

Reporting Checklist for the Environmental and Reporting Disclosure Bylaw

- Enter complete facility and contact information. If you are a consultant, identify yourself as the technical contact.
- Submit a **separate** report for **each** facility in Toronto.
- Complete the statement of certification.
- Report **all** the priority substances (chemicals) that meet or exceed (equal to or greater than) the reporting thresholds.
- Report **both use and release** amounts of all priority substances that meet or exceed the reporting thresholds.
- Estimate use and release for **all** sources and processes in your facility.
 - This includes process such as heating by natural gas combustion, welding, equipment cleaning, drilling, grinding, crushing, sanding, and blending.
- Review the exemptions in the bylaw, such as building heating, and do not include these in your calculations.
- Compare current year estimates with that of previous years (if available) and explain any differences if present.
- If you report to NPRI and there is a difference between the amount of a substance reported to ChemTRAC and NPRI, explain the reason for the difference.
- You may need to make your records available for audit purposes. Securely store the records you based your report on and document:
 - Assumptions and parameters used for calculations
 - Procedures and methods used to measure emissions
 - Calibration records of any equipment used to measure emissions

Use and Release Calculations

- There are many sources of information that can help you identify the priority substances in your facility. Be sure to check all of them, including:
 - Purchase records
 - Raw materials
 - Certificate of Approval or Environmental Compliance Approval
 - Material Safety Data Sheets
 - Year-end inventory
 - Correspondence with supplier
 - Purchase records
- Use the best available method for use and release estimation. The most appropriate and most recent ChemTRAC calculator can be found at toronto.ca/health/chemtrac/tools.htm.
- Enter all the reportable data in kilograms (kg).
- Calculate the **total** amount of a substance used and released in **all** processes.
 - For example, process 1 used 90 kg VOC and released 75 kg. Process 2 used 60 kg VOC and released 56 kg. The total amount of use would be $90+60=150$ kg and release $75+56=131$ kg.
 - To help with these calculations you can use the free online ChemTRAC totals calculator.



- Double check that **decimal places** are entered in the correct place (e.g. 3.47 vs. 347)
- Use the **average value** for use and release estimation if the substance content is listed in a range (e.g. 10-12% VOCs) on Material Data Safety Sheets or on other sources of substance data.
- The following priority substances are VOCs. Be sure to report them separately **and also include** them in your VOC estimation:

Acetaldehyde	Acrolein	Benzene
1.3-butadiene	Carbon Tetrachloride	Chloroform
1,4-Dichlorobenzene	1,2-Dichloroethane	Formaldehyde
Trichloroethylene	Vinyl chloride	Polycyclic Aromatic Hydrocarbons (PAHs)
- Consider the effects of pollution control devices (e.g. filter) in the emission calculations.
- Consider the amount of waste transferred off-site (if any) in emission calculations.

Disclaimer: This checklist is for information only. The City of Toronto assumes no liability for accuracy or completeness. Readers are responsible for ensuring compliance with Toronto's Environmental Reporting and Disclosure Bylaw (Municipal Code Chapter 423). This information should not be relied upon as a substitute for legal or professional advice. Readers should seek their own legal or professional advice in regard to their use of the information contained in it.

