

Guide to calculations for ChemTRAC reporting:

Showcase, partition, shelving and locker manufacturing

Version 1.1

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Contents

How do I use this guide?

Part 1 of this guide will help you understand the ChemTRAC program, collect information about your facility, use the ChemTRAC calculator for Showcase, Shelving, Partition and Locker Manufacturing, and report to ChemTRAC, if needed.

Part 2 of this guide will help you reduce your facility's environmental impact.

The Appendices provide additional information about emissions calculations.

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Part 1: Gathering data, using the calculator, and reporting to ChemTRAC

City of Toronto, 2012

*For more information about ChemTRAC, call 3-1-1 or visit **www.toronto.ca/chemtrac***

DISCLAIMER: This guide is for educational and informational purposes only. The City of Toronto assumes no liability for the accuracy or completeness of these materials. Readers are responsible for ensuring compliance with Toronto's Environmental Reporting and Disclosure Bylaw (Municipal Code Chapter 423). These materials 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 the guide.

Introduction to the ChemTRAC program

There are chemicals in Toronto's environment that can harm our health. These substances come from vehicle exhaust, homes, businesses and other sources.

Toronto Public Health identifies 25 of these chemicals as "priority substances" because they are found in our local environment at levels that are of concern for health. Evidence links these substances to short-term health effects like respiratory problems, and longer-term impacts such as cancer. In a business setting, these substances can come from process heating, cleaning with solvents, welding and other processes.

The list of 25 substances and the reporting thresholds are included in Table 5 on page 37.

ChemTRAC is a City of Toronto program that:

- tracks where businesses use and release these priority substances
- helps businesses reduce or replace these substances with safer alternatives, and
- provides the public with information on priority substances in their community.

As part of ChemTRAC, Toronto's Environmental Reporting and Disclosure Bylaw (Municipal Code Chapter 423) requires many businesses to report to the City each year if they use or release a certain amount of priority substances to the environment. Showcase and shelving manufacturers are covered by this bylaw.

This guide is designed to help you and other showcase and shelving manufacturing facility owners:

- understand if your facility uses and releases any ChemTRAC priority substances
- use ChemTRAC calculators to determine if you are required to report to the City of Toronto
- use the ChemTRAC online reporting system to submit data to the City, and
- consider ways to reduce your environmental impact.

Additional information on the ChemTRAC program and the Environmental Reporting and Disclosure Bylaw is available by calling 3-1-1 or online at:

<http://www.toronto.ca/chemtrac/>

The Showcase, Partition, Shelving and Locker Manufacturing sector

The North American Industrial Classification System (NAICS) code 337215 includes establishments that manufacture fixtures for office, store and similar applications, such as display cases, shelving and lockers. It also includes facilities that manufacture furniture parts and frames. It excludes businesses that are primarily engaged in manufacturing refrigerated showcases and display cases.

This guide uses the term “showcase and shelving manufacturers” to refer to all facilities within the Showcase, Partition, Shelving and Locker Manufacturing Sector.

Showcase and shelving manufacturers are required to report their data every year if they use or release above the reporting threshold. The report is due by June 30 each year. Annual data that is reported each June should cover the period from January 1 to December 31 of the previous year.

Identifying ChemTRAC substances in showcase and shelving manufacturers

Table 1 lists the typical substances used in a showcase and shelving manufacturing facility. Most facilities will use one or more coatings as part of their manufacturing process. Coatings include fillers, sealers, basecoats and topcoats.

Table 1 also shows that one ChemTRAC priority substance is released in a typical showcase and shelving manufacturing facility: Volatile Organic Compounds (VOCs).

The ChemTRAC calculator can help you estimate the level of this substance in your business.

Table 1. The products used in manufacturing that release ChemTRAC substances

ChemTRAC priority substances	Products used in manufacturing
	Coatings (fillers, sealers, basecoats, topcoats)
Volatile Organic Compounds (VOCs)	X

Volatile Organic Substances (VOCs). VOCs are a group of organic chemicals that easily evaporate into the air. You can often smell them. In a showcase and shelving manufacturing facility, VOCs are released from manufacturing products including fillers, sealers, basecoats and topcoats.

The health effects of VOCs

VOCs. Short-term health effects of exposure to VOCs may include eye, nose, and throat irritation, headaches, loss of coordination, and nausea. Over longer periods, VOCs can damage the liver, kidneys, and central nervous system.

For more information on the health effects of these substances, as well as other ChemTRAC priority substances, visit <http://www.toronto.ca/health/chemtrac/substances.htm>.

Calculating emissions

To help Toronto businesses calculate their emissions and comply with the Environmental Reporting and Disclosure Bylaw, Toronto Public Health developed calculators that are specific to industrial sectors and processes. Access these calculators from the ChemTRAC website at <http://www.toronto.ca/health/chemtrac/tools.htm>.

These calculators help businesses do three things:

- Identify which ChemTRAC priority substances are used or released in their facility
- Calculate the amounts of ChemTRAC priority substances used or released
- Determine what they are required to report to the ChemTRAC program.

Appendix B describes how the calculators calculate estimates of the quantities of ChemTRAC priority substances that are released from your facility.

The release of ChemTRAC priority substances can be calculated using methods other than the ChemTRAC calculators. For a list of alternative methods, see <http://www.toronto.ca/health/chemtrac/tools.htm>.

In the next section, we will work through a worksheet to prepare you to use the ChemTRAC calculator for Showcase, Shelving, Partition and Locker Manufacturing.

Worksheets for collecting information

The worksheets found on the next two pages are intended to help you collect all the information needed to use the ChemTRAC calculator for Showcase, Shelving, Partition and Locker Manufacturing. One worksheet is provided:

- Worksheet 1: Coatings

A printer-friendly version of the worksheet can be found as Appendix A. It can be printed and completed by hand so that you have all information available on-hand for entry into the ChemTRAC calculator.

Note: if your facility has more processes than those included in the ChemTRAC calculator for Showcase, Shelving, Partition and Locker Manufacturing, you may need to use additional calculators to identify other emissions. You would then add these amounts to the numbers generated by the ChemTRAC calculator for Showcase, Shelving, Partition and Locker Manufacturing. You can use ChemTRAC's "Calculation of Totals" calculator to combine the findings of multiple calculators and determine if you exceed ChemTRAC thresholds. See Appendix C for more details.

