

Manitoba Association for Resource Recovery Corp.

Eco-Centre Operator Training



Today's Agenda:

- **Background and Context**
 - **History of MARRC and the Used Oil Recycling Program**
 - **What is an Eco-Centre?**
 - **MARRC Requirements**
 - **Regulations and Regulatory Requirements**

Today's Agenda:

- **Hazard Awareness**

- **How Can Used Oil Impact Your Health and the Environment?**
- **Personal Protective Equipment**
- **Emergency Response Equipment**
- **Safe Work Procedures**
- **Working Alone**

Today's Agenda:

- **Routine Operations**
 - **Organization and Site Cleanliness**
 - **Opening Your Eco-Centre**
 - **Customer Relations**
 - **Assisting the Customer to Unload**
 - **Screening Loads – what if it's not Used Oil?**
 - **Transferring Used Oil to your storage tank with a pump**
 - **Pouring Used Oil from a small container to your storage tank**
 - **Placing Used Oil Filters into the storage drum**
 - **Placing Oil, Antifreeze or DEF containers into storage bags**
 - **Checking Oil levels in your storage tank**
 - **When to request a pickup from your Collector**
 - **What do you do when the Collector arrives?**
 - **Keeping Records**
 - **Time to go home – Closing your Eco-Centre**

Today's Agenda:

- **Emergency Operations**

- **Emergency Plans**
- **You've got a leak or spill – what do you do now?**
- **FIRE! – basic fire prevention and what to do if a fire starts**
- **Accidents Happen – basic accident prevention and what to do when an accident happens?**
- **Environmental Emergencies – Flood, Forest/Grass Fires, Extreme Weather**

BACKGROUND AND CONTEXT

History of MARRC and Used Oil Recycling

- **A non-profit organization**
- **Formed in 1997**
- **Mandate to develop and administer a cost effective, sustainable, user-financed and province wide program for used oil and used oil products**

Used Oil Recycling Program

- **Products include:**
 - **Oil**
 - **Oil Filters**
 - **Oil Containers**
 - **Antifreeze**
 - **Antifreeze Container**
 - **Diesel Exhaust Fluid Containers**

Used Oil Recycling Program

- **The following types of used oil accepted:**
 - **Engine Oil**
 - **Hydraulic Fluid**
 - **Crankcase Oil – Synthetic**
 - **Crankcase Oil – Petroleum**
 - **Power Steering Fluid**
 - **Re-Refined Oil**
 - **Transmission Fluid**

Used Oil Recycling Program

- **Products Produced from Recycled Oil and Oil Products Include:**
 - **Used oil is converted to new diesel fuel or for energy recovery**
 - **Used oil filters are shredded and re-used to make metal products such as rebar, nails and wire**
 - **Containers are used in an innovative clean energy generation technology called Rapid Organization Conversion**
 - **Used Antifreeze is recycled into new antifreeze**

Why Recycle Used Oil?

- **Recover more used oil products**
- **Extend the life of a non-renewable resource**
- **Provide feedstock to the recycling industry**
- **Decrease pollution**
- **Reduce material in landfills**

What is an Eco-Centre?

- Includes storage tanks, loading and unloading areas and vehicle parking areas



MARRC Requirements

- **Your employer has signed an Agreement with MARRC**



- **The Agreement includes several requirements you should be aware of**

MARRC Requirements

- **Your Eco-Centre must comply with all regulations (more on this below)**
- **You may be requested to distribute brochures and know the basics of the MARRC Program**
- **You must operate your Eco-Centre in a Safe, Secure and Courteous Manner**
- **You should follow operating procedures**
- **You should be trained in Eco-Centre operations**
- **You must use a MARRC approved Collector**
- **You must conduct regular visual checks on your oil tank**
- **You must maintain your Eco-Centre in a neat and tidy condition**

Regulations and Regulatory Requirements

- **The Used Oil, Oil Filters and Containers Regulation**
 - Passed in 1997
 - Requires manufactures and sellers – Stewards – to establish a Program
 - Requires a permanent, free and publicly accessible and convenient collection system
 - Includes an Environmental Handling Charge to fund the Program



Regulations and Regulatory Requirements

- **The Dangerous Goods Handling and Transportation Act**
 - You must be registered as a generator of hazardous waste
 - You can only use a licensed transporter to have your used oil and oil filters collected
 - The collector must transport the used oil and oil filters to a licensed hazardous waste management facility



MANITOBA

**THE DANGEROUS GOODS
HANDLING AND TRANSPORTATION
ACT**

C.C.S.M. c. D12

**LOI SUR LA MANUTENTION ET LE
TRANSPORT DES MARCHANDISES
DANGEREUSES**

c. D12 de la C.P.L.M.

