

PC Contract No. 003817



Connecticut Architectural Paint Recovery Program  
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**Connecticut  
Architectural Paint Recovery Program  
Transfer Station Paint Management Agreement**

**Between**

**PaintCare Connecticut LLC**

**and**

**Town of Canton**

## CONNECTICUT ARCHITECTURAL PAINT RECOVERY PROGRAM TRANSFER STATION DROP-OFF SITE AND WASTE PAINT MANAGEMENT AGREEMENT

This Agreement (the "Agreement") is made by and between the Town of Canton located at 4 Market Street, Canton, CT 06022 (the "Service Provider") and PaintCare Connecticut LLC, a Delaware limited liability company having its office at 901 New York Avenue NW, Suite 300W, Washington, D.C. 20001 ("PaintCare").

### RECITALS

**Whereas**, PaintCare is the representative organization of the Connecticut Architectural Paint Recovery Program (the "Program"), as set forth by Conn. Gen. Stat. §§22a-904 (the "Legislation"), that is organized to develop and implement a recovery program to reduce the generation of post-consumer architectural paint, to promote the direct reuse of post-consumer architectural paint, and to negotiate and execute agreements to collect, transport, directly reuse, recycle, and dispose of paint using environmentally sound management practices;

**Whereas**, PaintCare desires to enter into agreements with hazardous waste and paint "Drop-Off Sites" (defined below) for the purpose of collecting "PaintCare Products" (defined below);

**Whereas**, the Service Provider has and/or operates a waste collection program, including permanent collection sites and/or temporary collection events, to which local residents may bring certain types of waste, including PaintCare Products, for appropriate treatment, recycling, and/or disposal; and

**Whereas**, PaintCare, as part of its responsibility to facilitate the management of the Program, wishes to obtain the services of the Service Provider for the collection of PaintCare Products from the Service Provider's Drop-Off Site, as provided in this Agreement.

**Now, therefore**, for and in consideration of the terms of this Agreement and the mutual promises and covenants contained herein, the parties hereto agree as follows.

### ARTICLE 1 – DEFINITIONS

- 1.1 "Additional Activities" means those on-site paint management activities that the Service Provider has the option to perform and for which PaintCare will provide monetary compensation.
- 1.2 "Bulking/Bulked" means opening individual cans of paint and combining the latex paint into 55-gallon drums marked "Latex Paint" and the oil-based paint into a separate 55-gallon drum marked "Oil-Based Paint."
- 1.3 "Collect/Collected/Collection" means accepting PaintCare Products from the public at Drop-Off Sites and screening incoming materials in accordance with the Program Guidelines to determine which materials are acceptable PaintCare Products.
- 1.4 "Collection Bins" are containers provided by or approved for use by PaintCare or its contractors to hold PaintCare Products.
- 1.5 "Drop-Off Sites" mean all permanent collection facilities and Temporary Collection Events owned, leased, subleased, controlled, and/or operated by the Service Provider and are added to this Agreement according to its terms.

- 1.6 “Effective Date” means the date that the parties’ obligations begin under this Agreement. The Effective Date is the later of (i) date of the later signature below, and (ii) the date on which the Program launches in the State.
- 1.7 “Force Majeure” means any of the following that prevent performance of this Agreement and are not within the reasonable anticipation and control of the affected party, but only to the extent that due diligence is being exerted by the applicable party to resume performance at the earliest possible time: riots; wars; civil disturbances; insurrections; acts of terrorism; strikes and labor disputes; embargoes; state or federal orders; epidemics or pandemics; and acts of nature (or any threat of such occurrences) whose effects prevent safe passage of vehicles upon state or federal highways for a continuing period of not less than fourteen (14) days; or any other similar events or circumstances.
- 1.8 “Haulers” mean independent contractors hired by PaintCare to transport PaintCare Products from the Drop-Off Sites.
- 1.9 “Including” (whether or not capitalized) means “including but not limited to.”
- 1.10 “Indemnified Parties” is defined in Article 9.1.
- 1.11 “Initial Term” is defined in Article 2.1.
- 1.12 “Law” means all federal, state, and local statutes, laws, codes, ordinances, decrees, rules, regulations, requirements, and orders, of any governmental authority, entity, or agency whether federal, state, municipal, local, or other government body or subdivision, including those relating to unemployment compensation, worker’s compensation, disability, taxes, worker and public health and safety, the environment, and the Program.
- 1.13 “Loose Packing/Loose Packed” means placing acceptable PaintCare Products into Collection Bins, including sorting oil-based and latex PaintCare Products into separate Collection Bins to the greatest extent practicable, in a manner that is conducive to safe and efficient transport.
- 1.14 “Non-PaintCare Products” mean products not covered by the Program that are collected and/or managed by the Service Provider.
- 1.15 “Paint Drop-Off Log” means the form provided by PaintCare to Drop-Off Sites that is used to verify whether businesses and organizations are eligible to use the Program for oil-based paint and other hazardous PaintCare Products. The Service Provider may adopt its own version of the Paint Drop-Off Log, subject to PaintCare’s prior written approval of that substitute version.
- 1.16 “Program Guidelines” mean the “Connecticut Architectural Paint Recovery Program Guidelines for Transfer Station, Recycling Facility, and Landfill Drop-Off Sites” in Attachment I, as may be updated by PaintCare from time-to-time.
- 1.17 “PaintCare Products” mean the materials that are eligible to be collected through the Program in the State, which may change from time to time. The Program Guidelines include a list of such eligible Program Products that is current as of the date of this Agreement. PaintCare will communicate in writing any changes to the types of materials that are eligible to be collected as Program Products.
- 1.18 “Services” mean all services for which Service Provider is responsible, as described in this Agreement and in the Attachments hereto.
- 1.19 “State” means the State of Connecticut.

- 1.20 “Temporary Collection Events” mean an event hosted and/or operated by the Service Provider to Collect PaintCare Products at locations within the State.
- 1.21 “Written” or “In Writing” (whether or not capitalized) means in a written communication in hardcopy or electronic form, including e-mail.

## **ARTICLE 2 – TERM OF AGREEMENT**

- 2.1 **Term.** This Agreement will commence on the Effective Date and, unless terminated under Article 11 (“Termination of Agreement”), will remain in full force and effect for a period of two (2) years (such two-year period, the “Initial Term”).
- 2.2 **Renewal.** Immediately after the expiration of the Initial Term, this Agreement will automatically renew for additional successive one (1) year terms, unless either party notifies the other in writing at least sixty (60) days in advance of the renewal term commencement date that the Agreement will not be renewed. The Initial Term and any renewal term(s) are referred to herein as the “Term.”
- 2.3 **Expiration.** If either party provides notice that the Agreement will not be renewed, unless otherwise instructed by PaintCare, the Service Provider, before the end of the Term of the Agreement, shall assemble all Collection Bins supplied by PaintCare whether or not full, and shall make them available for pick up by a Hauler at one of the Drop-Off Sites.

## **ARTICLE 3 – GENERAL OBLIGATIONS OF THE SERVICE PROVIDER**

- 3.1 **Managing Program Products.** In consideration for activities undertaken at the expense of PaintCare, the Service Provider shall perform the Services provided for in Attachment A (“Scope of Work”). The Service Provider shall manage at its own expense all PaintCare Products Collected at the Drop-Off Sites only in accordance with Attachment A (“Scope of Work”) and not process or dispose PaintCare Products by any other method without the prior written approval of PaintCare.
- 3.2 **Covered Permanent Drop-Off Sites.** Either party may amend Attachment C (“Drop-Off Site Information”) to add or delete sites subject to the other party’s prior written approval for each such addition/deletion.
- 3.3 **Covered Temporary Collection Events.** Service Provider’s Temporary Collection Events will automatically be added under this Agreement on an ongoing basis with the following conditions and exclusions:
  - a. Service Provider must provide PaintCare with at least ten (10) days’ advance written notice of when each Temporary Collection Event is to take place. If Service Provider fails to provide at least ten (10) days’ advance written notice of a Temporary Collection Event as required hereunder, the Temporary Collection Event will not be added unless expressly approved by PaintCare in writing.
  - b. In instances where PaintCare receives timely advance notice of a Temporary Collection Event as required hereunder, PaintCare may decline the addition of a Temporary Collection Event(s) by providing Service Provider with written notice to that effect no later than ten (10) days after PaintCare received notice of that Temporary Collection Event(s) from Service Provider.
- 3.4 **Operational Responsibility.**
  - a. The Service Provider (and not PaintCare) is responsible for:

- i. making day-to-day and critical decisions regarding the Services, including the management and supervision of all activities comprising the Services; and
  - ii. complying with all applicable Law relating to the Services and the operation of the Drop-Off Sites.
- b. The Service Provider is responsible for and will manage at its sole expense any and all Non-PaintCare Products it collects at the Drop-Off Sites. PaintCare in no way accepts responsibility for such Non-PaintCare Products.
- c. The Service Provider shall provide the Services at its own risk and take all reasonable precautions to protect all public and private property during the performance of the Services. If the Service Provider's personnel or equipment cause any damage to PaintCare's or one of its contractor's property, the Service Provider, at its sole expense, shall promptly replace the damaged property or repair it to the condition existing before the damage.
- d. Work under this Agreement shall be performed only by competent personnel under the management, supervision, and direction of, or in the employment of, the Service Provider. All personnel working for or at the direction of Service Provider must be managed, supervised, and directed by the Service Provider.

