



# RETURN COLLECTION FACILITY (RCF) TRAINING MODULE

**Interchange**  
Recycling™

June 2023

*\*Interchange Recycling is a trade name and trade mark of the British Columbia Used Oil Management Association*

# About Interchange

- A stewardship program committed to collecting and recycling lubricating oil, oil filters, oil containers, antifreeze & antifreeze containers
- 69% of the used oil collected is refined into new lubricating oil for use in industrial, automotive and diesel engine oil markets
- 31% of the used oil collected is used as fuel for use in pulp mills, cement plants and asphalt plants
- Antifreeze is processed and recycled into new antifreeze
- Oil filters are crushed to recover residual oil. The metal is sold to metal recyclers
- Plastic oil and antifreeze containers are recycled into a variety of plastic products including new oil containers

# Goals & Objectives

- Our role is to ensure the responsible management of oil, filters, antifreeze, and containers sold, distributed or imported for commercial use by its members.
- Collected products are managed in accordance with the Pollution Prevention Hierarchy as outlined in the BC Recycling Regulation.
  - Oil and antifreeze collected are re-refined and reused
  - Filters, containers, and oil that can't be re-refined are processed and recycled into new products.

# Who is Interchange?

- A collaboration of manufacturers and first sellers of oil, antifreeze, oil filter products
- Goal is to provide British Columbians with an eco-friendly and cost-effective way to recycle these materials
- Manage a system that encourages responsible environmental handling and the recycling of used oil, antifreeze oil containers and oil filters
- Provide an active stewardship program that focusses on
  - Environmentally responsible management
  - Reuse
  - Recycling
  - Landfill diversion

# Program Benefits

- Greater environmental protection
- Create awareness that recycling used oil, antifreeze and related products is free, easy and the responsible thing to do
- Improve the efficiency and effectiveness of used oil reuse and recycling
- Integration across provincial borders
- Promote landfill diversion
- Minimum government regulations
- Support of a broad stakeholder group

# Getting Started

- Review the requirements in the Return Collection Facility (RCF) manual
- Register as a RCF
- Apply for available Infrastructure Grants for RCF
- Review incentive programs available from Interchange
- Review other available grants
  - Community Roundup
- Have you been accepted into the program?
  - Acceptance email from Interchange and RCF number assigned
  - This enables the program to pay you for the oil and antifreeze you collect

# Getting Started (cont'd)

- Do you have a proper secure storage shelter?
- The proper shelter is required to
  - Prevent spills into the environment
  - Manage materials safely
  - Protect from weather
  - Prevent and control fire
  - Prevent unauthorized entry when not in use
  - Prevent access by wildlife

# Getting Started (cont'd)

- ✓ Approved secure storage container & collection containers
- ✓ Spill kit
- ✓ An emergency response plan (see WorksafeBC “[How to Prepare an Emergency Response Plan](#)”)
- ✓ Approved PPE (gloves, coveralls/apron, eye protection, safety boots)
- ✓ Eye wash station
- ✓ Training on the safe handling of program materials
- ✓ TDG labels (Provided by BCUOMA approved Licensed Transporter)
- ✓ Equipment to lift collection containers (If required)
- ✓ Spill pallets (if required)
- ✓ Manifest (Provided by BCUOMA approved Licensed Transporter)
- ✓ Binder or digital record of products brought to site (if you self generate)
- ✓ Binder or digital record for record of products shipped and copies of manifests



# Examples of Approved Collection Containers



# Examples of Container Labels



**Used oil collection only**  
Please ask for assistance

**We do not accept**

Cooking Oil	Fuel Cans	Hazardous Waste
Oil Exports	Grease	Paint
Sawdust	Transformer Oil	Car Litter
Brake Fluid	Rugs	

