SOLID WASTE ASSOCIATION OF NORTH AMERICA (SWANA)

2011 EXCELLENCE AWARD – SPECIAL WASTE

Submission: Paint + Reuse Program

Prepared By:

[Image of City of Guelph logo]

paint+
REUSE PROGRAM

Tuesday to Friday 9 a.m. – 5 p.m.
Saturday 8:30 a.m. – 3:45 p.m.

For more information visit
guelph.ca/wetdry or call 519-767-0598
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Hazardous Waste Transfer Processing Inspection Report (Attached)
2011 SPECIAL WASTE EXCELLENCE AWARD
NOMINATION FORM

Program/Facility Nominated:  THE CITY OF GUELPH

Contact Person Name & Title:  HEATHER CONNELL, MANAGER - INTEGRATED SERVICES

Address:  110 DUNDAS DRIVE

City, State, Zip/Province, Postal Code:  GUELPH, ONTARIO

Phone #:  519-767-0598 x 2082  Fax #:  519-767-1660  Email:  heather.connell@guelph.ca

Nomination submitted by (if different than information listed above):

Name:  MIRJANA ZUBAC  Phone #:  519-767-0598 x 2077  Email:  mirjana.zubac@guelph.ca

If selected for an award, how would you like the name of the organization to read on the award (limit of 50 characters)?

THE CITY OF GUELPH - SOLID WASTE RESOURCES

2011 Applications must be submitted to SWANA no later than Friday, April 15, 2011

***PLEASE NOTE THAT ENTRY REQUIREMENTS HAVE RECENTLY CHANGED***

See the attached Entry & Eligibility Requirements sheet for further information

Application Checklist (Please make sure the following items are included in your submittal packet):
- Completed nomination form with signed release statement (this page), to be scanned and included in digital submission
- 1 copy of your award submittal on a CD-ROM OR via the SWANANET FTP site.
- Executive Summary of your nomination (NO more than 200 words)
- At least 2 pictures of your operation (may be included in nomination text)
- Check or credit card payment (made payable to SWANA) for nomination fee (in U.S. dollars)

Please mail all application packages to:

SWANA
ATTN: Technical Programs Department
1100 Wayne Avenue, Suite 700
Silver Spring, MD 20910

Release Statement:  I certify that the information provided in this application is accurate and correct to the best of my knowledge. SWANA reserves the right to publish the enclosed information. Nominations become the property of SWANA. My signature gives SWANA the right to reprint or make available for purchase any portion of this submittal.

Signature:  [Signature]  Date:  6/1/2011
Executive Summary

The City of Guelph’s Household Hazardous Waste (HHW) Depot is where Guelph residents can drop off household hazardous waste items, free of charge. Year round, thousands of residents drop off all types of household hazardous waste such as paints, solvents, aerosols and stains for safe disposal. Since many of the items brought to the HHW Depot were full or half full containers of product (i.e. paints or stains), Solid Waste Resource staff identified an opportunity to reuse these materials, rather than sending them for disposal.

The City of Guelph Waste Resource Innovation Centre, which houses the Household Hazardous Waste Depot, the Public Drop-off (for residents) and the Paint+ Reuse Centre, is located at 110 Dunlop Drive in Guelph.

The City of Guelph opened its Paint+ Reuse Centre and launched its seasonal Paint+ Reuse Program on July 2, 2008. Great products such as paint, stains, solvents, other household cleaning and car care products are available in the Paint+ Reuse Centre free of charge to residents.
Design of Collection Facility/Management System

The Paint+ Reuse Program is a permanent seasonal program that runs from spring to fall. The Paint+ Reuse Centre is located adjacent to the HHW Depot. Since residents were already visiting the site to drop off other types of waste the Paint+ Reuse Centre was set up in a room (approximately 200 sq ft) adjacent to the HHW Depot for easy access and visibility. The entire operation and existence of the Paint+ Reuse Centre depends on the HHW material brought into the HHW Depot.

When residents arrive on site at the Waste Resource Innovation Centre, they are greeted by a City staff member at the scale house. Staff members and on-site signage help direct residents to the Paint+ Reuse Centre.

Process for Receiving HHW materials / Supplying the Paint + Reuse Program

1. When residents pull up to the HHW Depot to drop off materials they are required to fill out a form with their name, address and contact information as well as what materials they are dropping off.

2. Solid Waste Resources employees receive the hazardous waste materials and begin inspecting, screening and sorting them.