Regulations and Regulatory Requirements

- **Hazardous Waste Regulation**

- Your Used Oil Storage Tank must be less than 5,000 litres (there are a few exceptions)
- The storage tank must have secondary containment
- You must store collected oil, antifreeze and DEF containers in a container or bag that prevents any liquid from leaking
- You must store used oil filters in a 205 litre drum that contains any leakage of used oil
- Your Eco-Centre must have a sign that:
 - Identifies it as a used oil collection facility
 - Sets out operating hours
 - Identifies the products accepted
 - Includes notice that no products should be left outside of operating hours
 - Contains an emergency number

**IN CASE OF EMERGENCY
CONTACT 911**

**THIS FACILITY ONLY ACCEPTS
DOMESTIC QUANTITIES OF:
USED OIL • ANTIFREEZE
OIL FILTERS
• USED OIL CONTAINERS •**

**FACILITY IS OPEN ONLY DURING
TRANSFER STATION HOURS
ONLY QUALIFIED PERSONNEL
TO DISPOSE OF OIL**

**MAXIMUM USED OIL CONTAINER SIZE
ACCEPTED IS 30 LITERS**

Regulations and Regulatory Requirements

- **Hazardous Waste Regulation**
 - You must ensure customers have access to an unloading area
 - All other areas of your facility should be accessible for authorized personnel only
 - You must inspect your Eco-Centre storage area every 30 days
 - Condition of every containers
 - Condition of secondary containment
 - Indication of any release of used oil or antifreeze
 - Include the date, name of inspector and observations
 - Must be kept for 2 years and be available for review by Environment Officer



Regulations and Regulatory Requirements

- **Workplace Safety and Health Act and Workplace Safety and Health Regulation**

THE WORKPLACE SAFETY AND HEALTH ACT
(C.C.S.M. c. W210)

Workplace Safety and Health Regulation

LOI SUR LA SÉCURITÉ ET L'HYGIÈNE DU
TRAVAIL
(c. W210 de la C.P.L.M.)

**Règlement sur la sécurité et la santé au
travail**

Every workplace in Manitoba, including your Eco-Centre, must meet requirements under the *Workplace Health and Safety Act* and *Workplace Health and Safety Regulation*.

- **Workplace Safety and Health Act and Workplace Safety and Health Regulation**

- This training touches briefly on aspects of these requirements but it is beyond the scope to discuss them in detail.
- It is your employer's responsibility to fully comply with this legislation.

HAZARD AWARENESS



How Can Used Oil Impact Your Health?

- **Used oil is NOT the same as new oil**
 - It can contain contaminants from its use
 - It can have other material added to it such as fuel, solvent, other chemicals

The key is to avoid or minimize exposure to used oil

USED OIL MATERIAL SAFETY DATA SHEET

POTENTIAL HEALTH EFFECTS

Effects may vary depending on material composition. Typical effects may include:

INHALATION (BREATHING): High concentrations of vapor or mist may be harmful if inhaled. High concentrations of vapor or mist may irritate the respiratory tract (nose, throat, and lungs). High concentrations of vapor or mist may cause nausea, vomiting, headaches, dizziness, loss of coordination, numbness, and other central nervous system effects. Massive acute overexposure may cause rapid central nervous system depression, sudden collapse, coma, and/or death.

EYES: May cause irritation.

SKIN: May cause irritation. Product may be absorbed through the skin and cause harm as noted under **INHALATION (BREATHING)**.

INGESTION (SWALLOWING): May be harmful or fatal if swallowed. May cause throat irritation, nausea, vomiting, and central nervous system effects as noted under **INHALATION (BREATHING)**. Breathing product into the lungs during ingestion or vomiting may cause lung injury and possible death.

How Can Used Oil Impact Your Health and the Environment?

- **We can be exposed to used oil through:**
 - **Ingestion – accidentally getting oil on food or drink and consuming it**
 - **Ingesting oil can cause stomach discomfort**
 - **Inhalation – breathing oil (or contamination) vapours, mists or fumes**
 - **Inhalation can cause throat or lung irritation, coughing or difficulty breathing**
 - **Skin or Eye contact**
 - **Contact with skin or eyes can cause irritation and redness and make existing skin conditions worse**

How Can Used Oil Impact Your Health and the Environment?

- **Used oil can impact the environment by causing soil or water contamination**
 - Spilled or leaked oil can require expensive soil remediation
 - 1 litre of oil can contaminate and make unpotable a 1,000,000 litres of water
 - As little as 50 parts per million of oil can damage sewage treatment plant operations



How Can Used Antifreeze Impact Your Health and the Environment?

- Used antifreeze can also contain contaminants that make it more dangerous than new antifreeze
- These include heavy metals from use and added contaminants such as fuel, solvents or oil

8.2. Exposure Controls

Appropriate Engineering Controls: Ensure adequate ventilation, especially in confined areas. Suitable eye/body wash equipment should be available in the vicinity of any potential exposure. Ensure all national/local regulations are observed.

Personal Protective Equipment: Gloves. Protective clothing. Safety glasses with side-shields.



Materials for Protective Clothing: Chemically resistant materials and fabrics.

Hand Protection: Wear protective gloves.

Eye and Face Protection: Safety glasses with side-shields.

Skin and Body Protection: Wear suitable protective clothing.