**3.5 Compliance with PaintCare Program Guidelines.**

- a. The Service Provider shall make best efforts to comply in all material respects with the Program Guidelines (except to the extent the Program Guidelines conflict with the terms of this Agreement or any applicable Law). The Service Provider must notify PaintCare in writing if the Service Provider is unable to comply with any aspect of the Program Guidelines.
- b. The Service Provider shall not charge Program participants a fee relating to any costs that are covered by the Program, unless approved by PaintCare, such approval not to be unreasonably withheld. Nothing in this Agreement prohibits the Service Provider from charging fees to participants for dropping off Non-PaintCare Products.

**3.6 Spill Prevention and Response.** The Service Provider is responsible for promptly containing and cleaning up any spills that may occur at the Drop-Off Sites, including (i) maintaining spill kits or other appropriate spill containment and clean-up materials at all Drop-Off Sites, (ii) instituting spill prevention and response procedures at the Drop-Off Sites, and (iii) training Drop-Off Site personnel on all such spill prevention and response procedures.

**3.7 Reporting.** The reporting and notification requirements identified in Attachment A ("Scope of Work") and elsewhere in this Agreement are an integral part of the Services. The Service Provider shall comply with all reasonable requests from PaintCare for preparation, access, review, and/or adjustment of these deliverables throughout the Term of this Agreement.

**3.8 Collection Bins.** The Service Provider shall inspect the Collection Bins upon arrival and determine whether they are in proper condition for use. PaintCare is responsible for replacing any defective Collection Bins and repairing normal wear-and-tear to the Collection Bins. The Service Provider shall immediately notify the Hauler if at any point during the Term of the Agreement a Collection Bin(s) is not in proper condition for use and shall not use any such defective Collection Bins until they are repaired or replaced by the Hauler. The Service Provider is responsible for its use (or misuse) of any equipment it uses to perform the Services, including any Collection Bins.

**3.9 Accepting Oil-Based PaintCare Products from Businesses.** The Service Provider shall not knowingly accept into the Program any oil-based paint or other hazardous materials from any business or organization unless that business or organization first signs the Paint Drop-Off Log to verify the business's or organization's eligibility to use the Program for such materials.

## ARTICLE 4 – REPRESENTATIONS AND WARRANTIES

- 4.1 **Mutual Representations and Warranties.** The parties each represent, covenant, and warrant that:
- a. it is an entity in good standing and qualified to carry on business in the State and has all necessary approval, capacity, and authority to enter into this Agreement and fully perform its obligations under this Agreement; and
  - b. this Agreement does not in any way conflict with any of its other agreements.
- 4.2 **Service Provider’s Additional Representations and Warranties.** The Service Provider additionally represents, covenants, and warrants that:
- a. it possesses the business, professional, and technical expertise, training, personnel, and equipment required to perform the Services;
  - b. it will perform the Services in a diligent, safe, and workmanlike manner that conforms with generally accepted industry and professional practices, and the care and skill ordinarily exercised, for such Services; and
  - c. it and/or its facilities, employees, or agents, have been issued, as of the date of this Agreement and throughout the Term of the Agreement, all permits, licenses, certificates, or approvals required by applicable Law to perform the Services.

## ARTICLE 5 – GENERAL OBLIGATIONS OF PAINTCARE

- 5.1 **Coordinating Transportation and Processing.**
- a. PaintCare shall arrange for a Hauler to be available to pick up Collected PaintCare Products from any permanent Drop-Off Site within ten (10) business days of the Drop-Off Site placing a pick-up request to the Hauler. PaintCare shall, at its expense, arrange for the Hauler to transport such PaintCare Products after pick-up to intermediary locations, processors, or other final destinations that are part of the Program.
  - b. Provided that the Service Provider provides PaintCare with sufficient notice as required under this Agreement, PaintCare (or its Hauler) will coordinate with the Service Provider to arrange for the timely pick-up of PaintCare Products Collected at a Temporary Collection Event at a date and time designated by the Service Provider.
  - c. PaintCare shall require the Haulers and their subcontractors to treat, store, and dispose of all PaintCare Products picked up by Hauler from a Drop-Off Site in accordance with all applicable Law and in conformance with PaintCare’s program plan. PaintCare shall require that any disposal or recycling facilities utilized as part of the Program are maintained in accordance with all applicable Law.
  - d. PaintCare will contract with its Haulers to arrange and provide for the ultimate disposition of the PaintCare Products as set forth in PaintCare’s program plan.
- 5.2 **[RESERVED]**
- 5.3 **Collection Bins.** For each Drop-Off Site, PaintCare shall provide Collection Bins to the Service Provider or approve the Service Provider’s containers as Collection Bins. All Collection Bins supplied by PaintCare or a Hauler will remain the property of PaintCare.
- 5.4 **No Exclusivity.** Nothing herein creates an exclusive arrangement between PaintCare and the Service Provider. The Service Provider may not restrict PaintCare from contracting with other entities under the Program, including other service providers with waste collection facilities in the Service Provider’s geographical region.

- 5.5 **Damage to Property.** If PaintCare or a Hauler causes any damage to the Service Provider's or one of its subcontractor's property, PaintCare shall, at no expense to the Service Provider, either (i) promptly replace the damaged property or have it repaired to the condition existing before the damage, or (ii) require the Hauler to replace the damaged property or have it repaired to the condition existing before the damage.

## ARTICLE 6 – TITLE AND RISK OF LOSS; DISCLAIMERS

- 6.1 **Service Provider's Title and Risk of Loss.**
- a. As between the Service Provider and PaintCare, the Service Provider has title to and risk of loss and liability for any and all PaintCare Products and Non-PaintCare Products that the Service Provider receives at the Drop-Off Sites, including any risk of loss and liability under the federal Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. § 9601 *et seq.* and under state or local Law.
  - b. Notwithstanding the foregoing, once a Hauler accepts for transportation any PaintCare Products Collected by the Service Provider under this Agreement, title to and risk of loss for those PaintCare Products will transfer to that Hauler. PaintCare at no time takes title to or assumes liability for any materials that Service Provider accepts at the Drop-Off Sites; however, for the PaintCare Products that Service Provider Collects under the Program, PaintCare shall require in its contracts with its Haulers that the Haulers accept such title and risk of loss immediately upon accepting those PaintCare Products for transportation from a Drop-Off Site.
- 6.2 **Disclaimer of Responsibility for the Services.** PaintCare has no authority or responsibility to manage, direct, or supervise employees, representatives, or agents of the Service Provider, including how they perform the Services and achieve compliance with applicable Law. PaintCare does not have responsibility for making day-to-day and critical decisions regarding the Services, including the management or supervision of any activities comprising the Services. PaintCare is not responsible for any damage to persons or property resulting from the performance of the Services.
- 6.3 **Waiver of Damages.** NEITHER PARTY WILL BE LIABLE TO THE OTHER FOR ANY CONSEQUENTIAL, PUNITIVE, OR SPECIAL DAMAGES, WHETHER BASED ON BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), OR ANY OTHER LEGAL THEORY, EVEN IF ADVISED OF SUCH POTENTIAL DAMAGES; HOWEVER, NOTHING IN THIS PARAGRAPH CONSTITUTES A LIMIT OF THE INDEMNIFICATION OBLIGATIONS IN ARTICLE 9 ("INDEMNIFICATION").