3. Materials are inspected by staff to determine whether they are reusable and acceptable to be placed in the Paint+ Reuse Centre. Any paint, paint thinners, spray paint, stains, solvents, shoe polish and cleaners, household cleaning products, car care cleaners and car care products that are acceptable* for reuse are placed on shelves in the Paint+ Reuse Centre.

*Acceptable for reuse means the product is stable, hasn’t spoiled, is in good form and the container is at least half full.

NOTE: Materials that are collected at the HHW Depot and not made available in the Paint Plus Reuse Centre are: Used Motor Oil & Filters, Antifreeze, Batteries, Spent or Expired Products (i.e. used paint thinner, very old or spoiled paint that’s simply not suitable for reuse), pool chemicals, pesticides, fertilizers, fluorescent bulbs, mercury thermostats, used cooking oil, pharmaceuticals, propane tanks, fire extinguishers, sharps.
Distribution of materials at the Paint+ Reuse Centre

The hazardous waste materials that are deemed acceptable for reuse are then placed on the shelves at the Paint+ Reuse Centre. Much like you would find in a retail store, the shelves are organized into different categories to help residents shop for products (e.g. paint, stains, car care products, household cleaners etc.).

To keep an accurate inventory of the items that are picked up, all residents that visit the Paint+ Reuse Centre are required to read and sign a waiver that lists their contact info and all the items and quantities they are picking up from the reuse Centre.

Unique Program
The Paint + Reuse Program is a popular program with Guelph residents for several reasons:

- Availability and variety of products
- Organized, well labelled, accessible products
- Hours of operation
- Location
- On site staff customer service
- Free for Guelph residents
- No limits on what residents can take
Environmental Benefits & Regulatory Compliance

Benefits
The Paint + Reuse program is an earth smart initiative that allows the City of Guelph to provide residents a reuse opportunity for hazardous waste materials otherwise destined for disposal. In line with the 3 R's (Reduce, Reuse, Recycle) this program services as an important environmentally beneficial reuse program.

In 2008, the City of Guelph with the support of its Solid Waste Management Master Plan Steering Committee and general public input has completed a Solid Waste Management Master Plan (Master Plan). This Master plan process involved Open house exit surveys and a telephone survey. Ninety-four (94) percent of those that responded other waste management survey agreed that we need to reduce the amount of waste we produce. The City of Guelph had already established a number of beneficial waste reduction initiatives, one of which is the Paint + Reuse Program.

Regulatory Compliance
The Waste Resource Innovation Center operates under The Ministry of the Environment Certificate of Approval (CofA) #A170128. The Supervisor of Governance and Compliance for the City of Guelph does regular audits throughout the year to ensure compliance. The Ministry of the Environment conducted a random audit of the HHW Depot (including the Paint + Reuse Center) in 2009 and received a 100% passing grade. The inspection report is attached.

Program Planning

Plan for Managing Special Waste
The City of Guelph’s Household Hazardous Waste (HHW) Depot is where Guelph residents can drop off household hazardous waste items, free of charge. Year round, thousands of residents drop off all types of household hazardous waste such as paints, solvents, aerosols and stains for safe disposal. Since many of the items brought to the HHW Depot were full or half full containers of product (i.e. paints or stains), Solid Waste Resource staff identified an opportunity to reuse these materials, rather than sending them for disposal.

As a result, the City of Guelph opened its Paint+ Reuse Centre and launched its seasonal Paint+ Reuse Program on July 2, 2008. Great products such as paint, stains, solvents, other household cleaning and car care products are available in the Paint+ Reuse Centre free of charge to residents.

Effectiveness of Planning Process
The location of the Paint + Reuse program next to the Household Hazardous Waste Depot makes it highly visible and accessible. It’s important that residents understand that their efforts to bring in HHW are essential and that their materials may be reused through the Paint + program. It is equally important that residents know they can easily stop into the Center to browse the shelves and pick up free paints, solvents etc. Some examples of the types of materials are paint, paint thinners, spray paint, stains, solvents, shoe polish and cleaners, household cleaning products and car care cleaners and car care products.

The proximity of the HHW depot and the Paint + Reuse Center also makes it easy for staff in both sections to work efficiently. Once materials are accepted and screening in the HHW area, they are easily transferred next door into the Paint + Reuse area for immediate display. This results in quick restocking of the shelves and a highly effective process.