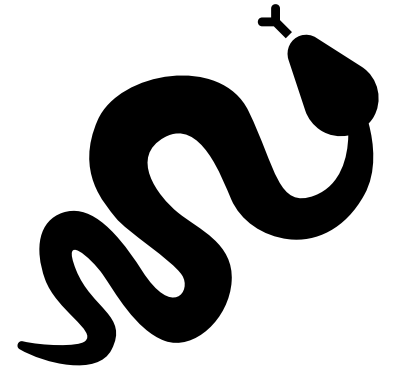
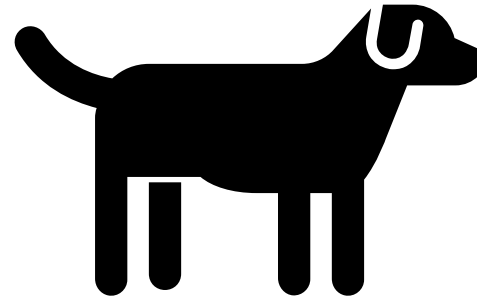
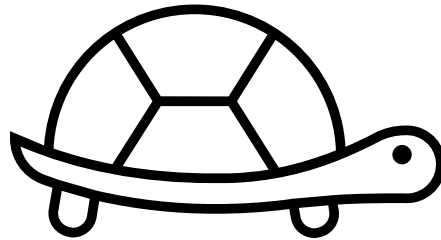
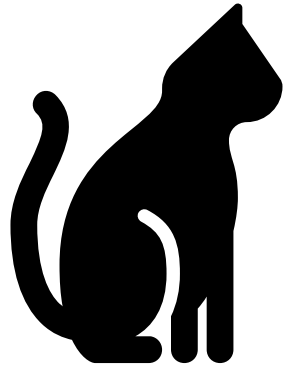
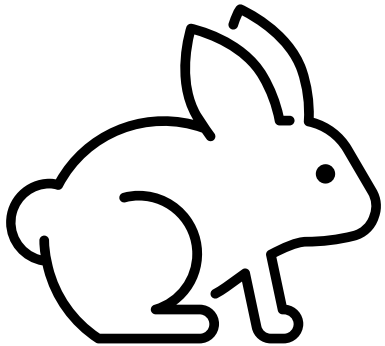
Respiratory Protection: If exposure limits are exceeded or irritation is experienced, approved respiratory protection should be worn. In case of inadequate ventilation, oxygen deficient atmosphere, or where exposure levels are not known wear approved respiratory protection.

How Can Used Antifreeze Impact Your Health and the Environment?

- **We can be exposed to used antifreeze through:**
 - **Ingestion – accidentally getting antifreeze on food or drink and consuming it**
 - **Antifreeze is toxic and can cause damage to your kidney's**
 - **Inhalation – breathing antifreeze (or contamination) vapours, mists or fumes**
 - **Breathing vapours, mist or fumes can irritate your throat and lungs**
 - **Skin or Eye contact**
 - **Antifreeze will irritate your eyes and skin and make some skin conditions worse**

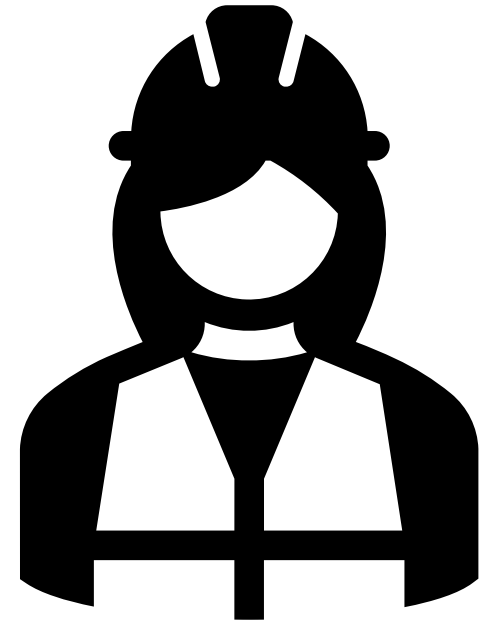
How Can Used Antifreeze Impact Your Health and the Environment?

- **Antifreeze is toxic to fish and animals**
- **It has a sweet flavour and may attract animals and pets**



Personal Protective Equipment

- **The most effective way to prevent exposure to used oil and antifreeze is to handle the products carefully and to use Personal Protective Equipment or PPE**



Personal Protective Equipment

- **MARRC has provided your Eco-Centre with the following PPE:**
 - Chemical splash goggles to protect your eyes
 - Chemical resistant gloves to protect your hands and arms
 - A full length chemical resistant apron to protect your chest and legs and clothing
 - A particulate mask to protect your lungs when using dusty absorbent in the event of a leak or spill



Personal Protective Equipment

- **Your employer may require you to have other PPE such as:**
 - **Steel toed safety boots**
 - **Long work pants and long-sleeved shirts or coveralls**
 - **High visibility vest or clothing**
 - **Safety glasses**
 - **Ear protection**

Emergency Response Equipment

- **MARRC has also provided your Eco-Centre with some emergency response supplies**
 - **Absorbent to soak up oil or antifreeze spills**
 - **Fire extinguisher**
 - **Portable eye wash**
 - **First aid kit**
- **It is important to have training over and above this training when using this equipment**
- **Other tools you should have on hand include a good shovel, broom and dustpan, and a metal garbage can with a tight-fitting lid**

