blue container
URETHANE PAINT	Paints	Light blue container (Accepted by EcoPeinture)
VARATHANE PAINT	Paints	Light blue container (Accepted by EcoPeinture)
VARNISH	Paints	Light blue container (Accepted by EcoPeinture)
VARSOL	Solvents	Dark blue container
VEGETABLE OIL (liquid)	Oils	Dark blue container (Accepted or not by SOGHU)
VEGETABLE OIL (solid)	Organic	Dark blue container
VINEGAR	Organic	Dark blue container
VINYL PRESERVATIVE	Organic	Dark blue container
WARFARIN	Poisonous	HHW barrel
WATER SOFTENER FOR HUMIDIFIERS	Organic	Dark blue container

Products	Categories	At the ecocenter
WATERPROOF DYEING	Paints	Light blue container (Accepted by EcoPeinture)
WATER-SEAL (paint)	Paints	Light blue container (Accepted by EcoPeinture)
WATER-SEAL (roof coating)	Organic	Dark blue container
WAX (FLOOR, CAR)	Organic	Dark blue container
WAX (pressurized)	Spray cans	Dark blue container
WAX (SKI)	Organic	Dark blue container
WAX REMOVER (SKI)	Solvents	Dark blue container
WD-40 (pressurized)	Oils	Dark blue container (Accepted or not by SOGHU)
WD-40 (unpressurized)	Oils	Dark blue container (Accepted or not by SOGHU)
WEED & FEED	Poisonous	HHW barrel
WEED KILLER	Poisonous	HHW barrel
WEEDANOL	Poisonous	HHW barrel
WEED-EX	Poisonous	HHW barrel
WEEDRITE	Poisonous	HHW barrel
WELDING PASTE	Acids	HHW barrel
WINDEX	Bases	HHW barrel
WINDOW CLEANER	Solvents	Dark blue container
WINDOW CLEANER (amonia based)	Bases	HHW barrel
WINDSHIELD WASHER for cars	Organic	Dark blue container
WIZARD (pressurized)	Spray cans	Dark blue container
WIZARD (unpressurized)	Other	Garbage
WONDER WEEDER	Poisonous	HHW barrel
WOOD AND MASONRY PROTECTOR	Paints	Light blue container (Accepted by EcoPeinture)
WOOD PRESERVATIVE (zinc-copper-lead)	Paints	Light blue container (Accepted by EcoPeinture)
WOOD PUTTY	Organic	Dark blue container
WOOD STAIN	Paints	Light blue container (Accepted by EcoPeinture)
XYLENE	Solvents	Dark blue container

Products for photo development			
Type of products	Corrosive	Ingredients	Categories
Developer	Yes		Bases
	No		Organic
Fixative	Yes	Acetic acid	Acids
		Bisulfate	Organic
	No		Organic
Products for the pool			
Products		Categories	
pH-		Acids	
pH+		Bases	
Cyanuric acid stabilizer		Organic	
Isocyanuric acid stabilizer		Organic	
Algicide		Organic	
Clarifier		Organic	
Potassium persulfate		Oxidants	
Bromine		Oxidants	
Trichloroisocyanuric acid		Oxidants	
Dichloroisocyanuric acid		Oxidants	
Calcium hypochlorite		Oxidants	
Lithium hypochlorite		Oxidants	

Appendix 6 – Material Recovery Service Providers

Table 8: Material Recovery Service Providers

Materials	Company	Telephone, email, web page	Contact
Metal			
Wood			
CRD			
Propane tanks			
Paints			
Oils and filters			
Vehicle antifreeze			
Batteries			
Fluorescent tubes, compact fluorescent bulbs and UV lamps			
Inorganic HHW			
Electronic devices	ARPE-Québec	1-888-557-8177 operations@recyclermeselectroniques.ca	
Refrigerating appliances (Halocarbons)			
Lead-acid batteries (car)			

Materials	Company	Telephone, email, web page	Contact
Tires <u>without</u> rims	RECYC-Québec	1 888-857-PNEU (7638) Demande de récupération via : https://pneus.recyc-quebec.gouv.qc.ca/	
Used tires <u>with</u> rims			
Bicycle tires	Service de manutention Yves Bélanger inc.	Demande de récupération via : pneus.velos@gmail.com	
Non-ferrous metal			
Domestic frying oil			
Extinguishers			
Reusable articles and furniture			