Part 1: Gathering data, using the calculator, and reporting to ChemTRAC

Worksheet 1 – Coatings

This worksheet will help you collect information on the coatings used in your facility. Coatings include fillers, sealers, basecoats and topcoats. You should collect data on your facility for the period from January 1 to December 31 of a calendar year. By answering the three questions below, you will have all the information needed to complete the calculator section dealing with coatings.

1. What is the control efficiency of VOC emissions control equipment in the coating area?

Skip this question if you do not operate VOC emissions control equipment for VOCs emitted from coating products. Thermal oxidizers and catalytic oxidizers are examples of VOC emissions control equipment. See the Control technologies for reducing emissions section on page 24 of this guide for more details on different types of control technologies.

The control efficiency is the percentage of VOCs that are **removed** by the control equipment. Higher percentages indicate greater VOC removal. For example, regenerative thermal oxidizers can destroy 99% VOCs. Their control efficiency would be 99%.

You can find information on your equipment's control efficiency by contacting your supplier or by consulting the product guide.

If you operate VOC control equipment, what is its percent control efficiency?	_____ %
---	---------

2. What solvent-based coatings do you use? Are they “high solids” (65% solids or higher)?

What water-based coatings do you use?

- **Solvent-based coatings** include oil-based, enamel, and alkyd products.
 - **High solids** coatings contain at least 65% solid components (binders, pigments and additives).
 - **Traditional**, low solids coatings contain less than 65% solid components.
High solid coatings have lower VOC emissions than traditional solvent-based coatings.
- **Water-based coatings** include acrylic and latex products. If you use low-VOC coatings, count these as water-based.

You can find this information on the container of each product. In the table on the next page, identify each coating and use an 'X' to indicate whether it is solvent-based (traditional), high solids, or water-based.

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Coating name	Is it solvent-based, high solids or water-based?		
	Solvent-based (traditional)	Solvent-based high solids	Water-based
<i>example: Alkyd basecoat</i>	X		
Etc.			

3. How much of each solvent-based and water-based coating do you use?

You can estimate how much of each coating product you used last year by multiplying the number of containers you use each year by the volume of each container in litres or gallons. If it is easier, you can start by estimating the number of containers you purchase each week or month.

*Example: 5 containers per month * 12 months per year = 60 containers per year.*

Then:

*60 containers per year * 20 L per container = 1200 L per year*

Enter the names and volumes of (traditional, lower solids) solvent-based coatings in the first table.

Enter the names and volumes of high solids coatings in the second table.

Enter the names and volumes of water-based coatings in the third table.

Add up the **Quantity used** column in each table to figure out the annual **Totals for each type of coating**.

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Solvent-based coatings (traditional, low solids)			
Coating name	Containers per year	Size of containers	Quantity used
<i>example: Alkyd Basecoat</i>	60	20 <div> <input type="checkbox"/> Litres <input type="checkbox"/> Gallons (US) <input type="checkbox"/> Gallons (UK) </div>	$60 * 20 = 1200$ Litres
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total quantity of solvent-based coatings used:			_____

High solids (65% coatings)			
Coating name	Containers per year	Size of containers	Quantity used
<i>example: Alkyd Topcoat</i>	60	20 <div> <input type="checkbox"/> Litres <input type="checkbox"/> Gallons (US) <input type="checkbox"/> Gallons (UK) </div>	$60 * 20 = 1200$ Litres
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total quantity of high solids coatings used:			_____

Water-based coatings			
Coating name	Containers per year	Size of containers	Quantity used
<i>example: Latex topcoat</i>	104	20 <div> <input type="checkbox"/> Litres <input type="checkbox"/> Gallons (US) <input type="checkbox"/> Gallons (UK) </div>	$104 * 20 = 2080$ Litres
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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_____	_____	_____	_____
_____	_____	_____	_____
Total quantity of water-based coatings used:			_____

4. What is the average thickness of your coatings? (optional)

The thickness of your coatings will depend on the number of layers of coating and the thickness of each layer.

If you have information on coating thickness specific to your facility, enter it in the table below in millimeters (mm). If the different coatings you use have different thicknesses, you should estimate the average thickness.

Otherwise, you can leave this table blank and use the calculator's default value of 1mm.

What is the average thickness of your coatings?	_____mm
---	---------

Using the calculator

This section of the guide provides a step-by-step walkthrough of the main two screens of the calculator. The calculator can be used properly by entering the information from the worksheets found in the previous section of this guide into the appropriate sections of the calculator. The ChemTRAC calculator will then automatically calculate the quantities of ChemTRAC substances released from processes found in your facility.

Getting started

The ChemTRAC calculator for showcase and shelving manufacturers can be read with software such as Microsoft Excel or Open Office. To find a copy of the calculator, go to <http://www.toronto.ca/health/chemtrac/tools.htm> and click on the *Showcase, Shelving, Partition and Locker Manufacturing* link found under the *Manufacturing (NAICS 32 and 33)* heading.

The calculator consists of four different screens:

- Instructions
- Input-Output
- Calculations
- References

You only have to enter information into the Input-Output screen. The Instructions screen illustrated below can help you use the calculator. The other screens are provided mainly for reference and are discussed in Appendix B. You do not need to enter information in these screens.¹

You can navigate between screens by clicking the buttons on the left side of each screen or by clicking on the tabs at the bottom of each screen:

¹ If you have site-specific emission factors for any ChemTRAC substance, they can be entered manually in the Calculator screen. See Appendix B for details.

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The screenshot shows the 'Showcase, Shelving, Partition and Locker Manufacturing' calculator interface. On the left, a dashed box highlights four navigation buttons: 'Instructions' (blue), 'Input-Output' (yellow), 'Calculations' (blue), and 'References' (blue). A red arrow points from the text 'Navigation buttons' to this dashed box. Another red arrow points from the same text to the 'Instructions' button in the bottom navigation bar. The main content area is titled 'Showcase, Shelving, Partition and Locker Manufacturing' and 'Version 3.0 Last Updated: Oct 26, 2011 JA, PS & ZI'. It contains a green box with instructions on how to use the calculator, including steps for clicking the 'Input-Output' tab, filling out yellow boxes, and scrolling to the Output Summary. Below this, there are sections for 'Input Summary', 'Output summary', 'Other processes', 'Total MPO and Releases', and a 'Before you start make sure you have:' section with a list of required information. The bottom navigation bar includes buttons for 'Instructions', 'Input-Output', 'Calculations', 'References', and a '+' button.