Safe Work Procedures

- **Under the Workplace Safety and Health Act your employer is required to develop Safe Work Procedures**
- **This training will provide the basics for safely working with used oil and used oil products**
- **But your employer is responsible for ensuring proper procedures are in place for the full operations of your Eco-Centre**
- **These may include:**
 - **Working alone policies and procedures**
 - **Safety Around Vehicles and Traffic procedures**

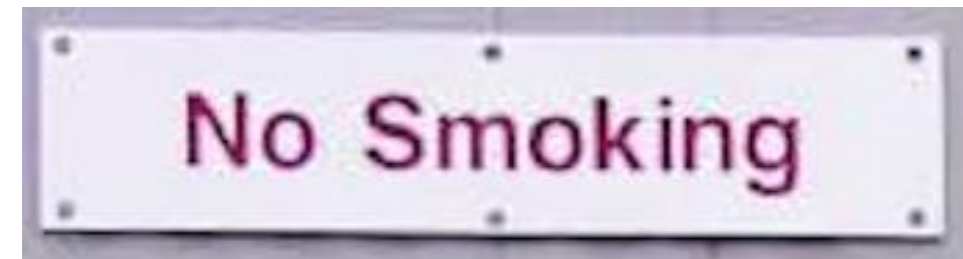
Organization and Site Cleanliness

Keeping your Eco-Centre clean means:

- **pick up litter as it occurs. Don't wait for it to accumulate**
- **Bulk used oil or antifreeze and put empty containers and filters into the bags or drums as soon as possible**
- **If customer volume is high, store products until you can get to them**
- **Ensure your employer is aware when vegetation is overgrown and that your Eco-Centre is part of routine mowing.**
- **Clean up leaks or spills as soon as they happen**

Organization and Site Cleanliness

- Your Eco-Centre should have a steel garbage container with a tight-fitting lid as oily debris or rags may be flammable
- Ensure you empty the garbage regularly
- Smoking at your Eco-Centre is strictly prohibited.
- Smoke only at a designated area at your facility and don't throw your cigarette butts on the ground – they are litter too!



Opening Your Eco-Centre

- **A trained person must always be on site when the Eco-Centre is open to receive used oil and used oil products**
- **As the Eco-Centre operator, you are responsible to ensure all material meets the acceptance criteria and the operation is following applicable regulations**

Opening Your Eco-Centre

A few things to consider as you open for operation:

- **Have you taken training for handling used oil?**
 - **Are you prepared for your first customer?**
- **Do you have information brochures, provided by MARRC, on hand to distribute if requested?**
- **Did anyone leave material at your gate when the facility was closed that needs to be handled?**
- **Is any material stockpiled from the previous day that needs proper bulking or storage?**
 - **Is the site neat and tidy?**



Customer Relations

The success of your Eco-Centre, and the Used Oil Stewardship Program as a whole, depends largely on the support and co-operation of your customers.

As an Eco-Centre operator, you have an opportunity, and responsibility, to ensure the customer experience is a positive one that reinforces the environmentally responsible action taken by that customer.

As a provider of this important service, you are expected to always act in a friendly and courteous manner.

Customer Relations

For the MARRC program, the best response to an unhappy or difficult customer is to remain calm and to have alternative solutions to offer

If the customer has a product that is not used oil, but is accepted by another stewardship program, be prepared to provide direction to that program

Be aware of other recycling opportunities in your facility and community and be prepared to direct the customer to those alternative services

Customer Relations

If the customer has a used oil product, but it's obviously contaminated always accept it

Put the container to the side and follow procedures on handling contaminated material

Also try to take the opportunity to educate the customer

Explain that it's great they took time to bring you the product, but mixing the oil with something else could put a worker's safety (like yours!) at risk

It could cause additional cost to dispose of as a contaminated product.

Customer Relations

It is part of your job to be friendly and courteous, but you should not put up with abusive or aggressive behaviour

Customers unhappy with the MARRC Program should be referred to the MARRC Office. Contact information for the Program is included in your manual

Your employer should have policies in place regarding difficult customers

Make sure you are familiar with all workplace policies and procedures and ensure you always follow them. Refer unhappy customers to MARRC or the appropriate person in your organization.



ROUTINE OPERATIONS



Greet Customers in a friendly manner and confirm they are there to drop off used oil products.



Assisting the Customer to Unload

**Carefully inspect the material the customer has
and make sure:**

- **it is a used oil product**
- **the container is not damaged or leaking**
- **if there are obvious signs of contamination**

Assisting the Customer to Unload

- **If everything is good, assist the customer by taking the product out of their vehicle and carry it to the staging area of your Eco-Centre**
- **Thank the customer**
- **Ask if they have any other materials or questions**
- **Remember that customers are not allowed to enter your Eco-Centre**

Assisting the Customer to Unload

- **Be aware of physical hazards. When lifting and handling containers, you should:**
 - **Wear appropriate PPE - long pants, shirt sleeves or coveralls, chemical resistant gloves and safety glasses**
 - **Be aware of the weight of the container and use proper lifting techniques to avoid injuring your back**
 - **Make sure boxes or containers won't fall apart when being lifted and carried**

Screening Loads – What if it's not Used Oil?