Appendix 7 – HHW Sorting Reminder Sheet

Batteries

CARDBOARD BOX

Lithium and Lithium-ion



Small sealed lead acid batteries



BARREL

Alkaline



NI-MH and NI-CD



INSTRUCTION FOR THE SITE

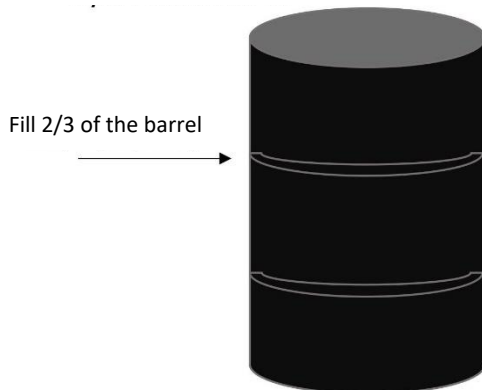
- Put the bag in the barrel



- Assemble the cardboard box with the fireproof lining.

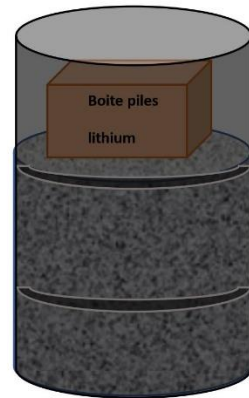


- Put the ALCALINE, NI-CD, NI-MH and LEAD batteries as is in the barrel. Do not fill over 2/3.



BATTERY RECOVERY

- Put the LITHIUM and LITHIUM-ION batteries in the box with the lining. Close the box when full.
- Put the full, closed box inside the barrel, on top of the other batteries, and close the lid.



Please note that this procedure is to comply with Transport Canada's regulations on the transport of lithium and lithium-ion batteries (TDGR). The box with the fireproof lining limits the risk of fire caused by lithium.

Equivalence certificate from
Call2Recycle

SU 11601

Mercury lamps



ACCEPTED PRODUCTS LIST

The program includes the mercury-containing lamps below:

- | | |
|--|---|
| 1 Fluorescent Tubes - Straight / Linear | 4 Compact Fluorescent Lights (CFL) |
| 2 Fluorescent Tubes - Curved / Circular | 5 UHP Lamps with Mercury Arc |
| 3 UV and Germicidal Lamps | 6 High Intensity discharge (HID),
High Pressure Sodium (HPS) and others |

! Product NOT accepted:
Light fixtures, ballasts, halogen, LED, incandescent, low pressure sodium (LPS), Christmas lights, liquid mercury

Look for the Hg logo to confirm the lamp contains mercury: 

1 Fluorescent Tubes - Straight / Linear



2 Fluorescent Tubes - Curved / Circular



3 UV and Germicidal Lamps





- 1 Fluorescent Tubes - Straight / Linear
 - 2 Fluorescent Tubes - Curved / Circular
 - 3 UV and Germicidal Lamps
 - 4 Compact Fluorescent Lights (CFL)
 - 5 UHP Lamps with Mercury Arc
 - 6 High Intensity discharge (HID), High Pressure Sodium (HPS) and others
- ! Products NOT accepted:**
Light fixtures, ballasts, halogen, LED, incandescent, low pressure sodium (LPS), Christmas lights, liquid mercury

4 Compact Fluorescent Lights (CFL)



5 UHP Lamps with Mercury Arc



6 High Intensity Discharge (HID) and others



- ! Products NOT accepted:**
Light fixtures, ballasts, halogen, LED, incandescent, low pressure sodium (LPS), Christmas lights, liquid mercury



Inorganic products

ACID

BARREL

UN3264, corrosive inorganic liquid, acid, NSA



Muriatic acid

Chloridic acid

Phosphoric acid

Scalers (example: CLR)

pH -

To recognize them:

Read the list of ingredients on the label, a type of acid will be identified (acid...)