**WARNING**

**DO NOT MIX WITH:** solvents, gasoline, engine degreasers, or antifreeze.

**Protective Clothing Required**

**Wear appropriate personal protection (gloves) to prevent skin contact.**

**Wash hands thoroughly with soap and water after use.**

**Wash clothes thoroughly with soap and water after use.**

**Work clothes that become wet or significantly contaminated should be removed and laundered.**

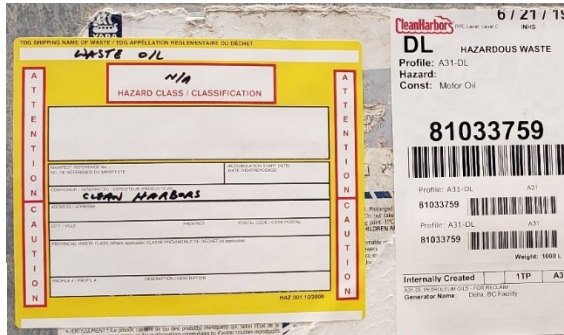
**NOTICE**

Oil containers must be properly sealed and labeled.

Interchange Recycling logo and website at the bottom.



# Examples of TDG Labels & Manifest



**MOVEMENT DOCUMENT / MANIFEST**  
DOCUMENT DE MOUVEMENT / MANIFESTE

**1. EVERYTHING IS LEGIBLE ON ALL 6 COPIES AND ATTACHMENTS**

**2. ALL COMPANY NAMES AND ADDRESSES MATCH THOSE CONTAINED IN THE PERMIT**

**3. SOUND ESTIMATE WITH UNITS PROVIDED**

**4. NOTICE NO. AND LINE NO. MATCH PERMIT**

**5. CODES MATCH THOSE FOR THE LINE NO. IN THE PERMIT**

**6. EXPORTER/GENERATOR, SIGNED AND DATED**

**7. CARRIER, SIGNED AND DATED**

**8. ACCURATE QUANTITY WITH UNITS PROVIDED**

**9. IMPORTER/RECEIVER, SIGNED, DATED, AND CONFIRMATION SENT TO MINISTER**

**MOVEMENT DOCUMENT / MANIFEST**  
DOCUMENT DE MOUVEMENT / MANIFESTE

**BA38632-1**

**1. EVERYTHING IS LEGIBLE ON ALL 6 COPIES AND ATTACHMENTS**

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**INTERNATIONAL USE ONLY**

Released by Campaign  
Garde par l'organisme

Copy / Copie 2 (green / verte)

# Health & Safety

- Operating a BCUOMA facility must:
  - Meet all Work Safe BC minimum operating requirements
  - Have trained staff available to receive and organize product
  - Have PPE, fire and spill equipment available at all times
  - Only allow designated employees or contractors to access the facility when site is not open for public use

# Products You May Accept

Visit  
[www.interchangerecycling.com](http://www.interchangerecycling.com)  
for a complete list

- Lubricating oil
  - Crankcase, engine and gear oil
  - Petroleum-derived or synthetic
  - Hydraulic, transmission and heat transfer fluids
  - Fluids used for lubricating purposes in machinery or equipment
- Empty oil containers
  - Empty containers with a capacity of 30 litres or less, manufactured and used for any product in the lubricating oil product category
- Oil filters
  - Spin on style or element style fluid filters that are used in hydraulic, transmission or internal combustion engine applications
  - Oil, diesel fuel, storage tank fuel, coolant and household furnace oil filters
- Antifreeze
  - Automotive antifreeze and includes empty containers for this antifreeze

# Organizing the Collection Facility

- Attendant must be available to inspect and monitor the collection facility
- Place signage at all receiving containers
  - Signs must be clear and easy to read
    - use both graphics and words
- Help the customer to put waste in it's proper location
  - Assist customers with the handling materials
  - Ask the customer what product is in the container
  - Ask if the product is mixed with anything else