## ARTICLE 7 – [RESERVED]

## ARTICLE 8 – AUDIT AND INSPECTION RIGHTS

- 8.1 **Compliance Monitoring.** PaintCare and its representatives may (a) monitor and verify that the Service Provider has complied with this Agreement and the applicable Law; and (b) consult with the Service Provider about such compliance; provided, however, that PaintCare shall not, and affirmatively disclaims any ability to, control, supervise, or manage (i) the employees of the Service Provider, (ii) the activities undertaken by the Service Provider in the performance of this Agreement, and (iii) the means by which the Service Provider meets all requirements, including applicable Law.
- 8.2 **Site Inspections.** PaintCare may, audit and inspect, with full access, the Service Provider's Drop-Off Sites during the Drop-Off Sites' hours of operation, as well as any other site at which

the Service Provider performs the Services. PaintCare will provide the Service Provider with at least seventy-two (72) hours' notice before any such audit or inspection.

- 8.3 **PaintCare Audit Rights.** The Service Provider will maintain and make available to PaintCare, during regular business hours, accurate books and accounting records relating to its Services under this Agreement. The Service Provider will permit PaintCare to audit, examine, and make excerpts and transcripts, for any books or records, materials, and other data related to all other matters covered by this Agreement. The Service Provider shall maintain such data and records (and ensure that any subcontractors of the Service Provider maintain any such data and records) in an accessible location and condition for a period of not less than three (3) years from the date of the final report under this Agreement, as applicable, or until after final audit has been resolved, whichever is later.
- 8.4 **Record Retention.** In addition to those reports detailed in Attachment A ("Scope of Work"), the Service Provider shall maintain the following records:
- a. for each pick-up of PaintCare Products by a Hauler from a Drop-Off Site, a bill of lading, manifest, or equivalent shipping documentation specifying the following:
    - i. the name, address, and telephone number of both the originating Drop-Off Site and the Hauler;
    - ii. the destination of the PaintCare Products;
    - iii. the quantity of PaintCare Products being transported;
    - iv. the date on which the Hauler accepted the PaintCare Products from the originating location; and,
    - v. the signatures of both the Hauler and a representative of the originating Drop-Off Site;
  - b. records of any inspections required by Law;
  - c. Paint Drop-Off Logs; and
  - d. Employee Training records, as described in and required by the Program Guidelines.

## ARTICLE 9 – INDEMNIFICATION

- 9.1 **The Service Provider's Indemnification of PaintCare.** To the extent permitted by Law, and subject to Article 9.3 below, the Service Provider, its successors and assigns, agrees to indemnify, defend, and hold harmless PaintCare, its affiliate and related companies, and their member companies, officers, directors, employees, agents, successors, and assigns (collectively, "Indemnified Parties") from and against all claims, suits, demands, obligations, losses, damages (including punitive or exemplary damages), liabilities, expenses (including attorney fees, litigation expenses, and reasonable costs of investigation), and causes of action of every kind whatsoever, whether based in contract, tort, statute, common law, or strict liability, which are claimed in any way to result from, arise out of, or be connected with the performance of the Services (whether by the Service Provider or any subcontractor of the Service Provider), the Service Provider's operation of a Drop-Off Site, or the Service Provider's performance of its obligations under the Agreement.
- 9.2 **Indemnification of Service Provider.**
- a. PaintCare shall require in its contracts with its Haulers that, subject to Article 9.3 below, the Haulers agree to indemnify the Service Provider, its agents, elected officials, and employees, from and against all claims, losses, damages, liabilities, expenses, and causes of action of every kind whatsoever, whether based in contract, tort, statute,

common law, or strict liability, which result from or arise out of the Hauler's (or its subcontractors') transportation or processing/disposal of any PaintCare Products that the Hauler picks up from any of the Service Provider's Drop-Off Sites.

- b. Subject to Article 9.3 below, PaintCare will indemnify, defend, and hold harmless the Service Provider, its agents, elected officials, and employees, from and against all claims, suits, demands, obligations, losses, damages (including punitive or exemplary damages), liabilities, expenses (including attorney fees, litigation expenses, and reasonable costs of investigation), and causes of action of every kind whatsoever, whether based in contract, tort, statute, common law, or strict liability that result from any of the following:
  - i. PaintCare's failure to include the contractual requirement for the Hauler to indemnify the Service Provider, as described in Article 9.2(a), or PaintCare's failure to maintain such a requirement in its Hauler contracts;
  - ii. PaintCare's failure to pay the Haulers for the services rendered by the Haulers (or any subcontractors thereof) relating to the Drop-Off Sites;
  - iii. any breach by PaintCare of its obligations to remedy any property damage caused to a Drop-Off Site by PaintCare or a Hauler, as described in Article 5.5; or
  - iv. the activities of PaintCare staff while present at the Drop-Off Sites.

### 9.3 **Indemnification Exceptions.**

- a. The indemnification obligations in this Article 9 do not apply to any claims, suits, demands, obligations, losses, damages, liabilities, expenses, or causes of action that result primarily from the negligence, willful misconduct, or breach of this Agreement attributable to the party seeking indemnification.
- b. For the avoidance of doubt, nothing in this Article 9 is intended to make either party liable for the acts or omissions of the Haulers or any subcontractor thereof relating to their transportation, storage, management, treatment, processing, or disposal of PaintCare Products or other materials.

## **ARTICLE 10 – INSURANCE**

- 10.1 **Service Provider Insurance Requirements.** The Service Provider shall comply with the requirements set forth in Attachment D ("Insurance Requirements for PaintCare Drop-Off Sites").
- 10.2 **Hauler Insurance Requirements.** PaintCare shall require that its Haulers carry appropriate insurance, including the following (collectively, the "Hauler Insurance"):
  - a. Commercial General Liability insurance written on an occurrence basis covering personal injury, property damage, and bodily injury and death with limits not less than \$1,000,000 each occurrence, and \$2,000,000 in the aggregate;
  - b. Commercial Automobile Liability insurance (owned, non-owned or hired) with limits not less than \$1,000,000 combined single limit; and
  - c. Workers' Compensation Insurance as required by the State or other applicable Law.
- 10.3 **Additional Insurance Requirements for Hazwaste Haulers.** For any Hauler that PaintCare designates to pick up hazardous PaintCare Products from the Drop-Off Sites, the Hauler Insurance will include environmental pollution liability insurance covering liability arising from the handling or release of pollutants by the Hauler, including during transport. Such environmental

pollution liability insurance will have limits not less than \$2,000,000 each occurrence, and \$5,000,000 in the aggregate.

- 10.4 **Hauler Additional Insured Obligations.** PaintCare shall require in its contracts with its Haulers that the Hauler include the Service Provider and its agents, elected officials, and employees as additional insured (which may be by blanket endorsement) under the Hauler Insurance policies (other than Worker's Compensation).

## ARTICLE 11 – TERMINATION OF AGREEMENT

- 11.1 **Termination for Cause.** Either party may terminate this Agreement or any Services under this Agreement under the following conditions:
- a. Immediately upon prior written notice if the other party has breached any material provision of this Agreement, and has failed to cure such breach within thirty (30) days of receiving written notification of such breach; or
  - b. upon ten (10) days' prior written notice if the other party has violated applicable Law.

Any notice of termination must specify the date of termination and the reasons for termination.

- 11.2 **Termination for Convenience.** Either party may terminate this Agreement (in whole or in connection with one or more particular Drop-Off Sites) at any time without cause upon thirty (30) days' written notice to the other party.
- 11.3 **Effect of Termination.** Upon any termination of this Agreement, unless otherwise instructed by PaintCare, the Service Provider promptly shall assemble all Collection Bins supplied by PaintCare, whether or not full, and shall make them available for pick up by a Hauler at one of the Service Provider's Drop-Off Sites.