- **MARRC wants to avoid inappropriate dumping of material brought to your facility**
- **If a material is obviously not used oil or a used oil product, try to determine if it belongs to another stewardship program such as Product Care, and direct the customer to that program**
- **Be prepared to give the customer specific instructions on how to properly dispose of the material**

Never turn away a customer who insists on leaving material at your eco-centre

MARRC will assist in locating a proper disposal solution

Safely store the material in your eco-centre building until a proper disposal solution can be found

Screening Loads – What if it's not Used Oil?

If material brought to your depot is obviously contaminated, for example not the dark brown colour of used oil, or has a strong solvent or fuel odour, set the container aside and ask MAARC for assistance

Do not pour contaminated material into your storage tank.

Screening Loads – What if it's not Used Oil?

If a container of used oil or antifreeze is obviously leaking, it is Important to contain the leak as soon as possible

Have a larger pail or tub to place a leaking container into or use an absorbent pad or rags to contain the leak and prevent any liquid from spilling on the ground

If the leaking container is small enough to place in a larger pail or tub, do so immediately to contain any leakage or pour the oil into your storage tank

Be sure to clean up any oil spills or drips using an absorbent pad, rags or a shovel

Transferring Used Oil to a Storage Tank with a Pump

Equipment needed:

- Transfer pump and associated hose
- Spill clean-up supplies in the event of a leak or spill
- If your Eco-Centre is not equipped with a transfer pump and hose, you will not be able to accept oil delivered to your site in a drum. Give your customer the name and number of your approved collector and ask them to contact the collector directly



Transferring Used Oil to a Storage Tank with a Pump

Steps to pump oil from a drum to your tank:

- **Ask customer to park as close as possible so the transfer hose can reach the drum**
- **If your storage tank is equipped with a transfer pump and hose, place the hose into the drum and transfer the contents to your tank**
- **Use care to prevent any leaks or spills and clean up and put your tools away when the task is completed**

Caution!

In a worst-case situation, an oil drum could fall off a truck, or a hose under pressure could fail. You need to be prepared to respond.

Pouring Used Oil from a Small Container to Storage Tank

Steps include:

- **Remove the container cap or lid**
- **Tip it into the funnel and pour the oil out**
- **Leave upside down to allow oil to drain out**
- **Replace cap and place container in collection bag or replace the pail lid and stack it**
- **If you have a lot of pails, leave the lids off and stack them 5 or 6 high. Store the lids in a bag and give them to the collector**
- **When you are done for the day, clean up any drips or spills**
- **Put your dirty rags in a steel container with tight fitting lid**
- **Replace the storage tank lid**

Pouring Used Oil from a Small Container to Your Storage Tank

Some customers want their pail back to use again. If you don't have time to bulk the oil immediately, store empty pails in to give to a customer who requests one.

Pouring Used Antifreeze from a Small Container into the Storage Drum

Steps include:

- **Remove the container cap or lid**
- **Carefully tip the container into the funnel on your drum and pour the contents out**
- **Leave the container upside down to allow product to drain out**
- **Replace the cap and place into the collection bag**
- **When you are done for the day, make sure to clean up any drips or spills.**
- **Put your dirty rags in a steel container with tight fitting lid**
- **Replace the drum bung**

Placing Used Oil Filters into the Storage Drum

Steps include:

- Ensure the used oil filter storage drum is properly labelled as container “Used Oil Filters”**
- Remove the top of the open head steel drum for used oil filters**
- Place the filters into the drum one at a time. Try not to drop them in to avoid any residual oil splashing onto you or the work area**
- When you are finished putting all the filters into the drum, replace the lid and secure it until next time**

Placing Oil, Antifreeze or DEF Containers into Storage Bags

Steps include:

- Ensure a minimum 3 mil plastic bag is available to put the empty container into**
- You may have a MARRC provided bag rack to hold the bag while filling. If not, you can use other ways such as placing the bag in an empty drum to make it easier to store the containers**
- Place the empty container into the bag until it's full**
- Make sure you have enough slack in the bag to properly secure the top so containers don't fall out or drips of product don't spill**
- Use zip ties or duct tape to secure the bag top and place the full bag in a safe location in your building until collection time**



Checking Oil Levels in Your Storage Tank

- Using a Dip Stick to Check the Oil Level
- Have a Chart Handy to Track Levels
- You Must Check Your Tank Levels Every 30 Days and More Frequently if Customer Volume is High

When to Request a Pickup from Your Collector

- Depending on your location and your collector, you may need to wait a few days for the collector to schedule a collection
- Get to know your collector to determine how much lead time they need to service you
- **You cannot wait until your tank is full before you call the collector**
- A good rule of thumb is to call when your tank is about $\frac{3}{4}$ full to give space and time for the collector to schedule a pickup

What do You do When the Collector Arrives?

Caution!