Navigation buttons

The Instructions screen

The calculator should open on the Instructions screen. This screen contains instructions on how to use the calculator to estimate the amount of ChemTRAC substances and other substances that are used and released by your facility. It also provides a brief overview of the contents of the calculator. **You do not need to enter any information on this screen.**

The Input-Output screen

The Input-Output screen is the screen where you will enter all of the information applicable to your facility. The Input-Output screen can be filled out using the responses to the questions found within **Worksheet 1** of this guide.

Information is typed in **yellow boxes** only. Any cells that do not apply to your facility can be left blank.

Once you input your facility's information into the appropriate yellow boxes and dropdown menus, the calculator automatically calculates the quantities of ChemTRAC substances that are manufactured, processed, otherwise used and released to air from your facility.² The values are displayed in the **Output Summary table** found at the bottom of the Input-Output screen. The next pages will walk you through the Input-Output screen and Output table. The image on the next page illustrates the different areas of the input-output screen.

² The definitions for 'Manufactured', 'Processed', 'Otherwise Used', and 'Released to Air' can be found on the References screen of the ChemTRAC calculator.

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Please complete the INPUT table below

INPUT		
Control efficiency of VOC-control equipment installed in coating area (consult your supplier)	0	%
Quantity of solvent-based coatings used	1200	L
Quantity of high solids (65%) coatings used	1200	L
Quantity of water-based coatings used	2080	L
Estimated coating thickness ¹ :	1	mm
Estimated surface area coated²:		
Total area coated with solvent-based coatings	1200	m ²
Total area coated with high solids (65%) coatings	1200	m ²
Total area coated with water-based coatings	2080	m ²

¹ The default coating thickness is 1 mm. If a specific thickness is available for your process, then please enter it.

² Sample calculation available in "Calculations" spreadsheet.

Enter data from Worksheet 1 here

Unit Conversion Table			
1	gallons (US)	=	3.785 litres
1	gallons (UK)	=	4.546 litres
1	cubic metres (m ³)	=	1000 litres
1	square feet (ft ²)	=	0.092903 m ²

Use this box to convert coating quantities into litres

OUTPUT SUMMARY (Only ChemTRAC priority substances)				
ChemTRAC Priority Substances	Quantity (kg/yr)			
	Manufactured ¹	Processed ¹	Otherwise Used ¹	Released to Air ¹
Volatile Organic Compounds (VOCs)	0	125	0	125

¹ Definitions available in references

The output values are calculated here

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Entering information from Worksheet 1: Coatings

The image below displays the area of the Input-Output screen where you enter information from Worksheet 1 on coatings.

The sample information from Worksheet 1 is entered into the appropriate areas of the screen as an example.

If your quantity of coating is in gallons (US) or gallons (UK), you will need to use the *Unit Conversion Table* at the right hand side of the input-output screen to convert to litres. This is described under *Converting coating quantities to litres*.

Worksheet 1, Question 1: “0%” is entered as the control efficiency of VOC-control equipment in coating area. This indicates that no control equipment is installed. This cell could also be left blank, in this situation.

Worksheet 1, Question 3 – Solvent-based coatings (traditional, low solids): Enter the TOTAL quantity of solvent-based coatings used by your facility. As an example, “1200” is entered into the yellow box in the column for coatings that are **solvent-based**. The table specifies that units are litres used in a given year.

Worksheet 1, Question 3 – High solids coatings: Enter the TOTAL quantity of high solids coatings used by your facility. In the example below, “1200” is entered into the yellow box in the column for coatings that are **high solids (65%)**. The table specifies that units are litres used in a given year.

Worksheet 1, Question 3 – Water-based coatings: Enter the TOTAL quantity of water-based coatings used by your facility. In the example below, “2080” is entered into the yellow box in the column for coatings that are **water-based**. The table specifies that units are litres used in a given year.

Worksheet 1, Question 4: If you have facility-specific information on average **coating thickness**, enter it in millimetres (mm). In the example below, the default value of 1mm is not modified.

Control efficiency of VOC-control equipment installed in coating area (consult your supplier)	0	%
Quantity of solvent-based coatings used	1200	L
Quantity of high solids (65%) coatings used	1200	L
Quantity of water-based coatings used	2080	L
Estimated coating thickness ¹ :	1	mm

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Converting coating quantities to litres

The blue and yellow box at the bottom right of the calculator allows you to convert coating quantities into litres (L). This box is illustrated below.

Enter the coating quantity in gallons (US) or gallons (UK) in the appropriate yellow box. The tool will automatically calculate the quantity in litres in the blue column at the right of the table.

The coating quantity in litres (L) can then be entered into the appropriate area of the input screen.

Unit Conversion Table				
1	gallons (US)	=	3.785	litres
1	gallons (UK)	=	4.546	litres
1	cubic metres (m ³)	=	1000	litres
1	square feet (ft ²)	=	0.092903	m ²

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Reading the Output table

The Output table displays the quantities of ChemTRAC substances that are manufactured, processed, released, or otherwise used in your facility. These values are the results of all of the calculations based on the information you entered about your facility. The sample Output summary table below was created using the inputs and information from Worksheet 1.

OUTPUT SUMMARY (Only ChemTRAC priority substances)				
ChemTRAC Priority Substances	Quantity (kg/yr)			
	Manufactured ¹	Processed ¹	Otherwise Used ¹	Released to Air ¹
Volatile Organic Compounds (VOCs)	0	125	0	125

You should compare the values that are manufactured, processed or otherwise used to the ChemTRAC reporting thresholds to see if you are required to report ChemTRAC substances. See Interpreting Results on page 16 for more details.

Interpreting results

Compare results to thresholds. Once the amounts of ChemTRAC substances manufactured, processed, otherwise used have been calculated, you must compare these amounts to the ChemTRAC reporting thresholds listed in the Environmental Reporting and Disclosure Bylaw.³ These thresholds are also listed in Appendix C of this guide.

If results exceed thresholds you must report. If a ChemTRAC priority substance is manufactured, processed, or otherwise used in an amount equal to or greater than its ChemTRAC reporting threshold, then you would need to report that substance and the quantity released to air.