# Organizing the Collection Facility (cont'd)

- If the product is contaminated
  - If the container has known contaminants (oil & water, oil & fuel, oil & antifreeze) label the container as such
  - If the contents are unknown, label the container as an unknown product
  - Place the container in a separate location
  - Consider a nominal charge for non-program/unknown/contaminated products
- ● Check facility on an ongoing basis for:
  - Spills
  - Contamination
  - Fire hazards

# Examples of Secure Storage





# Container Storage



©Photo courtesy of Thompson-Nicola Regional District (TNRD)

# Container Storage



# Proper Handling

- Provide operator with proper handling procedure information
- Material being brought in may be messy
- Potential for a spill is high
- Deal with spills immediately
- Keep the facility clean at all times

# Handling Oil Products

- Products may include the following :
  - Used oil
  - Automotive antifreeze
  - Oil filters
  - Empty containers (jugs, pails, lids and caps)
- Handling all used oil and antifreeze products must be done in compliance with all required safety and environmental standards
- Ensure that Interchange Registered Collectors are used to pick up the products

# Used Oil Products

- Check that the oil is on the [Applicable Products List](#)
- Oil that is “milky”, thin or has an unusual odor, may be contaminated with water or other fluids and should be kept separate. If in doubt, set aside and ask your collector for advice
- Whenever possible, ask the customer
  - What is in the container?
  - What equipment was the oil used in?
  - How long has it been stored?
  - Where has it been stored, (indoors or outside)?
- If you are satisfied with the response and believe it to be acceptable material, then decant the oil into the tank (or drum)
- If during the decanting process you have a concern, perhaps about an odour or the viscosity, stop pouring, replace the cap and set container aside for collector to advise
- Use a drum funnel and a drum fill gauge to prevent spills and overfilling of containers

# Used Oil Products (cont'd)

- Used oil shipped by bulk tanker
  - Call transporter when drum or tank is 2/3 full
  - Have a second drum ready, or store in jugs until service
- Used oil shipped in drums
  - Shipping and labeling
    - Container to be shipped must be full
    - Call transporter when drum full
    - Have a second drum ready, or store in jugs until service
    - Label drum indicating contents are used oil
    - Be positive that the container only contains the product as labeled
    - Place proper label on the drum
    - Place drum on a pallet
- Be positive that the container only contains the product as labeled
  - All mixed products must be labeled as an unknown product
  - If contents are contaminated, note and indicate on manifest
  - Note known contaminants

# Antifreeze

- Antifreeze has a distinct colour and odour. Antifreeze that may be contaminated with other fluids should be kept separate. If in doubt, stop pouring, replace the cap and set container aside for collector to assess
- Whenever possible, ask customer
  - What is in the container?
  - What equipment was it from?
  - How long has it been stored?
- If you are satisfied with their answers and believe it to be acceptable material, then decant into the antifreeze drum
- If during the decanting process you have a concern, perhaps about the odour or the viscosity, then stop. Set container aside and ask your collector to assess
- Use a drum funnel and drum fill gauge to prevent spills and overfilling of containers

# Antifreeze (cont'd)

- Antifreeze shipped by bulk tanker
  - Call transporter when drum is 2/3 full
  - Have a second container ready, or store in jugs until service
- Antifreeze shipped in drums
  - Shipping and labeling
    - Call transporter when drum full
    - Have a second drum ready, or store in jugs until service
    - Label drum indicating antifreeze contents
    - Be positive that the container only contains the product as labeled
    - Place proper label on the drum
    - Place drum on a pallet



# Oil Filters

- Accepting oil filters
  - Drain filters of all excess oil
  - Place filters in a funnel inserted into an oil drum
  - A full size drum funnel works best
  - Container oil may also be placed into the drum
- Packaging oil filters
  - Remove drained filters from the funnel
  - Place the filters into an open top drum
  - Once the drum is full secure the lid on the drum
- Shipping and labeling
  - Label drum indicating oil filter as contents
  - Place proper label on the drum
  - Place drum on a pallet