BASE

BARREL

UN3266, corrosive inorganic liquid, basic, NSA



Amonia

Drano

Bleach

Cleaners (except for toilet)

Detergents

pH +

To recognize them:

Read the list of ingredients on the label: a base has a very complex name and usually no acid will be identified.

OXYDANT

BARREL

UN1479, solid oxydant, NSA



Dry chlorine

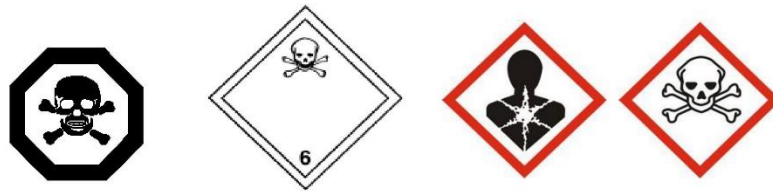
Hair dye

Peroxide

No other product

TOXIC BARREL

UN3287, Toxic inorganic liquid, NSA



Pesticide

Insecticide

Herbicide

Fungicide

Algicide

Fertilizer

Veterinary product

Electronic devices

The Right List

Authorized Drop-Off Points
recycleMYelectronics.ca/qc



1 Display the Right Information

WHO?

Display the **Authorized Drop-Off Point** logo.

WHAT?

Display what **products are accepted**.

WHERE?

Clearly indicate **where to drop off the products**.

WHEN?

Clearly display your **business hours**.

2 Accept the Right Products



GET THE COMPLETE LIST OF ACCEPTED PRODUCTS:

recycleMYelectronics.ca/qc/what-can-i-recycle

Paper version is available on request. Call us at the number below.

3 Handle Products the Right Way



WITH CARE AND SAFELY

Always put products down gently



Never leave products on the ground



Shelter products from bad weather



Control access to products

- Lock storage area
- Check control measures in place, as needed (site monitoring, cameras, fencing, etc.)



All electronics collected are the property of EPRA-Québec. **It is prohibited for anyone (employee or user) to remove items without EPRA-Québec's consent.**

EPRA-Québec can help!
 Contact us for more information.

info@recyclerMESelectroniques.ca

This brochure is printed on paper that is certified FSC® and contains 100% post-consumer recycled fibers.

NEED A PICKUP?
 Don't wait until the last minute!

1-888-557-8177, option 2
operations@recyclerMESelectroniques.ca

For details about the Authorized Drop-Off Point Approval Program (ADOPAP), contact us.

1-888-557-8177, option 2
operations@recyclerMESelectroniques.ca



**Detailed List of Products Accepted
by Authorized Drop-off Points**





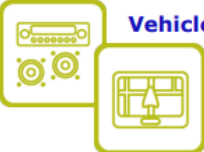

Page 1

 <p>Portable Computers</p>	<p>Laptop computers; notebook computers; tablet computers; netbook computers; minicomputers</p>
 <p>Desktop Computers</p>	<p>Desktop computers (including those acting as servers); computer terminals; thin clients or Nettop computers; desktop/tower servers</p>
 <p>Computer and Video Game Peripherals</p>	<p>Mouse; trackballs; keyboards; keypads; touchpad mouse; media readers; routers/modems; external hard drives; external floppy disk drives; external optical disk drives; numeric keypads; graphic tablets without display; HDMI switches; joysticks; video game console controllers, balance boards, sensors and other input devices; hard drive duplicators; Network-Attached Storage devices (NAS); Embedded Multimedia Terminal Adapters (EMTA); bridges, wireless access points, switches, range extenders; cables; connectors; chargers; remotes; memory cards; USB keys; toner cartridges; electronic calculators</p>
 <p>Display Devices</p>	<p>Televisions; computer monitors; professional display monitors; closed-circuit monitor screens; TV with built-in DVD and/or VCR player/recorder; all-in-one (AIO) computers; graphics tablets with display >10"; portable display devices >10"</p>
 <p>Non-Cellular Telephones and Answering Machines</p>	<p>Telephones (corded and cordless, VoIP, satellite phones); speaker/conference phones; telephone line answering machines (cassette and digital)</p>
 <p>Cellular Devices and Pagers</p>	<p>Cellular phones, including those offering camera, video recording and/or audio functions; smartphones (cell-enabled); cell-enabled PDAs utilizing touch-screen technology; cell-enabled handheld devices; pagers</p>
 <p>Desktop Printers, Scanners, Fax Machines, Copiers and Multi-Function Devices</p>	<p>Desktop printers; 3D printers; camera dock printers; desktop label, barcode, and card printers; thermal printers; desktop scanners; desktop business card scanners; desktop cheque scanners; desktop photo and negative scanners; desktop fax machines; desktop MFDs; toner cartridges</p> <p>*Floor-standing devices are not accepted by the program.</p>