Combining multiple calculation methods. Some facilities may need to add results of the ChemTRAC calculator for Showcase, Shelving, Partition and Locker Manufacturing with emissions from other processes that happen in the facility. This is discussed in Appendix C.

If there are no other processes and, the ChemTRAC calculator is the only tool used to estimate emissions, the values in the Output Summary table of the calculator can be compared directly to the ChemTRAC reporting thresholds. See an example in Table 2.

Table 2 compares the Output table from the section above to ChemTRAC thresholds. This example uses the values from Worksheet 1.

Table 2. Comparison of results from the ChemTRAC calculator and reporting thresholds

Output Summary table from the ChemTRAC calculator					Comparison to thresholds	
ChemTRAC Priority Substances	Manufactured (kg/yr)	Processed (kg/yr)	Otherwise used (kg/yr)	Released to Air (kg/yr)	ChemTRAC reporting threshold (kg/yr)	Is reporting required?
VOCs	0	125	0	125	100	YES

In the Table 2 example, VOCs are manufactured, processed, or otherwise used in quantities above the reporting thresholds.

Therefore, in this example, the processing and release to air of VOCs would need to be reported to the ChemTRAC program.

³ The full by-law can be found at <http://www.toronto.ca/health/chemtrac/report.htm>.

Reporting to ChemTRAC

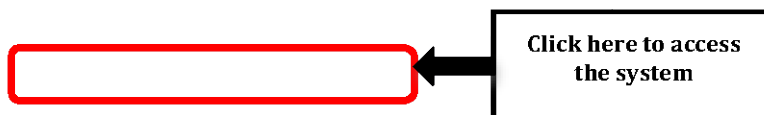
You are only required to report to ChemTRAC if you meet or exceed reporting thresholds for one or more priority substances.

Facilities that meet or exceed reporting thresholds for one or more substances must use the Online Reporting System to report to the ChemTRAC program. You can access the system from any computer with an internet connection. If your facility is exempt or below reporting thresholds, you can use the system to notify the City and volunteer environmental information.

You can find the online reporting system on the ChemTRAC webpage:
<http://www.toronto.ca/health/chemtrac/report.htm>.

You will need the following information to report to ChemTRAC

- Your First Time Access Code **OR** Registration ID
- Your facility name, address, number of employees and contact information
- Your NAICS code
- The names of substances you are reporting
- Quantities of priority substances (in kilograms).



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- [Frequently asked questions](#)
- [Contact us](#)
- [Terms of use](#)
- [User Guide](#)

ChemTRAC

You are in a secure site.



Welcome to the ChemTRAC data reporting system

This application will allow you to:

- Report the use and release of priority substances under Toronto's Environmental Reporting and Disclosure Bylaw (Municipal Code Chapter 423)
- Indicate if your facility is below reporting thresholds
- Indicate that the reporting requirements do not apply to your facility
- Provide information on your facility's environmental activities

To report online, you will need the **First Time Access Code** or your **Registration ID**.

To protect your privacy and security it is recommended that you close the browser after submitting your information.

To protect the secured exchange of information between you and this secure site, this transaction requires that your browser supports 128-bit data encryption. To continue, you may be asked to download and install the latest version of your browser.

As a security precaution, page sessions will end automatically as indicated at the top of each page.

To proceed with reporting information on chemical use and release you must read and consent to the [Terms of Use](#) and click the **I Agree** button below.

Note: Use of the browser Back button is not supported. Please use the reporting system's back/next button(if applicable) to navigate when necessary.

First Time Access Code for new users

If you are a first time user, you will need a "First Time Access Code" to use the system. The City sends most businesses their First Time Access Code by mail. If you did not receive or have lost your First Time Access Code, please call 3-1-1.

Registration ID for facilities already in the system

If you have already reported in the online system, you have been issued a Registration ID. This ID number is to be used for future visits to the ChemTRAC reporting system. If you have lost your Registration ID, please call 416-338-7600.

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First Time Signing In?

Register with First Time Access Code

Already Registered?

Registration ID:

If you have lost or forgotten your Registration ID, please contact us at (416) 338-7600

Sign In

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Once you have entered the online reporting system

The online system has seven steps. You will see your progress at the top of the screen. In the screenshot below, Step 1 is complete and Step 2 is in progress.

ChemTRAC
You are in a secure site.

Step 1 Facility Registration

Step 2 Reporting Period

Step 3 Chemical Selection

Step 4 Use & Release (0 of 0)

Step 5 Environmental Statement

Step 6 Summary Notification

Step 7 Confirmation & Print

15min Note: This registration session will automatically end fifteen minutes after this Web page has finished loading.

To move to the next step, you must enter all the required information on the screen and click the “Next” button at the bottom of the screen. You can use the “Back” button to change the information you provided in previous steps.

Please remember to have all your information ready before you enter the system. **You will only have fifteen minutes to complete each screen before the system logs you out.** If your session expires before you hit the “submit” button, you will need to re-enter all your information. If you are running out of time, you can reset the countdown without losing information by switching to a different page then returning to the page you were working on.

Step 1. Facility registration

In Step 1, you will enter your facility name, address, number of employees and company contact information. You will also enter your **NAICS code** in the section entitled “Type of facility”. You must begin by selecting the 2-digit NAICS code from the dropdown menu. For showcase and shelving manufacturers, this will be “33 – Manufacturing”. Then, you can select the appropriate 4-digit code (3372), and finally, the 6 digit code (337215).

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NAICS 2-Digit:	33 – Manufacturing	⬆⬇⬆
NAICS 4-Digit:	3372 – Office Furniture (including Fixtures) Mfg.	⬆⬇⬆
NAICS 6-Digit:	337215 – Showcase, Partition, Shelving & Locker Mfg.	⬆⬇⬆

Step 2. Reporting period

In Step 2, you will choose the calendar year from the dropdown menu and select “Yes” in response to the statement “I am ready to report for the year above”.

If your calculations showed you to be below the reporting threshold, you can enter “No” in response to the statement “I am ready to report for the year above” and then enter “I do not meet the threshold.”

Step 3. Chemical selection

In Step 3, you will identify the substances that your facility used or released at or above reporting thresholds. The example below builds off of Table 2 in this guide. Recall that VOCs were the only substances that exceeded thresholds.