## ARTICLE 12 – ASSIGNMENT AND SUBCONTRACTING

- 12.1 **Limitations on Assignment.** Neither party may assign, novate, or otherwise transfer (including transfer by operation by law) this Agreement or the obligations and rights hereunder without the express written consent of the other party, which consent shall not be unreasonably withheld. Any attempted assignment, novation, or other transfer made in violation of this Article is void and has no effect. Notwithstanding the foregoing, PaintCare will provide notice but does not require prior consent to assign the Agreement to an entity that is at least fifty percent (50%) owned or controlled by PaintCare or to an entity that owns or controls at least fifty percent (50%) of PaintCare.
- 12.2 **Service Provider's Subcontracting Rights.** The Service Provider may subcontract any part of its obligations under this Agreement by providing written notice to PaintCare. Nothing contained in this Agreement or otherwise, creates any contractual relationship between PaintCare and any subcontractor of the Service Provider. A subcontract does not relieve the Service Provider of its responsibilities and obligations hereunder. It is the Service Provider's responsibility to ensure that any subcontractor is aware of and complies with the terms of this Agreement relating to the services being performed by that subcontractor. The Service Provider agrees to be as fully responsible to the other party for the acts and omissions of its subcontractors as it is for its own acts and omissions.
- 12.3 **Subcontractor Payment Obligations.** PaintCare has no obligation to pay or to enforce the payment of any moneys to any subcontractor of the Service Provider.

## ARTICLE 13 – FORCE MAJEURE

- 13.1 Any delay or failure of either party to perform its obligations hereunder will be suspended if, and to the extent, caused by the occurrence of a Force Majeure. In the event that either party intends to rely upon the occurrence of a Force Majeure to suspend or to terminate its obligations, such party shall notify the other party in writing immediately, or as soon as reasonably possible (but no later than ten (10) calendar days), setting forth the particulars of the circumstances. Written notices shall likewise be given after the effect of such occurrence has ceased.

## ARTICLE 14 – NOTICES

- 14.1 **Delivery of Notices.** Except where otherwise expressly authorized, notice will be by email, first class certified or registered mail, or by commercial delivery service issuing a receipt for delivery. Notices will be addressed as set forth below. Either party may change the address information below by providing written notice to the other party. Notice is effective upon delivery. If delivery is refused, notice must be attempted by an alternate method hereunder. If delivery is refused for more than one method of notice specified herein, notice is deemed to be effective as of the date the second notice was attempted.

To: PaintCare Connecticut LLC  
Attn: General Counsel  
Email: [Legal@paintcare.org](mailto:Legal@paintcare.org)  
Address: 901 New York Avenue NW, Suite 300W  
Washington, DC 20001

### [SERVICE PROVIDER]

To: Town of Canton Department of Public Works  
Attn: Robert Martin, Director of Public Works  
Fax: N/A  
Email: [rmartin@townofcantonct.org](mailto:rmartin@townofcantonct.org)  
Address: 4 Market Street/PO Box 168  
Collinsville, CT 06022

## ARTICLE 15 – INDEPENDENT CONTRACTOR STATUS

- 15.1 **Relationship Between the Parties.** The parties intend that the Service Provider, in performing the Services specified herein, is acting as an independent contractor and that the Service Provider will control the work and the manner in which it is performed. This Agreement is not intended and may not be construed to create the relationship between the parties of agent, servant, employee, partnership, joint venture, or association.
- 15.2 **Compensation of Employees.** Each party, or its subcontractors, as appropriate, is solely liable and responsible for providing all compensation and benefits due to, or on behalf of, all persons performing work on its behalf in connection with this Agreement. Neither party has any liability or responsibility for the payment of any salaries, wages, unemployment benefits, disability benefits, federal, State, or local taxes, or other compensation, benefits, or taxes for any personnel provided by or on behalf of the other party.
- 15.3 **Workers' Compensation.** Each party understands and agrees that all persons performing work pursuant to this Agreement on its behalf are, for purposes of Workers' Compensation liability,

solely employees of that party and not employees of the other party. Each party is solely liable and responsible for furnishing any and all Workers' Compensation benefits to its employees as a result of any injuries arising from or connected with any work performed by or on behalf of that party pursuant to this Agreement.

- 15.4 **Relationship of Haulers.** The Haulers are independent third-party contractors and are not employees, partners, or agents of either party. Neither party is liable for the acts or omissions of the Haulers under this Agreement.

#### **ARTICLE 16 – DISPUTE RESOLUTION**

- 16.1 **Good Faith Negotiation.** Both parties shall, in good faith, attempt to negotiate resolutions to all disputes arising out of this Agreement.
- 16.2 **Agreement to Arbitration.** Subject to the conditions and limitations of this Article, any controversy or claim arising out of or relating to this Agreement will be exclusively settled by arbitration under the laws of the State, in accordance with the rules of the American Arbitration Association. Any decision of an arbitrator engaged under this Article is final, binding and enforceable upon both parties. The parties agree to consolidation of any arbitration between them with any other arbitration involving, arising from, or relating to this Agreement.
- 16.3 **Enforcement of Arbitration.** Each party hereto accepts the jurisdiction of the courts of the State for the purposes of commencing, conducting and enforcing an arbitration proceeding or arbitration decision pursuant to this Article. Each party will accept service of notice of the other party's intent to proceed with arbitration, and of any other step in connection therewith or enforcement thereof, if such notice is in writing and sent by certified letter addressed to said party according to Article 14.1, and such notice will have the same effect as if the party had been personally served within the State.
- 16.4 **Performance During Dispute Resolution.** The parties shall continue to perform their respective obligations during the dispute resolution process in a diligent and timely manner in accordance with all applicable provisions of this Agreement.
- 16.5 **Dispute Resolution Costs.** Each party hereto shall bear the costs and expenses incurred by it in connection with such arbitration processes. The cost of any independent decision maker shall be shared equally between the parties.

#### **ARTICLE 17 – COMPLIANCE WITH LAW**

- 17.1 **Compliance with Law.** Each party shall comply with all Law applicable to the performance of its obligations under this Agreement.
- 17.2 **Cumulative Obligations and Remedies.** Duties and obligations imposed by the Agreement, and rights and remedies available thereunder, are in addition to (and not a limitation of) duties, obligations, rights, and remedies otherwise imposed on or afforded to the parties under applicable Law.

#### **ARTICLE 18 – SAFETY, HEALTH, AND ENVIRONMENTAL PROTECTION; RELEASES OF HAZARDOUS SUBSTANCES; EMERGENCY RESPONSE**

- 18.1 **Health and Environmental Safety.** The Service Provider is responsible for safety, health, and environmental protection related to the performance of the Services and shall take appropriate measures required by applicable Law and legal standards to ensure that it (and any of its subcontractors):

- a. provide and maintain safe, health-protective, and environmental-protective working areas at or in proximity to where the Services are performed;
- b. protect and safeguard (i) all persons at or in proximity to the Services, including those in adjacent areas, from risk or injury and danger to health, and (ii) all property and equipment from damage or loss;
- c. comply with all applicable Law governing the generation, handling, management, treatment, storage, or disposal of hazardous wastes, including the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), 42 U.S.C. § 6901 *et seq.*, the Hazardous Materials Transportation Act, 49 U.S.C. § 1801 *et seq.*, and all requirements for household waste collection facilities pursuant to all applicable permits and state law; and
- d. comply with all other applicable health, safety and environmental Law, including the requirements of the U.S. Occupational Safety and Health Administration (“OSHA”), U.S. Environmental Protection Agency (“EPA”), and delegated state programs authorized by OSHA and EPA.

18.2 **Notification of Releases.** The Service Provider shall notify PaintCare within twenty-four (24) hours of any circumstance or occurrence during the performance of the Services that requires reporting to any governmental authority under any applicable permit or Law, including reporting to the National Response Center because of the release of a reportable quantity of hazardous substances pursuant to 42 U.S.C. § 9603 or under applicable state or local law. The Service Provider shall ensure that any such reports are made within the applicable time limits and shall not delay making such reports because of any inability to notify PaintCare.

18.3 **Notification of Dangerous Conditions at Drop-Off Sites.** In the event of any action or occurrence during the performance of the Services which causes or threatens a release of a hazardous substance, hazardous waste, or hazardous material into the environment which presents or may present an imminent and substantial endangerment to public health or welfare or the environment and/or requires cleanup or a response action under applicable Law, the Service Provider shall (i) immediately take all appropriate action to prevent, abate, minimize, and cleanup such release and endangerment in conformance with applicable Law and cleanup standards, and (ii) notify PaintCare of the incident within twenty-four (24) hours. As between the parties, the Service Provider is solely responsible for the costs of such action and any liability and damages of any type arising from any action or occurrence identified in this Article. The Service Provider shall not delay the undertaking of appropriate action because of any inability to notify PaintCare.