**Detailed List of Products Accepted
by Authorized Drop-off Points**
Page 2

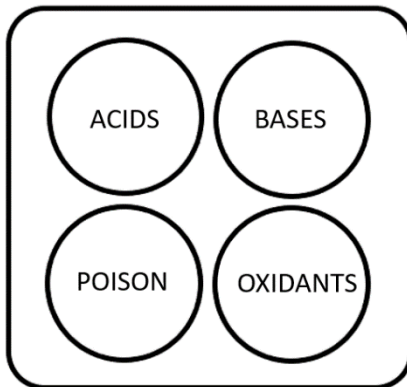


 <p>Personal/Portable Audio/Video Systems</p>	<p>Portable AM/FM and satellite radios; clock radios; portable stereos, including those enabled to connect to wireless Internet; portable tape players/recorders; portable disc (CD, DVD, VHS, Blu-ray, etc.) players/recorders; MP3 players; portable digital players; docking stations for portable digital players; smartphones and other portable devices; portable docking/compact/folding speakers (wired and wireless including Wi-Fi or Bluetooth); portable cassette or digital audio/voice recorders; headphones, earphones and microphones; headsets (wired and wireless, including Bluetooth); digital cameras; digital photo key chains; video cameras/camcorders; Personal Digital Assistants (PDAs); multi-function satellite radios that include CD, MP3, FM radio or other audio functions; portable scanners (business card/photo negative scanners); portable printers (e.g., portable photo printers); web cameras; digital frames - screen size < 10"; sound, image and wave storage devices; handheld barcode scanners; portable two-way radios/FRS radios/GMRS radios/walkie-talkies/CB radios; handheld video game systems; e-book readers; handheld satellite radio receivers; portable multimedia projectors; handheld GPS receivers designed to be used for leisure or sport (e.g. hiking GPS); HD antennas; baby video monitor and camera systems; audio baby monitors; odometers; smart watches; smart glasses; activity trackers (e.g. pedometers, step counters, sport bracelets)</p>
 <p>Non-Portable Audio/Video Systems</p>	<p>Video cassette players (VCRs)/video projectors; digital projectors; digital video recorders (DVRs); personal video recorders (PVRs); non-portable disc players/recorders (DVD, Blu-ray, etc.); laser disc players/recorders; cable and satellite digital receivers/set-top boxes; converters; non-portable AM/FM and satellite radios; non-portable combination multimedia players; analog and digital video cameras for home security or other closed circuit home use; amplifiers; frequency equalizers; turntables/record players; audio speaker systems; other digital music recorders/players; non-portable combination cassette; karaoke machines; non-portable multimedia projectors; multimedia players/recorders; audio speaker systems packages; non-portable/non-commercial video game consoles (TV or screen required)</p>
 <p>Vehicle Audio/Video and Navigation Systems</p>	<p>Aftermarket vehicle audio and video components, including: In-dash radio, DVD, CD and/or cassette players (including those with integrated satellite radio and/or GPS/navigation functions); amplifiers; frequency equalizers; speakers; video player systems; video displays (including those with built-in tuners); rear vision cameras; standalone or in-dash GPS or other navigation systems designed for use in a vehicle (e.g. automotive or marine GPS receivers and components); ceiling speakers; wall recessed speakers</p>
 <p>Home Theatre in a Box</p>	<p>Home theatre image, audio and video equipment sold as a package/bundle with a single point-of-sale SKU supplied from one original equipment manufacturer (OEM), including: Peripheral audio devices; audio and video equipment sold as a package/bundle that is used in residential and non-residential locations</p>