<input type="checkbox"/>	11104-93-1	Nitrogen Oxides (NOx)
<input type="checkbox"/>		Particulate Matter 2.5 (PM 2.5)
<input checked="" type="checkbox"/>		Volatile Organic Compounds (VOCs) Total

Step 4. Use and release

In Step 4, you will enter information for each substance that you identified in Step 3. You will begin by determining whether a substance was used or released, and from where / to where.

For showcase and shelving manufacturers, VOCs are “processed” and “released to air”.

Next, you will need to **enter the total quantity of the substances that your facility manufactured and released, in kilograms and without decimals**. For example, 17.2 kg would be rounded to 17 kg and 17.6 kg rounded to 18 kg.

Finally, you will select an estimation method from the dropdown menu.

Select “ChemTRAC calculator” if you have used the ChemTRAC calculator.

The example on the next page illustrates how to complete Step 4 for VOCs using information from Table 2 of this guide.

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Volatile Organic Compounds (VOCs) Total (Reporting Threshold = 100.0 kg)	
Quantity (kg)	Estimation Method
If you used more than one method to estimate data, please choose the main one	
Manufactured: ⓘ	<input type="text"/> - Select Estimation Method From List -
Processed: ⓘ	<input type="text"/> 125 ChemTRAC calculator
Otherwise Used: ⓘ	<input type="text"/> - Select Estimation Method From List -
Total Use:	125
Release to Air: ⓘ	<input type="text"/> 125 ChemTRAC calculator
Release to Land: ⓘ	<input type="text"/> - Select Estimation Method From List -
Release to Surface Water: ⓘ	<input type="text"/> - Select Estimation Method From List -
Total Release:	125

Step 5. Environmental statement

In Step 5, you have the option of entering information about your environmental activities including: if you have completed environmental training courses, created a Pollution Prevention Plan, or adopted an Environmental Management System. Pollution Prevention Plans are discussed briefly in the *Pollution prevention strategies* section of this guide. You will also specify if you report to the National Pollutant Release Inventory or to the Toronto Sewer Use Bylaw.

Steps 6 and 7. Summary notification, confirmation and printing

In Steps 6 and 7, you will not enter any new information. You will review the information you provided, submit your report, and receive a printable record.

Optional reporting for facilities below threshold levels of priority chemicals

For those businesses or facilities that do not meet or exceed ChemTRAC thresholds, the online reporting system allows you to identify yourself as a “non-reporter”. This will allow you to stay informed on ChemTRAC program initiatives. It will also help Toronto Public Health assess trends over time and gauge the effectiveness of the ChemTRAC program.

Part 2: Reducing the environmental impact of your facility

This section of the guide provides information about reducing the environmental impact of your facility.

- *It provides an overview of pollution prevention strategies*
- *It identifies relevant control technologies for reducing emissions*
- *It provides guidance on getting started with pollution prevention.*

Pollution prevention strategies

The ChemTRAC program requires facilities to report on substances that are manufactured, processes or otherwise used in quantities that are equal to or greater than ChemTRAC reporting thresholds. Although it is not required as part of the ChemTRAC program, it is good business practice for facilities to also take action to reduce the creation, use and release of ChemTRAC priority substances.

Minimizing the use and release of harmful substances at the source is called pollution prevention (or P2) and is widely recognized as good business practice. Collecting data for ChemTRAC gives you the information you need to consider P2 options in your facility.

How can a business benefit from pollution prevention (P2)?

- P2 can reduce operating costs from the use of chemicals and energy
- P2 can reduce the costs of waste management and the risk of liability
- P2 can improve worker health and safety
- P2 can improve community relations and build a business' reputation as socially and environmentally responsible
- P2 can improve a business' ability to respond to consumer demands for "greener" products

Pollution prevention strategies

Businesses have many options for reducing the use of harmful substances in their facilities. Not all of the options will be relevant to all businesses. Three types of strategies and examples specific to showcase and shelving manufacturers are presented below.

1. **Use low-cost, good operating practices.** Simple changes to normal practices can reduce the use and release of harmful chemicals at no cost to business owners.
For example: Determine the most efficient air and fluid pressure for spray guns to minimize overspray and blowback. Only mix the amount of coating that you need, and use it all. Keep containers closed when not in use.
2. **Install control technologies or equipment.** New control technologies and equipment can reduce the release of harmful chemicals and save money by improving operating efficiency.
For example: Install VOC control equipment in coating areas.
3. **Modify products or inputs.** Traditional products and processes can be replaced with alternatives that use and release less harmful chemicals.
For example: Switch to water-based coatings, or choose solvent-based coatings with lower VOC content.

Control technologies for reducing emissions

Control technologies can reduce the quantity of ChemTRAC substances that are released from showcase and shelving manufacturers. Control technologies can limit emissions from coatings, as well as from sawing and sanding.

Technology for reducing VOCs from coatings and paint

Recall that volatile organic compounds (VOCs) are released from fillers, sealers, basecoats and topcoats.

1. **Low VOC paints and coatings.** Manufacturers can dramatically reduce their VOC emissions by using different products and paints. Many of these environmentally-friendly products are no more expensive than traditional products.
 - **Water-based paints and coatings** generally have lower VOC contents than solvent-based coatings.
 - **UV curable coatings** and **“high solids” coatings** also result in lower VOC emissions.
 - **Low VOC** and **VOC-free solvent-based products** are also available. Low VOC paint contains less than 50 grams of VOCs per litre. Zero VOC paints contain less than 5 grams of VOCs per litre. They are typically priced as premium paints.

The ChemTRAC calculator can be used to estimate a control technology's emission reduction potential - for example, switching to water-based coatings

Add the *total* volume of all coatings used over the course of the year into the box for *waterborne* coatings.

Check the Output summary table to see how this would affect your facility's annual VOC emissions – unless you already use only water-based coatings, your VOC emissions should be much lower!

2. **HVLP spray guns.** Manufacturers can also reduce VOC emissions by increasing the efficiency of coating and painting. High volume low pressure spray guns increase transfer efficiency by up to 40-70%⁴. They are effective for both solvent- and water-based products.
3. **VOC control equipment.** VOC emissions control equipment can dramatically reduce VOC emissions.
 - Catalytic oxidizers that can achieve 95% VOC destruction at low temperatures. They are compact, lightweight systems that have low operating costs and low capital costs.