All materials are inspected by City staff to determine whether they are reusable and acceptable to be placed in the Paint+ Reuse Centre. Materials that are collected at the HHW Depot and not made available in the Paint+ Reuse Centre include used motor oil and filters, antifreeze, batteries, spent or expired products (e.g. used paint thinner, very old or spoiled paint that’s simply not suitable for reuse), pool chemicals, pesticides, fertilizers, fluorescent bulbs, mercury thermostats, used cooking oil, pharmaceuticals, propane tanks, fire extinguishers, and sharps.
Performance, Economics and Cost Effectiveness

The Paint+ Reuse Program is a seasonal program that operates Tuesday to Saturday from late-April to mid-October. A seasonal summer student is hired for this time period to staff the Paint + Reuse Center. The cost to hire this seasonal staff member to operate the Paint + Reuse Center is $11,830/year.

Between 2008 and 2010, 2,763 residents have visited the Paint+ Reuse Centre and 38,002 litres of material have been distributed for reuse in the community. This equals 7.8% of the total waste collected during the Paint+ Reuse Centre 2008-2010 seasons at the HHW Depot. This amount of HHW materials has not only been redistributed to the community but also diverted from disposal. This diversion from disposal resulted in a hazardous waste disposal cost savings of approximately $40,000.

### 2010 Paint + Reuse Statistics

<table>
<thead>
<tr>
<th>Material</th>
<th>April 20 - 30/10</th>
<th>May 1 - 31/10</th>
<th>June 1 - 30/10</th>
<th>July 1 - 31/10</th>
<th>Aug 1 - 31/10</th>
<th>Sept 1 - 30/10</th>
<th>Oct 1/10</th>
<th>Total Volume</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paints and coatings</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-aerosol, #145</td>
<td>670</td>
<td>1477</td>
<td>1636</td>
<td>1260</td>
<td>642</td>
<td>481</td>
<td>6100</td>
<td>litres</td>
</tr>
<tr>
<td>Paints and coatings</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aerosol, # 331</td>
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<td>52</td>
<td>123</td>
<td>37</td>
<td>4</td>
<td>220</td>
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<td>Solvents # 213</td>
<td>38</td>
<td>37</td>
<td>98</td>
<td>123</td>
<td>23</td>
<td>9</td>
<td>322</td>
<td>litres</td>
</tr>
<tr>
<td>Antifreeze</td>
<td>18</td>
<td>12</td>
<td>5</td>
<td>22</td>
<td>3</td>
<td>1</td>
<td>61</td>
<td>litres</td>
</tr>
<tr>
<td>Propane Cylinders</td>
<td>6</td>
<td>4</td>
<td>10</td>
<td>11</td>
<td>5</td>
<td>0</td>
<td>30</td>
<td>litres</td>
</tr>
<tr>
<td>Cleaners/Detergents</td>
<td>7</td>
<td>5</td>
<td>92</td>
<td>95</td>
<td>4</td>
<td>14</td>
<td>217</td>
<td>litres</td>
</tr>
<tr>
<td>Car products #213</td>
<td>9</td>
<td>9</td>
<td>17</td>
<td>29</td>
<td>7</td>
<td>1</td>
<td>72</td>
<td>litres</td>
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<tr>
<td>Non-paint aerosols</td>
<td>105</td>
<td>43</td>
<td>20</td>
<td>0</td>
<td>11</td>
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<td>kg</td>
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<td>Motor Oil</td>
<td>33</td>
<td>22</td>
<td>18</td>
<td>27</td>
<td>22</td>
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<td>122</td>
<td>litres</td>
</tr>
<tr>
<td>Plaster/Cement/Grout</td>
<td>0</td>
<td>20</td>
<td>59</td>
<td>5</td>
<td>5</td>
<td>2</td>
<td>93</td>
<td>kg</td>
</tr>
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<td><strong>Total Volume</strong></td>
<td><strong>0</strong></td>
<td><strong>780</strong></td>
<td><strong>1529</strong></td>
<td><strong>2007</strong></td>
<td><strong>1724</strong></td>
<td><strong>763</strong></td>
<td><strong>5197</strong></td>
<td><strong>7428</strong></td>
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<td><strong>All items</strong></td>
<td>95</td>
<td>117</td>
<td>1631</td>
<td>1530</td>
<td>696</td>
<td>59</td>
<td>709</td>
<td></td>
</tr>
</tbody>
</table>
Advertising

The Paint+ Reuse Program is a permanent seasonal program that runs from spring to fall. A variety of advertising mediums are used to promote this unique reuse program: City of Guelph website, print ads in local newspapers, public outreach events, decals on waste collection vehicles, messaging on mobile signs and the City’s annual Conservation Calendar.