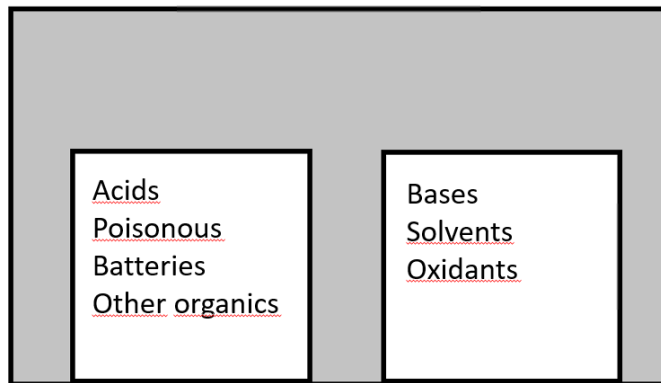
Appendix 8 – Compatibility of HHW categories

Incompatibility of certain HHW categories may cause serious reactions if they come into contact (e. g. acids and oxidants). It is important to place HHW storage containers according to category compatibility. Here are the storage options according to the equipment available at the ecocenter.

HHW cabinet (4 drums)



2-door sea container storage



3-door sea container storage

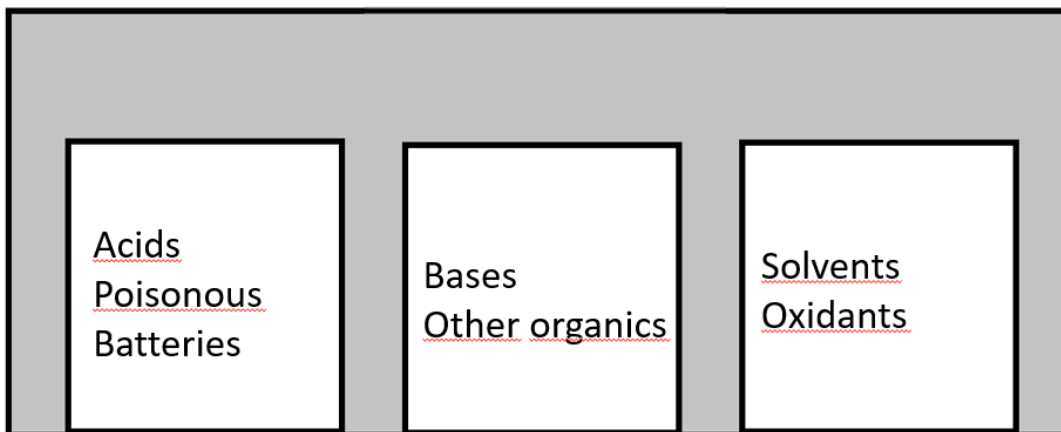


Table 9: Compatibility of HHW categories

Categories	Acids	Aerosols	Bases	Cyanide	Oils	Organics	Oxidants	Pesticides	Batteries	Reactives	Solvents
Acids	Warning!	Warning!	Warning!	Warning!	Compatible	Warning!	Warning!	Compatible	Compatible	Warning!	Warning!
Aerosols	Warning!	Warning!	Warning!	Compatible	Warning!	Warning!	Warning!	Compatible	Compatible	Compatible	Warning!
Bases	Warning!	Warning!	Warning!	Compatible	Compatible	Warning!	Compatible	Compatible	Compatible	Warning!	Warning!
Cyanide	Warning!	Compatible	Warning!	Warning!	Compatible	Compatible	Warning!	Compatible	Compatible	Warning!	Warning!
Oils	Compatible	Warning!	Compatible	Compatible	Warning!	Warning!	Compatible	Compatible	Compatible	Compatible	Warning!
Organics	Warning!	Warning!	Warning!	Warning!	Warning!	Warning!	Warning!	Compatible	Compatible	Warning!	Warning!
Oxidants	Warning!	Compatible	Warning!	Compatible	Compatible	Warning!	Warning!	Compatible	Compatible	Warning!	Warning!
Pesticides	Compatible	Compatible	Compatible	Compatible	Compatible	Compatible	Compatible	Warning!	Compatible	Compatible	Compatible
Batteries	Compatible	Compatible	Compatible	Compatible	Compatible	Compatible	Compatible	Compatible	Warning!	Compatible	Compatible
Reactives	Warning!	Warning!	Warning!	Compatible	Compatible	Warning!	Warning!	Compatible	Compatible	Warning!	Warning!
Solvents	Warning!	Warning!	Warning!	Warning!	Warning!	Warning!	Warning!	Compatible	Compatible	Warning!	Warning!