⁴ http://www.smallbiz-enviroweb.org/Industry/bmpfiles/BMP_FurnitureFinishing-3.pdf

Part 2: Reducing your facility's environmental impact

- Regenerative thermal oxidizers are higher capacity systems that are commonly used in paint spray booths and by coatings manufacturers. They can achieve 99% VOC destruction efficiency. They operate at high temperatures but can recover and reuse up to 95% of the heat they generate.

Table 3 summarizes control technologies discussed above.

Table 3. Control technologies for VOCs and PM_{2.5}

Process or product	Control technology	ChemTRAC substance being controlled
Coatings	Water-based coatings, UV coatings, High-solids coatings, Low-VOC coatings, no-VOC coatings	Volatile Organic Compounds (VOCs)
	High volume low pressure spray guns	Volatile Organic Compounds (VOCs)
	VOC control equipment: thermal oxidizers, catalytic oxidizers, etc.	Volatile Organic Compounds (VOCs)

More ways to reduce costs and improve performance

Minimizing the use and release of harmful substances is one aspect of improving environmental performance. Manufacturers can also take other steps to improve their economic and environmental sustainability.

1. **Reduce energy use.** By reducing energy use, manufacturers can save money on energy bills and reduce their environmental impact. Many energy-efficiency technologies have very short payback periods. Utilities also offer incentives for energy efficiency measures.

To reduce energy use, low-cost, good operating procedures can be adopted, and new technology or equipment can be installed. This includes:

- Undergoing an energy audit to identify opportunities for savings
- Encouraging employees to turn off lights and equipment when not in use
- Replacing old equipment with more efficient equipment
- Installing a programmable thermostat to control heating and cooling
- Assigning one person to review and track energy usage and to investigate opportunities for energy savings.

2. **Reduce water use.** Working to reduce water use can save money and provide environmental benefits.

To reduce water use, low-cost, good operating procedures can be adopted, and new technology or equipment can be installed. This includes:

- Minimizing water use in cleaning procedures
- Posting signs near sinks and hoses to encourage employees to use less water
- Purchasing high pressure, low volume cleaning equipment
- Purchasing water-saving plumbing fixtures
- Regularly checking water-supply equipment for leaks.

Getting started with pollution prevention

The good news is that you've already started by calculating emissions of ChemTRAC priority substances.

Next steps can include:

1. Evaluating actions to reduce the use and release of energy, water and ChemTRAC substances.
2. Identifying funding for upgrades to facilities and equipment.
3. Implementing all cost-effective upgrades.
4. Tracking changes in the use and release of energy, water and substances.

To help in these steps, ChemTRAC is offering **free technical assistance visits** and **training workshops** to assist businesses in creating an inventory of chemicals used at their facility, comply with the ChemTRAC program, and identify opportunities to improve their facilities' environmental performance.

For more information, visit:

http://www.toronto.ca/health/chemtrac/assistance_program.htm and
<http://www.toronto.ca/health/chemtrac/gogreen.htm>.

Additional resources on reducing the environmental impact of showcase and shelving manufacturers include:

- New Hampshire Department of Environmental Services. 2008. Pollution Prevention in the Wood Finishing Industry.
<http://des.nh.gov/organization/commissioner/p2au/pps/ppwfp/categories/overview.htm>
- Missouri Department of Natural Resources. June 2005. Preventing Pollution in Wood Furniture Manufacturing.
<http://dnr.mo.gov/pubs/pub1183.pdf>
- Oklahoma Department of Environmental Quality. Pollution Prevention & Waste Reduction for Wood Furniture Manufactures.
<http://www.deq.state.ok.us/factsheets/customer/woodmanf.pdf>
- Small Business Environmental Homepage. October 2004. Environmental Best Management Practices – Furniture Finishing. http://www.smallbiz-enviroweb.org/Industry/bmpfiles/BMP_FurnitureFinishing-3.pdf
- Toronto Public Health, ChemTRAC. December 2010. Resource for Greening Upholstered Household Furniture Manufacturing: Pollution Prevention Information.
<http://www.toronto.ca/health/chemtrac/pdf/GreenUpholsteredFurniture.pdf>
- US EPA. 2003. Profile of the Wood Furniture and Fixtures Industry, Chapter V – Pollution Prevention Opportunities.
<http://www.epa.gov/compliance/resources/publications/assistance/sectors/notebooks/wood.html>

Appendices

The remaining pages of this guide offer additional material for your reference:

Appendix A. Printer-friendly versions of the worksheets.

Appendix B. Additional material related to the ChemTRAC calculator.

- *Descriptions of the remaining calculator screen*
- *How the calculator uses emission factors to calculate quantities of ChemTRAC substances*
- *How emission factors can be changed to site-specific values.*

Appendix C. Combining the ChemTRAC calculator with other sources:

How to combine the ChemTRAC calculator for Showcase and shelving manufacturers with emissions data from other sources.

Appendix A. Printer-friendly worksheets

These worksheets can be printed and completed by hand so that all information can be readily available for entry into the ChemTRAC calculator.

Worksheet 1 – Coatings

1. What is the control efficiency of VOC emissions control equipment in the coating area?

Skip this question if you do not operate VOC emissions control equipment for VOCs emitted from coating products.

If you operate VOC control equipment, what is its percent control efficiency?	_____ %
---	---------

2. What solvent-based coatings do you use? Are they “high solids” (65% solids or higher)?
What water-based coatings do you use?

Coating name	Is it solvent-based, high solids or water-based?		
	Solvent-based (traditional)	Solvent-based high solids	Water-based
<i>example:</i> <i>Alkyd basecoat</i>	X		
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Etc.	_____	_____	_____

Additional Material

3. How much of each solvent-based and water-based coating do you use?

Solvent-based coatings (traditional, low solids)			
Coating name	Containers per year	Size of containers	Quantity used
<i>example:</i> <i>Alkyd Basecoat</i>	60	20 <input type="checkbox"/> Litres <input type="checkbox"/> Gallons (US) <input type="checkbox"/> Gallons (UK)	$60 * 20 = 1200$ Litres
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total quantity of solvent-based coatings used:			_____

High solids (65% coatings)			
Coating name	Containers per year	Size of containers	Quantity used
<i>example:</i> <i>Alkyd Topcoat</i>	60	20 <input type="checkbox"/> Litres <input type="checkbox"/> Gallons (US) <input type="checkbox"/> Gallons (UK)	$60 * 20 = 1200$ Litres
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total quantity of high solids coatings used:			_____

Water-based coatings			
Coating name	Containers per year	Size of containers	Quantity used
<i>example:</i> <i>Latex topcoat</i>	104	20 <input type="checkbox"/> Litres <input type="checkbox"/> Gallons (US) <input type="checkbox"/> Gallons (UK)	$104 * 20 = 2080$ Litres
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total quantity of water-based coatings used:			_____

Additional Material

4. What is the average thickness of your coatings? (optional)

If you have information on coating thickness specific to your facility, enter it in the table below in millimeters (mm).