Guelph Mercury Newspaper Advertisement – (Waste Diversion Ontario)
Public outreach

The City of Guelph Solid Waste Resource Staff work with the University of Guelph and participate in a door to door campaign educating students on programs available to them, including the Paint+ Reuse Program. The City of Guelph’s Waste Reduction Coordinator and Solid Waste Control Officers are specifically involved and work intimately with the students. Students are often not from Guelph and aren’t familiar with the City’s programs so this public outreach initiative is particularly important.

To promote our programs and commitment to working with the community Solid Waste Resource Staff have an information booth in the University foyer area during special events promoting our many programs such as the Paint+ Reuse Program.

Other examples of public outreach include an information booth and speaking to residents at annual community events such as the Guelph Home Show, Off Campus Living Resource Fair at the University, Canada Day, Eco Market, Faeryfest, Guelph and District Multicultural Festival, Rental Housing Fair, Healthy Landscapes Days and Eco Days.

2010 Multicultural Festival – Community Tent Display Booth

2010 Guelph Home Show
Utilization of Equipment/Systems and Technologies

Efficiency and Effectiveness of Equipment Utilized
The Paint + Reuse Center is a simple yet highly effective operation, set up in a room adjacent to the HHW Depot. There is a work table set up for the HHW staff to screen and sort the HHW materials. They require a screw driver, paint key, paint stir stick as well as labels and a pen to complete their screening process. Any materials deemed acceptable for reuse is labelled (dated and initialled that it’s been screened) and placed aside to be transferred next door to the Paint + Reuse Center.

Similar to a retail store, the metal shelves are organized into different categories to help residents shop for products (e.g. paint, stains, car care products, household cleaners etc.). The Paint + Reuse Center staff member is set up at a desk with the appropriate tools required to run the center: Waiver Forms and Pens. To keep an accurate inventory of the items that are picked up, all residents that visit the Paint+ Reuse Centre are required to read and sign a waiver that lists their contact info and all the items and quantities they are picking up from the reuse Centre.

On occasion, residents bring in their HHW materials in a cardboard box. HHW staff will transfer the reusable cardboard boxes to the Paint + Reuse center for future customers to use.

Worker Health & Safety

Training
Health and Safety is a priority at the City of Guelph. The corporation of the City of Guelph values the health and safety of every individual, and is committed to a safe, healthy work environment for all employees. Guided by our corporate values of integrity, excellence and wellness, continuous improvement of health and safety is an integral part of the corporation.

All staff must be trained before working in the Paint + Reuse Center. The following is a list of training courses that staff must attend:
- Certificate of Approval (CofA)
- Competent Person
- Transportation of Dangerous Goods (TDG)
- Spills Response
- Use of Fire Extinguisher
- WHMIS
- Emergency Procedures

Additionally, all site staff must wear the required Personal Protective Equipment (PPE) including a safety vest and safety boots at all times.

Injury Rates
There have been no injuries to date.
Public Acceptance, Appearance and Aesthetics

Many Guelph residents visit the Paint+ Reuse Centre to pick up paints, cleaners and solvents free of charge. Students, charitable groups, artists and teachers visit the centre to pick up valuable supplies for their projects. Many educators comment on how helpful the Paint+ Reuse Program is as it allows them access to free paint for their student projects. University of Guelph students also take advantage of the program and appreciate the free materials. Residents are thrilled with this cost-saving reuse program.
Conclusion

The Paint+ Reuse program is an earth-smart initiative that helps ensure useable products don’t go to disposal. This program is a prime example of a reuse strategy that can be applied to other situations such as a reuse program for bicycles, household items and furniture. The key reason this program is so successful is because it provides residents with a convenient, accessible opportunity to reuse materials otherwise destined for disposal.
1.0 INTRODUCTION

On September 24, 2009 Ministry of the Environment (Ministry) Officer Lynnette Latulippe conducted a Hazardous Waste Transfer Processing inspection at the City of Guelph Recycling Centre located at 110 Dunlop Drive, Guelph, Ontario.

An amended Waste Disposal Site Certificate of Approval (C of A) number A170128 was issued to the Corporation of the City of Guelph for the City of Guelph Recycling Centre on September 29, 2006, revoking and replacing all previous C’s of A. The C of A was again amended on April 18, 2007 and on June 3, 2008. C of A Conditions 20-22, and 32 pertain to the Household Hazardous Waste (HHW) Transfer Station.

The purpose of this inspection was to assess the City's compliance at their Household Hazardous Waste Transfer Station with the applicable conditions on their C of A. The Site Representative present during the inspection was Mr. Bill Shields, Supervisor of Governance & Compliance.