Legend:



Warning! These materials should be spaced apart and if possible in different sections.

These materials can be stored side by side

Appendix 9 – Job Aid for Ecocenter Employees

ECOCENTER—DAILY TASK

DATE : _____

DONE	WHAT TO DO ?	COMMENTS/ACTIONS	INITIALS
OPENING			
	Open the fence		
	Clean the entrance and access road if needed		
	Make sure the site is clean		
	Go around the site to clean up illegal dumping		
FOR EVERY VISIT			
	Welcome visitors according to the procedure		
	Complete visit and material tracking sheets		
	Direct visitors' sorting of materials in the right containers and sections		
	Ensure proper sorting of materials		
	Sort hazardous household waste and electronic devices upon reception		
	Raise visitors awareness and communicate waste management issues		
DURING THE DAY			
	Maintain the place and keep the site clean and safe		
	Secure the place during the collection of containers and bins		
	When snowing, clear signs and request snow removal		
CLOSING			
	Make a round to make sure no one is left behind		
	Lock up HHW containers and buildings		
	Lock the ecocenter fence		

ECOCENTER—WEEKLY TASKS

DATE : _____

DONE	WHAT TO DO ?	COMMENTS/ACTIONS	INITIALS
FOR THE SITE IN GENERAL			
	Check the filling level of all sectors (containers, barrels, etc.)		
	Contact the materials collectors to transport the full containers or notify the person in charge of doing so.		
	Ensure that containers/boxes/barrels are properly stored and accessible for collection		
	Ensure that the containers are empty when they arrive at the ecocenter		
	Enter the data from the paper tracking sheets into the Excel computer tool (or forward the sheets to the person responsible for doing so)		

ECOCENTER—MONTHLY TASKS

DATE : _____

DONE	WHAT TO DO ?	COMMENTS/ACTIONS	INITIALS
FOR THE SITE IN GENERAL			
	Check that the signage is in good condition		
	Check the condition of containers, bins, and other facilities (no leaks, rust or severe dents)		
	Check that the gate and fences are in good condition		
	Replace defective or missing equipment		
SAFETY AND PERSONAL PROTECTIVE EQUIPMENT			
	Check that the first-aid kit is complete and in good condition (use the kit inspection grid)		
	Check that personal protective equipment are in good condition		
	Check that the spill kit is in good condition		
	Check that the fire extinguishers and eyewash station are in good condition		

ECOCENTER— YEARLY TASKS (2 times a year)

DATE : _____

DONE	WHAT TO DO ?	COMMENTS/ACTIONS	INITIALS
SAFETY EQUIPMENT			
	Inspect the eyewash station, make sure it works and that there are replacement bottles (check expiration date)		
	Change absorbent materials and/or clean the HHW retention basin (2 times a year)		

FIRST AID KIT		JA	FE	MR	AL	MA	JN	JL	AU	SE	OC	NO	DE
Articles	Full quantity	Quantity counted											
Kit inspected by (Initials)													
Inspection date													

Warning : The kit should never contain medication, nor should it be padlocked or locked. Its contents must be accessible to all.

Appendix 11 – Emergency response plan

The entire emergency response plan should be adapted to your community's context and procedures. The orange text identifies the most important elements to be revised.

1. Emergency equipment on site

Equipment	Location
First Aid Kit	
Telephone	
Disposable gloves	
Eyewash stations	
Fire extinguishers	
Spill kit	

2. Emergency telephone list

- Person in charge of the ecocenter:
 - Name :
- Police Department :
- Fire Department :
- Health Center
- Ambulance :
- Quebec Poison Control Centre: **1,800-463-5060**
- Urgence-Environnement : **1 866 694-5454**

Any spill must be reported to Urgence-Environnement.