## ARTICLE 19 – PUBLICITY

19.1 The Service Provider shall not, and shall not authorize another to, publish or disseminate any commercial advertisements, press releases, feature articles, or other materials using the PaintCare service mark without the prior written consent of PaintCare. The Drop-Off Sites and any events may be listed, referenced, or advertised as Collection sites by PaintCare for the Program during the Term of this Agreement in accordance with the Program Guidelines.

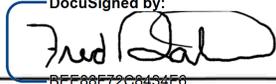
## ARTICLE 20 – MISCELLANEOUS PROVISIONS

20.1 **No Waiver.** The failure at any time to enforce any provision of this Agreement or failure to exercise any right herein granted does not constitute a waiver of such provision or of such right thereafter to enforce any or all of the provisions of this Agreement.

- 20.2 **Selective Waiver.** Either party may waive any default by the other party under this Agreement by an instrument in writing to that effect, and no such waiver will extend to any subsequent or other default by the other party. No failure or delay on the part of either party to exercise any right hereunder operates as a waiver thereof. Either party may elect to selectively and successively enforce its rights hereunder, such rights being cumulative and not alternative.
- 20.3 **Amendment or Modification.** Unless otherwise provided herein, no amendments, changes, alterations, variations, or modifications to this Agreement will be effective unless in writing and signed by the respective duly authorized representatives of the parties hereto.
- 20.4 **Governing Law/Venue.** The laws of the State, without giving effect to its principles of conflicts of law, govern the interpretation and effect of this Agreement. Subject to the provisions of Article 16 (“Dispute Resolution”), any legal proceedings regarding this Agreement initially will be brought before a court of jurisdiction prescribed by law in the State.
- 20.5 **Severability.** If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof will remain in full force and effect and will in no way be affected, impaired, or invalidated thereby.
- 20.6 **Calendar Days.** Any reference to the word “day” or “days” herein shall mean calendar day or calendars days, respectively, including weekends and federal holidays unless otherwise expressly provided. If a deadline falls on a weekend or federal holiday, the next business day will be the applicable deadline.
- 20.7 **No Third-Party Beneficiary.** This Agreement is intended solely for the benefit of the parties hereto, and no third party has any right or interest in any provision of this Agreement or as a result of any action or inaction by any party in connection therewith.
- 20.8 **Authorization.** Each party represents and warrants that it has full power and authority to enter into this Agreement and to perform its obligations set forth herein. The representative(s) signing this Agreement on behalf of each party represents that he/she has the authority to execute this Agreement on behalf of the applicable party and to bind it to its contractual obligations hereunder.
- 20.9 **Headings.** The section and subsection headings used in this Agreement are for convenience only and are not intended to define or limit any of the terms or provisions herein.
- 20.10 **Survivability.** All continuing obligations, rights, and remedies of the parties under this Agreement will survive the expiration or termination of this Agreement, including the continuing obligations in the following articles: Article 6 (“Title and Risk of Loss; Disclaimers”); Article 8 (“Audit and Inspection Rights”); Article 9 (“Indemnification”); Article 10 (“Insurance”); Article 16 (“Dispute Resolution”); Article 17 (“Compliance With Law”); and Article 18 (“Safety, Health, and Environmental Protection; Releases of Hazardous Substances; Emergency Response).

**IN WITNESS WHEREOF**, the parties have each caused this Agreement to be executed by its duly authorized representative on the day and year set forth below.

By:

DocuSigned by:  
  
BEE88F72C8434F0...

Authorized Signatory  
**PaintCare Connecticut LLC**



Authorized Signatory  
**Town of Canton**

Fred Gabriel  
Print Name

Robert H. Skinner  
Print Name

Director of Operations  
Print Title

Chief Administrative Officer  
Print Title

Date: 11/17/2022

Date: 11/17/22

## **ATTACHMENT A: SCOPE OF WORK**

As part of the Services under this Agreement, the Service Provider shall do the following:

- 1) Collect PaintCare Products and Loose Pack them into Collection Bins to be picked up by Haulers.
- 2) Notify the Hauler in advance of when Collection Bins will be full and ready for pick up by the Hauler, or sooner if earlier pickups are necessary for the Service Provider to comply with storage limits or other applicable Law.
- 3) Manage at the Drop-Off Sites (or other locations approved by PaintCare in writing) all collected PaintCare Products gathered through the Drop-Off Sites only in the following ways and not dispose of PaintCare Products in any other method without the written approval of PaintCare:
  - a) By Loose Packing.
- 4) Report directly to PaintCare any spills or health or safety incidents as provided in the Agreement.
- 5) Provide to PaintCare advance notice, as required herein, of any Temporary Collection Events.

**ATTACHMENT B:**

**[RESERVED]**

## Attachment B: Drop-Off Site/Event Information



Please complete all sections for permanent sites; complete sections A-B for temporary events.

### A. Basic Site Information

- |   |                              |
|---|------------------------------|
| 1. Name of site                         | Canton Town Transfer Station |
| 2. Street address for site              | 202 Ramp Rd.                 |
| 3. City, state, zip code for site       | Canton, CT 06019             |
| 4. Permit holder (if applicable)        | Town of Canton               |
| 5. Service area (counties/cities/towns) | Canton, CT residents only    |
6. Type of Site:  HHWCF  One-Day HHW Event  Transfer Station  Paint-Only Event  
 Other: \_\_\_\_\_
7. If One-Day Event: Date/Hours
- |     |
|-----|
| N/A |
|-----|

### B. Contacts

- |   |   |
|---|---|
| 8. Primary contact's agency/company     | Town of Canton Department of Public Works   |
| 9. Primary contact's name and title     | Robert Martin, Director of Public Works   |
| 10. Primary contact's email and phone # | <a href="mailto:rmartin@townofcantonct.org">rmartin@townofcantonct.org</a> (860) 693-7863 |
| 11. Second contact's agency/company     | Town of Canton Department of Public Works   |
| 12. Second contact's name and title     | Daniel Manyak, Highway Foreman  |
| 13. Second contact's email and phone #  | <a href="mailto:dmanyak@townofcantonct.org">dmanyak@townofcantonct.org</a> (860) 693-7863 |

### C. Information for Household Customers

- |                                  |  |
|----------------------------------|--|
| 14. Phone # for households       | (860) 693-7863   |
| 15. Website for households       | <a href="https://www.townofcantonct.org/">https://www.townofcantonct.org/</a>  |
| 16. Days/hours for households    | Tuesday and Saturday: 7:00 AM-3:00 PM<br>Thursday: 7:00 AM-3:00 PM (September 15-April 15)<br>11:00 AM-7:00 PM (April 15-September 15) |
| 17. Volume limits for households | None   |

### D. Info for Businesses (if applicable)

- |  |     |
|--|-----|
| 18. Days/hours for businesses            | N/A |
| 19. Phone # for businesses, if different | N/A |
| 20. Website for businesses, if different | N/A |
| 21. Admin fee for businesses, if any     | N/A |
| 22. Volume limits for businesses         | N/A |

### E. Other

23. Is paint given away for reuse?  yes  no
24. Best media outlets for promoting this site (newspaper, radio station, website, etc.)?
- |   |
|---|
| <a href="https://www.townofcantonct.org/">https://www.townofcantonct.org/</a> |
|---|

25. Would you like PaintCare to list this site in advertising\* in your area?  yes  no

26. Additional info or special notes for your site on PaintCare's site locator

*\*Site listings in print ads are for permanent sites only. PaintCare does not list one-day events in print ads.*

Site ID No. CT02337 (internal use only)

## ATTACHMENT D: Insurance Requirements for PaintCare Drop-Off Sites

1. **Service Provider's Required Insurance.** The Service Provider must continuously carry (without interruption) the following types of insurance:
  - a. **Commercial General Liability** insurance written on an occurrence coverage basis covering claims for bodily injury, death, and property damage (including loss of use), personal injury, and advertising injury, at least as broad as the 1986 (or later) *Insurance Services Office Commercial General Liability Policy form CG 0001* ©, current edition occurrence form.
  - b. **Automobile Liability** insurance covering liability arising from the use or operation of any auto, including owned, hired, leased, rented and non-owned vehicles. The coverage must be at least as broad as the *Insurance Services Office Business Automobile Policy form CA 0001* ©, current edition.
  - c. **Workers' Compensation** meeting or exceeding the requirements imposed by statute or law in (i) the State of the Project and (ii) all other States, if any, in which Services are performed, including as may be available on a voluntary basis. Statutory coverage must be provided in all State(s) in which any of the Services are being performed, including as may be available on a voluntary basis.
  - d. **Employer's Liability** insurance providing coverage for liability to employees for work-related bodily injury or disease, other than liability imposed by a workers' compensation law.
  