Otherwise, you can leave this table blank and use the calculator's default value of 1mm.

What is the average thickness of your coatings?	_____mm
---	---------

Appendix B. Additional material related to the ChemTRAC calculator

This appendix describes the remaining screens of the ChemTRAC calculator. You do not need to enter any information into these screens.


This appendix also describes emission factors and how the ChemTRAC calculator makes use of them.

The ChemTRAC calculator Calculations screen

The Calculations screen includes the formulas, assumptions and emissions factors used to calculate emissions based on the information provided in the Input-Output screen.

You do not need to enter any information on this screen. However, some variables can be modified if site-specific information is available. For example, if you have site-specific data on the VOC content or emission factors of coatings in your facility, you can enter them in the columns highlighted below.

All other data, sample calculations and information presented in the Calculations screen are for reference only. They should not be modified in any way.



Summary of Calculations
Version 3.1 Last Updated: December 26, 2011 YS-MB

Instructions

Input-Output

Calculations

References

* This page provides detailed calculations based on the information provided in the Input table. It also provides sample calculations and an assessment of emission factor data quality.

* If you have site specific emission factors you may use them in the table below. If you choose to insert your own emission factor ensure that the units have been converted accordingly.

ChemTRAC Priority Substances	CAS #	Quantity (kg/yr)			
		Manufactured	Processed	Otherwise Used	Released to Air
Volatiles Organic Compounds (VOCs)	n/a	0.0	124.6	0.0	124.6
n/a - not applicable					

Coating	Total Used (L/yr)	VOC Content (kg/L)	VOCs Used (kg/yr)	Area Coated (m ² /yr)	Emission Factor (kg/m ²)	Emission Rate (kg/yr)	Data Quality
Solvent-based	1200	0.672	76.8	1200	0.064	76.8	E
High Solids	1200	0.420*	22.8	1200	0.019	22.8	E
Water-based	2080	0.156	24.96	2080	0.012	24.96	E
Total			124.6			124.56	

* VOC content estimated using a density of 1.2 kg/L, as per EPA (1.2 kg/L X (100%-85%) = 0.42 kg/L)

Sample Calculations:

Estimate surface area (m²) coated from 2 L of paint
 Volume of paint (L) X (1 m³/1000L) X [1/thickness (m)]
 (2 L) X (1 m³/1000L) X (1/1 mm) X (1000 mm/m)
 = 2 m²

For 2000 m² coated with water-based paint, control efficiency = 85%
 Emission Rate = Area Coated (m²) X Emission Factor (kg/m²) X (100%-control efficiency (%))
 = 2000 m² X 0.012 kg/m² X (100%-85%)
 Emission Rate = 3.6 kg/yr

You can replace these values with the VOC contents of the specific coatings that you use

You can replace these values with emission factors that are specific to your facility

Additional Material

The ChemTRAC calculator References screen

The Reference screen describes the sourced of the assumptions used on the Calculations screen. Source documents can be viewed by clicking on the links. The Reference screen also provides the definitions for 'Manufactured', 'Processed', 'Otherwise Used', and 'Released to Air'. No information needs to be entered on this screen.

Note that this tool is provided solely as an aid, and the City of Toronto makes no representation or warranty as to its applicability to your facility or to your obligation to comply with the Environmental Reporting and Disclosure Bylaw (Municipal Code Chapter 423). It is the responsibility of each facility owner or operator to take the necessary steps to ensure compliance with the bylaw.

CHEMTRAC

References
Version 3.1 Last Updated: December 26, 2011 YS-MB

Instructions

Input-Output

Calculations

References (You are here)

This page provides all the reference information for the emission factors and assumptions used in the Calculations spreadsheet. Click on the links below to view the source documents.

Emission factors and an assessment of their data quality are provided in and the US EPA AP-42 "Metal Furniture Surface Coating", Section 4.2.2.12, May 1983
http://www.epa.gov/ttn/chief/ap42/ch04/final/c4s02_2m.pdf

VOC Contents for various coating types provided by the National Pollutant Inventory, Environment Australia Emissions Estimation Techniques Manual Furniture and Fixtures Manufacturing, June 1999
http://www.npi.gov.au/handbooks/approved_handbooks/pubs/ffurniture.pdf

Paint density provided in European Environmental Agency "EMEP/CORINAIR Emission Inventory Guidebook - 2007, Group 6 - Solvent and other product use: Paint application", 2007
<http://www.eea.europa.eu/publications/EMEPCORINAIR5/B610vs2.2.pdf>

Definitions¹

Manufacture - To produce, prepare or compound a priority substance and includes the coincidental production of a priority substance as a by-product.

Process - The preparation of a priority substance, after its manufacture, for commercial distribution and includes the preparation of a substance in the same physical state or chemical form as that received by the facility, or preparation which produces a change in physical state or chemical form.

Otherwise Use - Any use, disposal or release of a priority substance at a facility that does not fall under the definitions of "manufacture" or "process." This includes the use of the priority substance as a chemical processing aid, manufacturing aid or some other use.

Release - The emission or discharge of a priority substance, whether intentional, accidental or coincidental, from a facility into the environment.

¹For details refer to the Environmental Reporting and Disclosure Bylaw available at the [ChemTRAC website](#)

Additional Material

Emission factors for showcase and shelving manufacturers

The ChemTRAC calculators are based on published estimates of the emissions associated with different industrial processes. These estimates are called “emission factors”. Emission factors indicate the amount of a specific substance (e.g. volatile organic compounds) emitted by a specific activity (e.g. using one litre of water-based paint).

Table 4 presents the emission factor estimates used in the Showcase, Shelving, Partition and Locker Manufacturing calculator.

If site-specific emission factors are available for the facility or processes, they can be entered in the Calculations sheet of the calculator.