3. Safety advice

For each accident, an accident report must be filled by the supervisor and completed by the nurse. Submit to the person in charge of the ecocenter

1. Possible emergency situations

1. Accident of an employee
2. Accident of a visitor
3. Skin contact with hazardous materials or splash in the eyes
4. Inhalation of toxic fumes
5. Ingestion of hazardous materials (swallowing or smoking)
6. Leakage and spills
7. Fire
8. Fall into a container
9. Theft
10. Violence
11. Heat stroke

3. Emergency situation and response scenarios

5.1. Accident of an employee

- In case of emergency, call [the Health Center](#)
- If non-emergency injury, intervention by the nurse
- Accident/incident report

5.2. Accident of a visitor

- In case of emergency, call [the Health Center](#)
- Initiate first aid until the nurse and/or ambulance arrives.

5.3. Skin contact with hazardous materials or splash in the eyes

- Large area of the body splashed : Rinse the affected area for 20 minutes in cold/warm water (remove jewelry and clothing). Ointments, creams or lotions must never be used. See a doctor as soon as possible.
- Small area of skin splashed: Rinse thoroughly with cold water and then with soapy water. If afterwards a skin reaction is observed, see a doctor.
- Splash in the eyes : Rinse immediately with water (eyewash) for at least 20 minutes.

5.4. Inhalation of toxic fumes

- Breathe fresh air
- If the symptoms do not go away, go directly to the nearest health center

5.5. Ingestion of hazardous materials (swallowing or smoking)

- Contact the poison control centre at 1-800-463-5060 and have the product label on hand
- Follow the poison control centre's instructions
- Different types of products have different treatments. Do not give anything to drink or induce vomiting without the advice of the Poison Control Centre, as this may worsen the problem.

5.6. Minor solid or liquid spill

- Identify the product causing the spill
- Evacuate affected zone
- Stop the leakage, if possible
- Scoop up the product with absorbent from the spill kit and secure area
- Collect the contaminated absorbent and put it in a leakproof container. Identify the container and dispose of it in the right place according to its nature (e.g. oil spill placed in the dark blue SOGHU bin).
- Call Urgence-Environnement to report the spill

5.7. Major solid or liquid spill

- Identify the product causing the spill
- Call Urgence-Environnement
- Follow the instructions of Urgence-Environnement
- Evacuate affected zone
- Prohibit access to the site
- If not against the instructions received :
 - If spill is in a shed, open doors to ventilate
 - If spill is outside, seal sumps around site
 - Once the leak is plugged, contain liquids with absorbant material from the spill kit
 - Collect the contaminated absorbent and put it in a leakproof container. Identify the container and dispose of it in the right place according to its nature (e.g. oil spill placed in the dark blue SOGHU bin).

5.8. Minor gas leak

- If it is possible to do so without being in contact with the product, move the source away to minimize exposition and dilute fumes.
- Keep visitors and personnel away

5.9. Major gas leak

- Evacuate in all directions around the spill location
- Evacuate visitors and personnel out of gas plumes
- Avoid low spots on site and stay upstream of the wind
- Prohibit access to the site
- Evaluate risks and decide what measures you need to take (get outside help before you are overwhelmed by the situation) :
 - Person responsible of site
 - Urgence-Environnement
 - Fire department
- Make the appropriate intervention (confinement/extinguisher/absorbant)
- If required, site rehabilitation before reopening to resume activities

5.10. Fire

- Call the fire department or police
- Call Urgence-Environnement
- Call the person responsible of site
- Identify the product causing the fire (if possible)
- If it is a small fire, use the ABC powder extinguisher and secure the area
- Evacuate everyone in close range and the whole site
- Evaluate risks and decide what measures you need to take (get outside help before you are overwhelmed by the situation) :
 - Person responsible of site
 - Urgence-Environnement
 - Fire department
- Firefighters will take care of the fire
- If required, site rehabilitation before reopening to resume activities

5.11. Fall into a container

- Check the person's condition: the employee with his first-aid course goes down into the container to check the person's condition. It is very important to check if she is breathing, if she is conscious, etc.
- Call for help: the ecocenter employee or a visitor present on site must call **the Health Centre**.
- Close the ecocenter: when these first two steps are completed, it is necessary to close the ecocenter. Put someone at the entrance to ensure that no one enters and to open the gates when help arrives. Be sure to leave a way for rescue.
- Wait for help.
- Talk with the person until help arrives to ensure that he or she remains conscious.