2.0 INSPECTION OBSERVATIONS

Certificate of Approval Number(s):  Yes  No

C of A Number(s): A1701288 as amended.
Generator registration number: ON0349015

2.1 METHODS USED TO MANAGE WASTE

During the inspection, the City of Guelph's Site Representative outlined the methods to manage waste at the site, being the following:

- Upon arrival at the Site, the resident is met by a City of Guelph HHW Representative;
- The HHW Representative verifies the resident and waste are from the City Guelph and or the County of Wellington, fills out the appropriate paperwork, and ensures the waste is allowed at the facility;
- The waste is then collected and sorted into the appropriate area designated for its waste class;
- Waste is picked up on a weekly basis; and
- On a daily basis, drains connected to holding tanks within the HHW area are visually checked for any sheens present and water
levels are taken to arrange for pumping out as required.

2.2 LAND DISPOSAL RESTRICTION (LDR)

Not Applicable.

2.3 COMPLIANCE WITH CERTIFICATE OF APPROVAL

Through discussions with the Site Representative and through document review during the inspection compliance with the following C of A conditions was assessed during the inspection:

Conditions 20-21 in the C of A pertain to the HHW Transfer Station and limit the collection and transfer of waste to classes 112, 121, 145, 146 (limited to fluorescent tubes only), 148, 212, 213, 221, 242, 252, 261, 263, 269, 312 and 331, as outlined in the New Ontario Waste Classes, January 1996. Waste collected on site was sorted into different labelled bins depending on its waste class. No other waste classes other than those listed in the C of A was observed during the time of the inspection.

Condition 22 in the C of A outlines the requirements for a current site plan, operation and management procedures, that competent personnel are on site, adequate fire fighting equipment, that notification is provided to the police and fire departments, and that a fire inspection is conducted annually. Documentation was made available for review during the inspection that met the requirements of the C of A.

Condition 32 in the C of A permits the City of Guelph to offer materials in Ontario Waste Classes 145 (paint), 331 (aerosols), 213 (car products) and 148 (cleaning products) to the public for reuse in accordance with the Items 31 and 32 of Schedule "A". The re-use area was inspected during the inspection. Materials in this area are inventoried, stored in an organized manner, and the area was staffed.

2.4 FINANCIAL ASSURANCE

Not Applicable.

3.0 REVIEW OF PREVIOUS NON-COMPLIANCE ISSUES

Previous non compliance issues found in a site inspection conducted on January 30, 2006 are as follows:

- Failure to submit a Generator Registration Report to the Director on or before February 15 of each year;
- Failure to orally report to the Director any transferred subject waste that the Generator is not able, within 4 weeks, to confirm was delivered to the intended receiving facility or another receiving facility approved to accept the waste; and
- Failure to retain for two years Copy 2 of all manifests for all subject waste transferred from the site.

Through review of Hazardous Waste Information System, there have not been any further Generator exception reports created since March 23, 2006 to date of this inspection. Furthermore, registration is up to date, and waste shipments occur on a weekly basis.

4.0 SUMMARY OF INSPECTION FINDINGS (HEALTH/ENVIRONMENTAL IMPACT)

Was there any indication of a known or anticipated human health impact during the inspection and/or review of relevant material, related to this Ministry’s mandate?

No

Specifics:

Was there any indication of a known or anticipated environmental impact during the inspection and/or review of relevant material?

No

Specifics:

Was there any indication of a known or suspected violation of a legal requirement during the inspection and/or review of relevant material which could cause a human health impact or environmental impairment?

No

Specifics:
Was there any indication of a potential for environmental impairment during the inspection and/or the review of relevant material?

No

Specifics:

Was there any indication of minor administrative non-compliance?

No

Specifics:

5.0 ACTION(S) REQUIRED

There are no required additional actions resulting from this inspection.

6.0 OTHER INSPECTION FINDINGS

There are no other inspection findings.

7.0 INCIDENT REPORT

Not Applicable

8.0 ATTACHMENTS

Required attachments:

PREPARED BY:

Environmental Officer:

Name: Lynnette Latulippe
District Office: Guelph District Office
Date: 2009/11/02
Signature

REVIEWED BY:

District Supervisor:

Name: Gary Tomlinson
District Office: Guelph District Office
Date: 2009/11/13
Signature

File Storage Number:

SI WE GU DU 670

Note:

"This inspection report does not in any way suggest that there is or has been compliance with applicable legislation and regulations as they may apply to this facility. It is, and remains, the responsibility of the owner and/or the operating authority
to ensure compliance with all applicable legislative and regulatory requirements"