**The collector will have a large tank or van truck.
Make sure to control/restrict access by public to the area
where the collector is working**

- **Have filter drum lids secured and container bags tied and secure prior to the collector arriving**
- **The collector will have the equipment required to pump your storage tank and to accept drums of filters or bags of containers.**

What do You do When the Collector Arrives?

- **Used oil and used oil filters are considered hazardous waste and must be shipped with a Movement Document or Manifest**
- **As part of their service, your collector will provide a pre-filled Manifest. The collector may use an electronic Manifest and email the documents directly to your employer**
- **If the collector uses a paper copy, you will need to sign the Manifest as the Consignor**
- **Make sure the Generator Number and name for your facility is correctly filled out**
- **The collector will sign the Transporter section of the document and leave copies 2 and 6 with you**
- **You must keep these for TWO YEARS and have them available for inspection by an Environment Officer**

MOVEMENT DOCUMENT / MANIFEST DOCUMENT DE MOUVEMENT / MANIFESTE

This Movement document/manifest conforms to all federal
and provincial environmental legislation.
Ce document de mouvement/manifeste est conforme aux législatures
fédérales et provinciales sur l'environnement.

LOAD #3

2806255-2

A Generator / consigneur Producteur / expéditeur Registration No. / Provincial ID No. N° d'immatriculation - d'Id. provincial MBG 14440		B Carrier Transporteur Registration No. / Provincial ID No. N° d'immatriculation - d'Id. provincial MBC 20113		Reference No. of other movement document/manifest used / N° de référence du document de mouvement/manifeste utilisé	
Company name / Nom de l'entreprise THREESA POINT FN Address / Adresse postale City / Ville STP MB ROBISO Postal code / Code postal R0B1S0 E-mail / Courriel électronique 204-482-2046		Company name / Nom de l'entreprise DIRECTION NORTH Address / Adresse postale City / Ville 403-333 Wellington WPG MB R3M 0A1 Postal code / Code postal R3M 0A1 E-mail / Courriel électronique 204-781-7842		C Receiver / consignee Réceptionnaire / destinataire Registration No. / Provincial ID No. N° d'immatriculation - d'Id. provincial MBR 30029	
Site address / Adresse du lieu de l'expédition LV YARD City / Ville STP MB Postal code / Code postal R0B1S0		Vehicle / Véhicule Trailer - Trail car No. 1 / Remorqueur - remorque PER 132 MB Trailer - Trail car No. 2 / Remorqueur - remorque TD 8245 MB		Receiver / consignee information same as in Part A Les renseignements du réceptionnaire / destinataire sont les mêmes qu'à la Partie A. <input checked="" type="checkbox"/> Yes / Oui <input type="checkbox"/> No, complete the box below / Non, remplir la case ci-dessous	
Receiver / consignee Name / Nom de l'entreprise AN FARMS Address / Adresse postale City / Ville 123 NOTREDAME MB R0G 1M0 Postal code / Code postal R0G 1M0 E-mail / Courriel électronique 204-248-2110		Carrier Certification: I certify that I have received waste or recyclable material from the generator/consignor for Attestation du transporteur: J'atteste avoir reçu les déchets ou matières recyclables du producteur/expéditeur en vue de leur livraison au réceptionnaire / destinataire, tels qu'ils figurent à la partie A et que les renseignements inscrits à la partie B sont exacts et complets.		Company name / Nom de l'entreprise NOTRE DAME HYG OIL Address / Adresse postale City / Ville Box 123 NOTRE DAME MB Postal code / Code postal R0G 1M0 E-mail / Courriel électronique 204-248-2110	
Address / Adresse du lieu de destination AD 32N 13-6-9 W City / Ville STP MB Postal code / Code postal R0B1S0		Name of authorized person (print) Nom de l'agent autorisé (caractères d'imprimerie) Richard Birch Title / Titre 2021 012 213		Date received / Date de réception Year / Année 21 Month / Mois 02 Day / Jour 25 Time / Heure <input type="checkbox"/> AM <input type="checkbox"/> PM	
If waste or recyclable material to be transferred, specify intended company name / Si les déchets ou matières recyclables doivent être transférés, préciser le nom du destinataire		Registration No. / Provincial ID No. N° d'immatriculation / d'Id. provincial		Quantity received / Quantité reçue Units / Unités Comments / Commentaires Handling Code / Code de manipulation Shipment / Envoi Accepted / Accepté Refused / Refusé Decort / Vols	
If waste or recyclable material to be transferred, specify intended company name / Si les déchets ou matières recyclables doivent être transférés, préciser le nom du destinataire		Registration No. / Provincial ID No. N° d'immatriculation / d'Id. provincial		Quantity received / Quantité reçue Units / Unités Comments / Commentaires Handling Code / Code de manipulation Shipment / Envoi Accepted / Accepté Refused / Refusé Decort / Vols	
If handling code "Other" (specify) Si code de manipulation "autre" (spécifier)		Receiver / consignee certification: I certify that the information contained in Part C is correct and complete. Attestation du réceptionnaire / destinataire: J'atteste que tous les renseignements à la partie C sont exacts et complets.		Name of authorized person (print) Nom de l'agent autorisé (caractères d'imprimerie) Jean DIZENGREVEL Title / Titre 204-248-2110	
Signature JP		Signature JP		Special handling / Manutention spéciale <input type="checkbox"/> Attached to part / <input type="checkbox"/> As follows / Or comme:	