2. **Minimum Limits of Insurance.**
  - a. All insurance that the Service Provider and any Subcontractors are required to carry pursuant to this Agreement must meet the following minimum limits (or any higher limits that may be mandated by applicable law):

Type of Insurance	Minimum Limits Required Per Claim/Occurrence	Minimum Limits Required Aggregate Policy Limits
1. Commercial General Liability	\$ 1,000,000	\$ 2,000,000
a. Bodily Injury/Property Damage	\$ 1,000,000	\$ 2,000,000
b. Products/Completed Operation	\$ 1,000,000	\$ 2,000,000
c. Personal and Advertising Injury	\$ 1,000,000	\$ 2,000,000
d. Loss of Use Insurance	\$ 1,000,000	\$ 2,000,000
2. Commercial Automobile Liability	\$1,000,000 Combined Single Limit Each Accident	\$ N/A
3. Worker's Compensation	Statutory Limits	Statutory Limits
4. Employer's Liability (Bodily Injury by Accident)	\$ 1,000,000	\$ N/A
a. By Disease	\$ 1,000,000	\$ N/A
b. Each Accident	\$ 1,000,000	\$ N/A
c. Each Employee	\$ 1,000,000	\$ N/A

- b. The Service Provider may utilize self-insurance to satisfy some or all of its insurance carriage obligations hereunder. To the extent that the Service Provider relies on its self-insurance to meet its obligations, the Service Provider warrants that it satisfies all of the requirements of this Article by virtue of its self-insurance. The intent of this paragraph is to impose on the Service Provider all of the same requirements and obligations that would have been imposed on one or more insurance carriers had the Service Provider procured the required insurance instead of relying on self-insurance.

**3. Additional Insurance Requirements.**

- a. All insurance that the Service Provider (and any Subcontractor) is required to carry hereunder must contain the following additional provisions:
  - i. Additional Insured – PaintCare, its officers, agents, and employees must be listed as additional insureds on all Commercial General Liability and Automobile Liability policies required herein as respects claims or liabilities arising from, or connected with the Services, including completed operations. The additional insured endorsements must be at least as broad as the current editions of the Insurance Services Offices forms CG 20 10 and CG 20 37. Upon reasonable request, the Service Provider shall provide PaintCare with proof of status as an additional insured under CG 20 10 during the Term of the Agreement, and under CG 20 37 for completed operations through the expiration of the longest applicable statute of limitations or period of repose.
  - ii. Primary Coverage – All insurance coverage required hereunder must be primary insurance, and any insurance or self-insurance maintained by PaintCare will be excess of and non-contributory with respect to such insurance.
  - iii. Severability of Interest - Except with respect to the limits of insurance, all insurance required hereunder will apply separately to each insured or additional insured.
  - iv. Waiver of Subrogation – The Service Provider hereby agrees to waive, and to procure from its insurers waivers of, subrogation against PaintCare and its officers, agents, and employees. The Service Provider further agrees to hold harmless, defend and indemnify PaintCare and its officers, agents, and employees for any loss or expense incurred as a result of the Service Provider's (or any Subcontractor's) failure to obtain such waivers of subrogation from its insurers.

- 4. **Acceptability of Insurers.** All insurance required under this Agreement must be placed with insurers with a current A.M. Best's rating of not less than A- VII, unless otherwise approved in writing by PaintCare.

**5. Verification of Coverage.**

- a. Upon PaintCare's reasonable request, the Service Provider shall provide to PaintCare a certificate of insurance evidencing the coverage required of it under this Agreement. Likewise, upon PaintCare's reasonable request, the Service Provider shall procure and provide to PaintCare certificates of insurance from any Subcontractors evidencing the coverage required of them under this Agreement. Each certificate shall be signed by a person authorized by the insurer(s) to bind coverage on its/their behalf. The Service Provider shall provide renewal certificates to PaintCare prior to the expiration of any required insurance policy.
- b. Upon reasonable request, the Service Provider shall provide PaintCare with copies of all policies of insurance and endorsements thereto for all required insurance under this Agreement (including that of any Subcontractors). Such copies may be excerpted or redacted to remove premium pricing or other confidential business information; provided, however, that any such excerpted/redacted copies must include sufficient information for PaintCare to verify the Service Provider's (and its Subcontractor(s)) full compliance with the requirements of this Agreement and to evaluate actual, prospective, or denied claims as additional insured under such policies.
- c. Failure of PaintCare to request certificates or identify deficiencies will in no way limit or relieve the Service Provider of its obligations to maintain such insurance and require that its Subcontractors maintain such insurance. Failure of the Service Provider (or any of its Subcontractors) to maintain the required insurance constitutes a default under this Agreement and PaintCare may, at its option, terminate this Agreement for cause. PaintCare's acceptance of a non-conforming insurance certificate does not constitute a waiver, compromise or release of PaintCare's rights. If PaintCare is damaged by the failure of the Service Provider (or its Subcontractors) to purchase or maintain insurance required under this Agreement, the Service Provider shall bear all costs (including attorneys' fees, consultant fees and court and settlement expenses) attributable to such failure to purchase or maintain the required insurance.

6. **Subcontractor Insurance.** If the Service Provider uses a Subcontractor to provide any portion of the Services, the Service Provider may satisfy the foregoing requirements applicable to the subcontracted Services by ensuring that the Subcontractor providing those Services satisfies each and all of the insurance requirements herein in the same manner as required had the Service Provider maintained that insurance. To the extent the Subcontractor fails to do so, however, the Service Provider is responsible and shall defend, indemnify and hold harmless PaintCare and its officers, agents, and employees to the same extent had all insurance required hereunder been properly procured and maintained by the Service Provider or its Subcontractor, as applicable.

**ATTACHMENT E**

**[RESERVED]**

## **ATTACHMENT F**

[RESERVED]

## **ATTACHMENT G**

[RESERVED]

## ATTACHMENT H

[RESERVED]

**ATTACHMENT I**

**CONNECTICUT ARCHITECTURAL PAINT RECOVERY PROGRAM GUIDELINES FOR  
TRANSFER STATION, RECYCLING FACILITY, AND LANDFILL DROP-OFF SITES**

**\*\*\* Attached separately\*\*\***



# Connecticut Transfer Station

## Specific Guidelines

**Placement of Bins:** If outdoors must be at least 50 feet from heat source, and situated to protect downgradient surface water, wetlands, and watercourses. Bins must be labeled "Waste Latex Paint" and "Waste Oil Based Paint"

**Storage Time Limit:** 1 year

**Storage Limit:** 1,300 gallons at one time

### ACCEPTANCE RULES

**Households:** Up to 100 gallons at a time

**Businesses:** If facility takes from businesses, review permit for qualifying a CESQG for oil-based paint, Appendix Part II section N

**Spill Reporting:** Any spill or release of program product must be immediately reported to the appropriate governmental authority, including DEEP's Emergency Response and Spill Prevention Division:

- DEEP's Emergency Response and Spill Prevention Division:
  - 1-866-377-7745 or 1-860-424-3338
- PaintCare within 24 hours of any report

### Basic Local Emergency Contacts

Facility Emergency Coordinator  
(name/phone):

Alternate Emergency Coordinator (name/phone):

Fire Department Phone Number

911

Police Phone Number

911

Hospital Phone Number

**\*\*These State-Specific Guidelines are not intended to replace or supersede the requirements that Drop-Off Sites must follow pursuant to their state-issued permits, registrations, or other applicable law. Applicable laws and regulations take precedence if there is a conflict with these State-Specific Guidelines\*\***



# Drop Off Site Guidelines

This document contains detailed information on PaintCare's program guidelines and operational procedures. In combination with the state-specific guidelines, it is designed to be used by new staff for self-training and for site refresher training without PaintCare staff present.