Falls prevention: It is very important to put safety chains or low wall in front of all containers to avoid this kind of accident or even concrete blocks raised above the ground.

5.12. Violence

Violence is usually thought of as strictly a matter of physical aggression, but this issue has a much broader aspect. Violence must then be considered to exist in all cases, such as the following, where a person feels abused, threatened, intimidated or assaulted:

- Threatening behaviour : fist moves, material destruction, thrown objects
- Oral or written threat: any expression of an intention to inflict harm
- Harassment: any behaviour degrading a person, humiliating, shaming, worrying, insulting, either by words, gestures, intimidation, constraints or other inappropriate activities.
- Verbal excess: curses, insults or condescending language
- Physical assault: hand or foot blows, pushing

Violence can take such diverse forms (Table 10) as rumours, curses, insults, tricks, squabbles, material damages, vandalism, sabotage, pushing, theft, physical or psychological assault, anger excess, rape, arson and murder.

How to respond?

- Act with tact
- Be able to interpret visitors' behaviour
- Notify visitors by reminding them of the rules
- **Call the person responsible of site to fix the problem. If the supervisor is unable to respond, as a last resort, call the police.**

How to recognize signs of violence?

Table 10: Recognizing signs of violence

Nonverbal hints	Verbal hints
Fixed gaze, threatening, evasive, threatening postures, tending to approach	Level 1 : person questions with sarcasm
Sighs, changes in breathing, tightening of the jaw	Level 2 : refusing to collaborate and expresses disagreement
Change in facial colour (pallor or redness)	Level 3 : person blames, accuses and swears
Stiffening of limbs, tremors	Level 4 : person threatens, raises voice
Agitation, jerky movements	Level 5 : person hits, pushes

5.13. Theft

Theft can happen internally (by an employee) or externally (by a visitor). Materials brought to the ecocenter are the property of the ecocenter; it is prohibited for anyone to dispose of materials in any other way than specified with the recovery company. Here are the different measures to follow if theft occurs:

Internal theft :

- Alert ecocenter's responsible. The person in charge will decide on what procedure to follow.

External theft :

- Act with tact
- Warn visitor and remind him/her of the ecocenter's rules
- Alert ecocenter's responsible
- If the situation cannot be resolved, last resort is to call the police.

5.14. Heat stroke

On hot days, workers should be aware of the symptoms and signs of heatstroke. They should pay attention to their own reaction as well as any abnormal behaviour from a colleague or a visitor.

- If a person feels dizziness, vertigo, unusual fatigue
 - The person must stop working immediately and notify emergency responders and the site responsible as soon as possible. It may indicate the beginning of a heat stroke.
 - The person must rest under surveillance, in the shade or a cooler place and drink small amounts of water until completely recovered.
- If the person does not recover completely and shows other symptoms like making incoherent statements, losing balance or passing out.
 - **IT IS A MEDICAL EMERGENCY!!!**
 - You must act quickly.

Procedure to follow in case of heat stroke:

- **Alert the Health Centre:** it is important to follow the recommendations while waiting for the emergency.
- Move the person to the shade or a cool place and remove clothing.
- Spray the person's body with small amounts of water
- Ensure as much ventilation as possible
- If the person is conscious and lucid, give him/her fresh water in small amounts.

Appendix 12 – Incident report

Date and time of the incident

Date :	
Time :	
Location :	

Contact information of injured person

First name : _____

Last name : _____

Address : _____

–

Telephone numbers

Home : _____ Work : _____


Cell phone : _____

Incident witnesses and contact information

Last name :	Last name :
First name :	First name :
Telephone :	Telephone :







 250, Place Chef Michel-Laveau,
suite 201 - Wendake (Quebec)
G0A 4V0

 418 843-9999

 418 843-3625

 info@iddpnql.ca

 www.fnqlsdi.ca



FNQLSDI
FIRST NATIONS OF QUEBEC AND LABRADOR
SUSTAINABLE DEVELOPMENT INSTITUTE