International use only

Keeping Records

- It is important to maintain good records at your Eco-Centre for purposes of due diligence and to comply with regulations
- It is recommended you keep records in a binder or filing cabinet in a secure location. Records you must keep include:
 - The Provincial Hazardous Waste Generator Number or your MBG number
 - Copies 2 and 6 of the Manifest or Movement Document provided to you by the Used Oil Collector
 - Eco-Centre Inspection Logs
 - Annual MARRC Eco-Centre Inspection Report

It is recommended you also keep a copy of your Eco-Centre Operation Manual to reference as required

Keeping Records

Your facility should have an Emergency Plan with a list of Emergency Contacts including:

- **The Provincial 24 Emergency Number – 1-855-944-4888**
- **Police**
- **Fire**
- **Ambulance**
- **Municipality**
- **MARRC – 204-632-5255 or 1-888-410-1440**

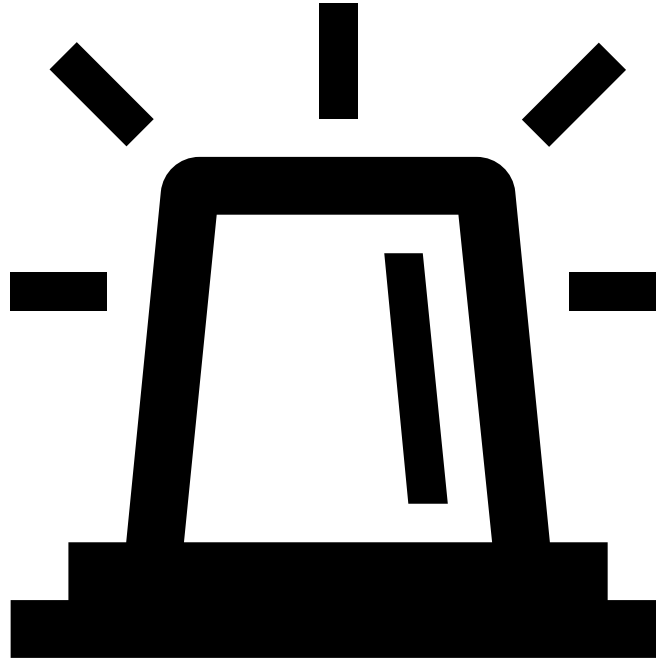
If your Eco-Centre is part of a larger facility that handles other hazardous waste such as Household Hazardous Waste or Lead Acid Batteries, it will also have a Dangerous Goods Handling and Transportation Act Hazardous Waste Receiver Licence. Keeping all your records related to these activities is recommended.

Time to go home – Closing Your Eco-Centre

Closing, closing your Eco-Centre properly includes some basic steps.

- If possible, you should have bulked or packed all material delivered that day**
- If this is not possible, make sure containers are stored inside your eco-centre or other secure location**
- Full containers of should not be left in the open**
- Make sure minor leaks or spills have been cleaned up and the area around your eco-centre is clean and free of debris**
- Make sure your garbage container lid is tight and secure**
- Put away tools and equipment including properly storing PPE**
- Lock the eco-centre building and or gate and ensure the eco-centre is secure for the night**

Emergency Operations



Emergency Plans

**SCENARIO AND
CONTINGENCY PLANNING**

Emergency Plans

An Emergency Plan provides guidance during an emergency

An emergency plan promotes safety awareness and shows your commitment to safety

An Emergency Plan will prepare you to effectively respond to accidents and emergencies

If your Eco-Centre is part of a waste disposal ground or transfer station, you are required under your operating approval to have a plan

You've Got a Leak or Spill – What do You do Now?

Supplies and Equipment for spill response include:

- **PPE including chemical resistant gloves, safety goggles or glasses**
- **Absorbent**
- **Rags**
- **Shovel**
- **Container for contaminated absorbent and rags**
- **For a large spill, you may need to access additional material such as soil or gravel to absorb the spilled oil and heavy equipment**

Under routine operations, a leak or small spill can occur during handling used oil containers, bulking used oil or pumping oil into or out of your storage tank.

You've Got a Leak or Spill – What do You do Now?

- **Small leaks like a crack in a used oil container can be quickly managed by placing the container into a larger pail or in the filling funnel of your storage tank to collect leaking oil**
- **Spilled oil should be absorbed with absorbent supplied by MARRC or with a spill pad or rag**
- **Be sure to sweep or shovel up the absorbent and place it in a trash container for disposal**

You've Got a Leak or Spill – What do You do Now?

- **A larger spill, for example a 20-litre pail with an open top tipping over and spilling all its contents on the ground may require you to use a large amount of absorbent or other material to soak up and contain the spill**
- **Be sure to clean up all the absorbent and store it in a pail or drum for proper disposal**

You've Got a Leak or Spill – What do You do Now?