Note: The supplemental training slides included in this binder summarize only the most important information from these Drop-Off Site Guidelines. The slides are used during training by PaintCare staff and can also be used to supplement refresher training.

Adherence to these guidelines is critical for drop-off sites participating in the PaintCare program. Exceptions to these guidelines can be made only with PaintCare's express written permission. If your site is unable to comply with any of these guidelines, please contact your PaintCare representative so that we may try to find a solution that works for your site but still achieves compliance with applicable legal and operational requirements.

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# Section 1. Training and Safety

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## Training

For the safety of the program and your staff, all employees handling PaintCare products must receive training in product identification, acceptance, handling, packaging, inspection, and emergency response procedures before collecting PaintCare products or engaging in any PaintCare program activities.

Training helps ensure that employees conduct PaintCare product collection activities in a safe manner that protects workers and the environment.

Ensure that drop-off site employees are equipped for and understand hazards associated with PaintCare products.

Maintain training plans and records for each employee. Record staff training by filling in the log included in this binder.

## Safety

Store personal protective equipment (PPE) and spill response equipment in an accessible location adjacent to the collection bins. Ensure those materials are protected from impacts of weather.

The drop-off site must be equipped with appropriate emergency response equipment including a fire extinguisher, spill kit, and PPE. Monthly inspections of equipment are recommended.

PaintCare product collection activities need to follow general safety practices including proper lifting techniques.

Post emergency procedures and emergency contact numbers including police, fire department, and emergency services near a phone and in close proximity to the collection bins, if possible.

If applicable, develop and maintain an emergency action plan as required by OSHA.

If required by federal, state, or local law, familiarize police, fire departments, and emergency response teams with the layout of your facility, properties of PaintCare products handled at your facility, and evacuation routes.

## Section 2. General Guidelines

---

### PaintCare Provides Your Site:

- Training binder with recordkeeping logs/forms
- Signage identifying your site as a PaintCare drop-off site
- Printed educational materials for the public

### PaintCare's Transporter Provides Your Site:

- Paint collection bins and liners for cardboard/single-use collection bins
- Labels and/or markings for paint collection bins
- Spill kits (excluding HHW programs)

### General Guidelines for Drop-Off Sites

Each PaintCare drop-off site has unique logistical and operational considerations. Each drop-off site must make its own decisions and use its best judgment to operate in the safest manner possible in accordance with applicable law. To ensure the highest standards of safety for you and your staff, drop-off sites must:

- Have appropriate signage that informs the public of the hours of operation
- Accept PaintCare products from participants during your regular advertised or posted operating hours
- Display PaintCare signage to identify you as a drop-off site; signage should be posted in a highly visible area, at the entrance of your site
- Assist and supervise participants when they visit to drop off PaintCare products. Site staff should greet participants and must verify eligibility of the participant and their leftover paint products as PaintCare products
- **IMPORTANT:** Never allow a participant to open a PaintCare product container
- Have adequate space, staffing, and training to collect and store PaintCare products
- Provide a secure space for empty and full collection bins
- Place all PaintCare products immediately in collection bins approved for use by PaintCare and its transporters
- Pack only PaintCare products into collection bins
- Schedule shipments of PaintCare products from your drop-off site
- Maintain all records relating to the program
- Train staff to be familiar with the requirements and practices of this guide

## Section 3. Collection Bins and Storage Area

---

### Storage Area and Collection Bin Placement

Establish a dedicated storage area for collection bins and PaintCare products.

Place collection bins on an impermeable surface (i.e., paved asphalt, concrete, or other surface) at all times.

Place collection bins away from ignition sources, storm drains, and floor drains.

Ensure there is adequate ventilation if bins are stored indoors.

If stored outdoors, protect collection bins from the elements (e.g., precipitation, temperature extremes, rain, and snow). Keep collection bins under cover to prevent exposure to precipitation and to protect against temperature extremes. If you store collection bins outdoors, you may need approval from your local fire or hazardous materials oversight agency.

Comply with any local fire codes or other regulations that might pertain to your storage of collection bins at your site.

Maintain enough space around collection bins to inspect for leakage and emergency access.

Use good housekeeping standards; keep paint storage areas clean and orderly.

### Setting Up, Packing and Maintaining Collection Bins

Collection bins must be set up, used, and closed according to the manufacturer's instructions. PaintCare's transporters should set up the collection bins that they provide, unless otherwise requested by the drop-off site staff.

Ensure liners are inserted in cardboard collection bins. The liners provide secondary containment to contain liquids in the event a can leaks while in storage or transit. Reusable plastic bins that are leak-proof by design don't need liners.

Collection bins must be structurally sound. If you see any evidence of damage to bins (or liners) that may cause a leak or spill, notify PaintCare immediately.

Mark the collection bin with the date on which the first PaintCare product is placed inside it.

Place PaintCare products in bins immediately upon receipt. Keep collection bins closed except when adding PaintCare products.

Pack 5-gallon buckets on the bottom layer of the collection bins for stability.

Do not overfill collection bins; allow enough space for a lid to fit securely.

Pack all PaintCare products (cans, buckets) upright and as tight as possible in the collection bins to protect contents from shifting and leaking in transit.

Do not open containers to verify product contents.

Do not take PaintCare product out of the bin.

### **Security**

Never allow "self-serve," public access to the collection bins.

The collection bin storage area must be secured and locked when not attended.

Only drop-off site staff should have access to the collection bins and storage area until the collection bins are ready for pick-up by PaintCare's transporter.

# Section 4. Identifying and Accepting PaintCare Products

---

## What are PaintCare Products

PaintCare drop-off sites should accept only PaintCare products (architectural paint products) for management under the PaintCare program. Only those PaintCare products accepted from individuals residing in the state and businesses/organizations located in the state can be managed under the PaintCare program.

Listed below are the primary examples of architectural paint products accepted by the PaintCare program and paint or paint-related products not accepted by the PaintCare program.

Generally, PaintCare products include latex and oil-based house paints, stains, and clear coatings (varnish, shellac, etc.). The program excludes anything that is:

- In an aerosol spray can
- Intended and labeled “for industrial use only”
- Mostly used in the manufacture of equipment
- On the list of specifically excluded products for some other reason

PaintCare products are classified as either latex (water-based) or oil-based (alkyd) and the classification is important in order to decide how the product should be handled and processed. Knowing how to tell the difference between latex- and oil-based products is also important in determining which types of businesses/organizations can use the PaintCare program (if your site accepts paint from this audience).

## PaintCare Products and Non-PaintCare Products

### Acceptable products (PaintCare products)

- Interior and exterior paints: latex, acrylic, water-based, alkyd, oil-based, enamel (including textured coatings)
- Deck coatings and floor paints (including elastomeric)
- Primers, sealers, undercoaters
- Stains
- Shellacs, lacquers, varnishes, urethanes (single component)
- Waterproofing concrete/masonry/wood sealers and repellents (not tar or bitumen-based)
- Metal coatings, rust preventatives
- Field and lawn paints

### Unacceptable products (Non-PaintCare products)

- Paint thinner, mineral spirits, solvents
- Aerosol paints (spray cans)
- Auto and marine paints
- Art and craft paints
- Caulking compounds, epoxies, glues, adhesives
- Paint additives, colorants, tints, resins
- Wood preservatives (containing pesticides)
- Roof patch and repair
- Asphalt, tar, and bitumen-based products
- 2-component coatings
- Deck cleaners
- Traffic and road marking paints
- Industrial Maintenance (IM) coatings
- Original Equipment Manufacturer (OEM) (shop application) paints and finishes

For more information, please see [www.paintcare.org/products](http://www.paintcare.org/products)

If non-PaintCare products end up in a drop-off site's bin, such products will not be returned to the drop-off site and will be managed by PaintCare's transporter. Transporters identify non-PaintCare products and report all instances to PaintCare. PaintCare staff will notify the site of any contamination in the bins. If the problem persists, additional training may be provided.

### Acceptable Containers vs. Unacceptable Containers

Before accepting products from participants for management under the PaintCare program, drop-off site staff must (1) check the condition of the container for acceptance in the program, and (2) check the product label to verify that it contains a PaintCare product.