# Empty Oil & Antifreeze Containers

- Accepting the containers
  - Containers must be identifiable as originally containing oil or antifreeze.
  - Non program containers should be returned to the customer after decanting
  - Do not put any non-stewardship containers (brake fluid bottles, oil additives bottles, beverage bottles, etc.) into the bag.
  - Containers must have a capacity of 50 litres or less
- Check to ensure container is empty
  - Whenever possible, allow upturned containers to drain
  - If the container is empty, place in the bag provided by your collector
  - Empty pails should have the lids removed, using a “drum buster”.
  - Pail lids should be placed in a separate bag
  - Nest the empty pails inside each other until collected
  - Empty oil and antifreeze jugs may be comingled and placed in the same bag
  - Check with your collector regarding specific handling requirements

# Empty Oil & Antifreeze Containers (cont'd)

- If container is not empty:
  - A full container is heavy. Do not lift the container without assistance
  - Check that the container product is as labeled. Empty contents into proper drum
  - Once empty place container into shipping bag
  - If unknown product, set container aside and check with transporter
- Shipping and labeling
  - Call contractor or transporter to arrange for pick up of containers
  - Ensure bag contents are secure prior to shipping

# Unknown Products

- The product has been accepted – NOW YOU OWN IT
- Label the container as unknown
- If the container has known contaminants (oil & water, oil & fuel, oil & antifreeze) label the container as such
- Place all unknown and contaminated products into a sealed drum and label the drum as unknown, contaminated or both if required

# In Case of a Spill

- A spill is considered an accidental spill, leak, or illicit dumping of a substance that may adversely affect the environment or human health.
- Spills can be land based or marine based.
- Spills can include, but not limited to, substances such as fuels (gasoline, home heating oil, motor oil, etc.), paint, antifreeze, acidic or caustic substances, sewage or any other substance that can cause pollution.
- It is important to prevent land based spills from reaching the storm drain system (i.e. storm drains, catch basins, ditches, residential perimeter drains, etc.) because it is a quick and direct pathway for these contaminants to reach local creeks, harbours and shorelines.

## How to Report a Spill

**Call Emergency  
Management BC  
Emergency  
Response**

**1.800.663.3456  
(24/7)**

**No spill is too small  
to report!**

# In Case of a Spill (cont'd)

Under the Environmental Management Act, the Spill Reporting Regulation defines Reportable spills to be a listed substance other than natural gas, where:

- a) the spill enters, or is likely to enter, a body of water, or
- b) the quantity of the substance spilled is, or is likely to be, equal to or greater than the listed quantity for the listed substance. The threshold for Waste oil, as defined in section 1 of the Hazardous Waste Regulation, is 100 liters (i.e. approx equivalent to 1/2 a drum or 5 pails)

**Report all spills over 100 litres  
to the Provincial Emergency Program  
1-800-663-3456**

# In Case of a Spill (cont'd)

## Contain the spill

- Absorb as much of the spill as possible
- Remove absorbent and place in approved containers
- Label container and ship with other oil products
- If further remediation such as soil excavation is required:
  - Arrange for proper excavation equipment
  - Obtain proper containers for storage
  - Follow proper disposal procedure
  - In large spills it may be necessary to consult with companies that specialize in contaminated site remediation

# Examples of Spill Kits



50 x Absorbent Pads	1 x Splash
4 x Socks (3" x 8')	Goggles
4 x Pillows (18" x 18')	3 x Disposal Bags
1 x Nitrile Gloves	1 x Plug Pattie



# Contact Information

- [interchangerecycling.com](http://interchangerecycling.com)
- Contact the office
  - 778-817-0721
  - [rcf@interchangerecycling.com](mailto:rcf@interchangerecycling.com)
- Emergency number (Contact your Licensed Transporter)
- Provincial Emergency Program **1-800-663-3456** for spills over 100 litres or any spills near water



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