- **Some customers may bring used oil in a 205-litre drum, usually in the back of a truck**
- **In a worst-case scenario, the drum might fall off the truck and spill on the ground**
- **You may not have enough absorbent on hand to soak up the full amount and need to use other material**
- **Soil or gravel are good alternatives if required**
- **You will likely need to use heavy equipment to scrape up the spilled material and safely dispose of it**

You've Got a Leak or Spill – What do You do Now?

A drum falling off a truck is an extreme threat to safety. A full drum of oil weighs over 200 kilograms and can cause serious injury if it falls on you

Be aware of the potential for any heavy object to fall from a vehicle and stay clear, especially when the vehicle is moving

- **Another potential spill scenario is a burst hose or coupling when pumping oil either from a customer into your tank or from your tank into the collector's vehicle**
- **Use absorbent to absorb and oil on the ground or rags to clean surfaces as required**

You've Got a Leak or Spill – What do You do Now?

Emergency Plans should include procedures for any foreseeable accident scenario at your Eco-Centre.

You should review your plan at least once a year and have practice sessions so you know what to do when an accidental leak or spill happens.

FIRE! – Basic Fire Prevention and What to do if a Fire Starts?

- **Your Eco-Centre is constructed of non-flammable material but contents, including the used oil may burn**
- **Dirty rags, cardboard or paper soaked with oil can combust spontaneously or be ignited by a flame**
- **Prevent fires by keeping your Eco-Centre neat and tidy**
- **Don't let litter or debris accumulate**
- **Strictly prohibit smoking in or near your Eco-Centre**
- **Ensure any oil rags are stored in a steel container with a tight lid and empty the container regularly**
- **Keep the outside of your Eco-Centre free of debris and excess vegetation that could support a fire**

FIRE! – Basic Fire Prevention and What to do if a Fire Starts

- **MARRC provides a fire extinguisher for your Eco-Centre**
- **Make sure it is in good working order**
- **In the freezing conditions a fire extinguisher may not work properly, and you may need to store yours in a heated building at your facility, if available**

Make sure you have taken training and know how to use a fire extinguisher. Improper use could make a fire worse.

FIRE! – Basic Fire Prevention and What to do if a Fire Starts?

- **Post emergency numbers for the local Fire Department in a conspicuous spot**
- **Consider inviting the Fire Department to your facility so they are aware of the site layout and contents of the Eco-Centre**
- **If your Eco-Centre is part of a larger waste management facility or waste disposal grounds, a response to a fire should be part of the overall facility emergency plan**



Emergency Plans Include a Muster Point for Facility Staff to Gather in an Emergency

Does Your Facility Have a Muster Point?

Accidents Happen – Basic Accident Prevention and What to do When an Accident Happens?

- **Slips and trips are common and most are preventable**
- **Spilled oil can make surfaces slippery making it important to clean up even small drips on floor surfaces**
- **Wet surfaces can also be slippery and so take extra precaution when working in wet weather**
- **Good non-slip footwear should be part of your PPE**
- **Ice and snow in winter can also cause slippery conditions**
- **Clean snow and ice build-up away from your heavy traffic areas**
- **Use sand or salt to help improve footing.**

Keep your work area clear of debris, tools or oil containers that could cause a trip hazard.

Accidents Happen – Basic Accident Prevention and What to do When an Accident Happens?

- **A pail of used oil weighs about 25 kg (about 55 pounds)**
- **Make sure to lift heavy oil pails carefully using your legs and making sure not to twist and lift at the same time**
- **Your work at an Eco-Centre could involve cuts, abrasions or contusions**
- **Your Emergency Plan should anticipate and include procedures for these and other types of accidents not just for you and your co-workers but for customers as well**
- **Your employer may include First Aid as part of your overall training**
- **If you have been trained in First Aid, build your response into the Emergency Plan and have regular practice drills**

Finally, make sure the phone number for local emergency medical services are posted in a prominent place in your facility

Environmental Emergencies – Flood, Forest/Grass Fires, Extreme Weather

Environmental Emergencies – Flood, Forest/Grass Fires, Extreme Weather

- **Your Emergency Plan should include a planned response to natural disasters.**
- **In most instances, threat of events such as a flood, forest/grass fire or extreme weather (tornado, thunderstorm, blizzard) have some advance warning and will mean shutting your Eco-Centre, locking up and getting to a safe location.**

Sudden events do happen!

- **Your Emergency Plan should include procedures to ensure you, your co-workers and customers are safe during an unexpected extreme emergency**

Environmental Emergencies – Flood, Forest/Grass Fires, Extreme Weather

It is beyond this training to anticipate every possible emergency, and all Eco-Centre's are unique in. The important take-away points are:

- 1. Have an Emergency Plan**
- 2. Anticipate Leaks, Spills, Accidents and Emergencies**
- 3. Make sure you and your co-workers are aware of the Plan**
- 4. Communicate the Plan to local first responders**
- 5. Review the Plan at least once per year**
- 6. Practice the Plan – the worst time to learn how to respond to an emergency is when it is happening!**