### Acceptable

- The PaintCare product must be in its original container\*
- The container is labeled as containing one of the designated PaintCare products listed above\*
- The container must be in good condition and not leaking\*
- The container must be 5 gallons in size or smaller
- The container contains dry latex paint

### Not Acceptable

- The container is not original (e.g., paint was transferred into a jar)\*
- The container does not have an original label\*
- The container is leaking or has no lid\*
- The container is larger than 5 gallons
- The container is empty

\*Drop-off sites permitted to accept household hazardous waste may accept unlabeled and leaking containers by following the procedures described below.

### Unlabeled and Leaking Containers

A drop-off site permitted to accept household hazardous waste may, at its discretion, choose to accept unlabeled and/or leaking containers if it follows the protocols below and otherwise complies with all applicable laws:

#### Unlabeled Containers

A drop-off site may accept containers that do not have an original label if a staff person appropriately trained in identifying unknown wastes (1) identifies the material in the container as a PaintCare product, and (2) applies a label identifying the contents to the container before placing it in a collection bin.

#### Leaking Containers

A drop-off site may accept a leaking container or a container with no lid if an appropriately trained drop-off site staff person (1) verifies that the container contains a PaintCare product, (2) places the contents of the leaking/open container into an appropriate substitute container (which can include bulking such PaintCare products into 55-gallon drums), and (3) applies an appropriate label to the substitute container.

## Refusing an Unacceptable Product or Container

Do not accept non-PaintCare products from any participant unless they are received as part of normal site operations and are not placed in PaintCare collection bins.

When refusing a PaintCare product, drop-off site staff must explain why the PaintCare product cannot be accepted (e.g., material is not part of the program, cannot accept material from non-exempt generator, etc.). If a participant tries to drop off products that your location cannot manage, refer the participant to an appropriate alternative resource, such as their local household hazardous waste disposal program, garbage transporter, environmental health agency, or public works department. Local contact information is provided at the front of this binder.

## Paint Volume Acceptance Rules

The program accepts PaintCare products from households and businesses/organizations.

**Households.** Households may drop off any volume of PaintCare product, subject to the volume limit set by the site.

**Businesses/Organizations.** Non-households may also drop off any volume of latex PaintCare product, subject to the volume limit set by the site. Non-households may only drop off oil-based PaintCare products if they comply with federal and state hazardous waste generator rules that, among other criteria, require that the business/organization (1) generates no more than 100 kilograms (about 25 gallons or 220 pounds) of hazardous waste per calendar month, and (2) does not accumulate more than 1,000 kg (about 250 gallons or 2,200 pounds) of hazardous waste at any time. Painting contractors and commercial property owners typically meet these criteria. For more information about these criteria, please visit [www.paintcare.org/vsqq](http://www.paintcare.org/vsqq)

Each business or organization is responsible for determining its own generator status under applicable law.

When a business/organization has oil-based PaintCare products to drop off at your site, it must sign the Paint Drop-Off Log or form included in this binder to verify that it qualifies to use the program for oil-based paint. The log/form includes an explanation of the requirements. If a business/organization has only latex paint, it does not need to sign the log/form.

Once a business/organization signs the Paint Drop-Off Log or form you may accept oil-based paint from that business/organization. (HHW sites and other waste collection programs may need a permit and/or to meet additional legal requirements in order to collect oil-based paint from businesses.) To help ensure legal compliance, unless you're specifically permitted to accept more, you should not accept more than 25 gallons of oil-based paint per calendar month from a qualifying business. The Paint Drop-Off Log or form may be reviewed by PaintCare or government agencies and compared with a list of registered hazardous waste generators to verify that only qualified businesses/organizations are using the program for their oil-based paint.

## Section 5. Participant Paint Volume

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### How Much Paint to Accept from Participants

While the PaintCare program intends to collect as many PaintCare products as possible, we recognize that your drop-off site may have storage limitations. PaintCare drop-off sites, in agreement with PaintCare, may limit the amount of PaintCare products they accept per participant, however, drop-off sites must accept up to 5 gallons at a minimum per participant.

### What if Bins are Full?

If your collection bins are completely full, inform the participant that you are temporarily unable to accept PaintCare products and redirect them to the nearest alternative PaintCare drop-off site. Refer them to the site locator at [www.paintcare.org](http://www.paintcare.org) or the **PaintCare hotline at 855-724-6809**, or ask them to come back at a later date. Contact the PaintCare transporter immediately to have collection bins picked up and replaced.

If a participant has a significant amount of PaintCare products that your location cannot manage, ask the participant to contact PaintCare directly for additional assistance. PaintCare may direct the participant to another drop-off site or offer our Large Volume Pickup service.

### Large Volume Pickup (LVP) Service

PaintCare offers a free pick-up service to painting contractors, property managers, households, and others with a large quantity of leftover PaintCare products. Typically, a minimum of 100 gallons (by container size) is required to qualify for the LVP service.

To refer a participant to the LVP service:

- Provide the participant a LVP fact sheet
- Ask the participant to request a pick-up using the online LVP form
- The LVP fact sheet and online form are available at [www.paintcare.org](http://www.paintcare.org) (select the “Request a Pickup” button on the homepage)
- For additional questions, refer the participant to PaintCare for assistance

## Section 6. Working with Transporters

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PaintCare contracts with transporters for the delivery of supplies, delivery of empty collection bins, and pick-up of full collection bins.

### **Scheduling the Transporter to Pick Up Collection Bins**

When you anticipate your collection bins will be full within your site's pick-up timeframe (generally 5 business days in urban areas, 10 business days in rural areas), call your transporter to schedule a pickup or use their online order system if they have one. The name and contact information of your transporter is provided at the front of this binder.

When establishing an appointment for pick-up, please indicate:

- Your site is a PaintCare drop-off site
- Name of drop-off site and address
- Your name
- Your phone number
- Number of full collection bins to be picked up
- Number of empty collection bins needed for replacement

### **Preparing Collection Bins for Pickup**

On the scheduled pickup day, collection bins and the loading area must be readily accessible to the transporter for quick and efficient loading. Complete the following steps:

- Identify which bins are full and ready for pickup
- Make sure the path between your bins and the transporter's vehicle is clear and at least 4 feet wide to accommodate movement of bins
- Sign and keep copies of any shipping documents for your records

The transporter is responsible for labeling, loading/off-loading collection bins, and preparing shipping documents.

## Section 7. Spill Response

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### Spills

The information in this section will assist with spills from damaged or leaking program containers. It is important that all drop-off site staff understand corrective actions to minimize exposure to people and the environment.

### Reporting

Report spills as required by law, summarized in the state-specific guidelines. Contact PaintCare within 24 hours of making such a report.

### Spill Response Procedures

Always follow all applicable spill response procedures set forth in your operating permit or as otherwise required by applicable law.

- If a spill is small enough to be managed by drop-off site staff, follow these steps:
- Isolate the area and restrict access to the spill
- Ensure personal safety, put on protective gear (glasses and gloves) provided in the spill kit
- Stop the movement of paint by placing the leaking container upright or in a position where the least amount will spill, and place leaking container in plastic bags provided in spill kit, or into the spill kit container
- Contain the spill by placing absorbent pads or granular absorbent around and on the spill – if outdoors, place barriers around storm drains to prevent a release to the environment
- Collect the contaminated absorbent and place it in plastic bag(s) or spill kit container, along with the leaking container and contaminated PPE, seal the bag(s), label it and place in the collection bin
- Remove any clothing that may be contaminated, wash thoroughly to remove spilled material from your hands or body
- Document the date, location, and amount and type of material spilled
- Replace any used spill control supplies as soon as possible

## Section 8. Inspections and Records

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### Inspections and Record Keeping

Drop-off site staff are responsible for regularly inspecting collection bins and spill kits to ensure that such materials are in proper working order and include any necessary labeling. Please report any damaged bins or other problems to PaintCare immediately so PaintCare may arrange for prompt replacement or repair.

Maintain the following records for a minimum of 3 years:

- Internal and external inspection records
- Paint Drop-Off Log or forms (copy provided in this binder)
- Paint Waviers (copy provided in this binder; only for sites that do reuse)
- Employee training logs (copy provided in this binder)
- Shipping documents and/or other documentation required by applicable law for outgoing shipments of PaintCare products