Table 4. Emission factors for VOCs

Source	Substance	Emission Factor
Coatings	Solvent-based (traditional, low solids)	0.064 kg/m ²
	High solids, solvent-based	0.019 kg/m ²
	Water-based	0.012 kg/m ²

Example: Using emission factors to estimate VOC emissions from Filler 1

In Part 1, a sample facility used 1,200 L of a high solid coating (alkyd topcoat) in 2011.

The coating thickness was 1mm, leading to a total area coated of 1,200 m².

The emission factor for high solid coatings is 0.019 kg/m².

Total emissions of VOCs for 2011 from high solid alkyd topcoat:

= VOC emissions per square metre * Square metres coated in 2011

= 0.019 kg / m² * 1,200 m²

= 22.8 kg of VOCs

Appendix C. Combining the Showcase, Shelving, Partition and Locker Manufacturing calculator with other sources

Depending on your business, you may need to use more than one calculator to calculate the use and release from all processes at your facility. The "Calculation of Totals" calculator can be used to compile your data.⁵ In this calculator, you can enter the values for each process at your facility. The calculator returns the total manufactured, processed or otherwise used amounts for the facility, by substance, and then compares it to the corresponding reporting threshold.

⁵ The Calculation of Totals calculator can be found under the Totals bullet at <http://www.toronto.ca/health/chemtrac/tools.htm>.

Additional Material



Calculation of Totals

Last Update: October 21, 2011 by YS, JA, & ZI

• This page gathers information to help you determine your facility-wide substance manufacture, process, otherwise use (MPO) and release estimates.

• For each source of priority substances, enter the process name and then provide the quantity of each substance manufactured, processed, otherwise used and released.

• In the "MPO" columns, identify whether the priority substance was Manufactured, Processed or Otherwise used. To do this you may consult the "Guide to Reporting" available at www.toronto.ca/chemtrac. The definitions are provided in the Examples tab.

• At the end of each row, you will find the facility-wide totals that need to be compared with the Mass Reporting Thresholds.

• The last 4 columns indicate the amount of each substance that you must report to the City of Toronto.

Instructions

Calculation

Example

The total quantities of ChemTRAC substances that would have to be reported are listed here

Group	Substance	City of Toronto				City of Toronto				Mass Reporting Threshold (kg/yr)	Reportable?	To be reported			
		Manufactured	Processed	Otherwise Used	Released to Air	Manufactured	Processed	Otherwise Used	Released to Air			Total Manufactured (kg/yr)	Total Processed (kg/yr)	Total Otherwise Used (kg/yr)	Total Released to Air (kg/yr)
		Process#1:				Process#2:									
A	Acetaldehyde*									0	100	No	---	---	---
	Acrolein*									0	100	No	---	---	---
	Benzene*									0	100	No	---	---	---
	1,3-Butadiene*									0	100	No	---	---	---
	Carbon tetrachloride*									0	100	No	---	---	---
	Chloroform (Trichloromethane)*									0	100	No	---	---	---
	Chromium (non-hexavalent) ¹									0	100	No	---	---	---
	1,2-Dibromoethane (Ethylene dibromide)									0	100	No	---	---	---
	1,4-Dichlorobenzene*									0	100	No	---	---	---
	1,2-Dichloroethane (Ethylene dichloride)*									0	100	No	---	---	---
	Dichloromethane (Methylene chloride)									0	100	No	---	---	---
	Formaldehyde*									0	100	No	---	---	---
	Manganese ¹									0	10	No	---	---	---
	Nickel ¹									0	100	No	---	---	---
	Trichloroethylene (Perchloroethylene)									0	100	No	---	---	---
	Trichloroethylene*									0	100	No	---	---	---
	Vinyl chloride									0	100	No	---	---	---
B	Cadmium ¹									0	1	No	---	---	---
	Chromium (hexavalent) ¹									0	10	No	---	---	---
C	Lead ¹									0	10	No	---	---	---
	Mercury ¹									0	1	No	---	---	---
	Total polycyclic aromatic hydrocarbons (PAHs)*									0	10	No	---	---	---
	Nitrogen oxides (NOx)									0	200	No	---	---	---
	Particulate matter 2.5 (PM2.5)									0	30	No	---	---	---
	Total Volatile organic compounds (VOCs) ²									0	100	No	---	---	---

Enter values from the Output Summary table of your first calculator here

Enter values from the Output Summary table of your second calculator here

Etc...

Additional Material

The total combined release of substances (whether from the ChemTRAC Showcase, Shelving, Partition and Locker Manufacturing calculator only, or from other substance quantification methods as well) should be compared to the mass reporting thresholds listed in Schedule A of the Environmental Reporting and Disclosure Bylaw and provided in Table 5 below.

Table 5. ChemTRAC priority substances and their reporting thresholds (adapted from Schedule A of the Environmental Reporting and Disclosure bylaw)

ChemTRAC substance	ChemTRAC Mass reporting threshold (kg/yr)	Concentration threshold ^c % w/w
Acetaldehyde	100	1
Acrolein	100	1
Benzene	100	1
1,3-Butadiene	100	1
Cadmium and its compounds	1	0.1
Carbon tetrachloride	100	1
Chloroform (Trichloromethane)	100	1
Chromium, Hexavalent and its compounds	10	0.1
Chromium, Non-hexavalent and its compounds	100	1
1,2-Dibromo ethane (Ethylene dibromide)	100	1
1,4-Dichlorobenzene	100	1
1,2-Dichloroethane (Ethylene dichloride)	100	1
Dichloromethane (Methylene chloride)	100	1
Formaldehyde	100	1
Lead and its compounds	10	0.1
Manganese and its compounds	10	1
Mercury and its compounds	1	0
Nickel and its compounds	100	1
Nitrogen Oxides (NO _x)	200	N/A
Particulate Matter 2.5 (PM _{2.5})	30	N/A
Polycyclic Aromatic Hydrocarbons (PAHs)	10	N/A ^b
Tetrachloroethylene (Perchloroethylene)	100	1
Trichloroethylene	100	1
Vinyl chloride	100	1
Volatile Organic Compounds (VOCs) total	100	N/A

Notes:

- N/A = not applicable
- The concentration threshold % w/w is not relevant to the emissions quantified using the ChemTRAC calculator for Showcase and shelving manufacturers

Appendix D. Reporting Checklist

Environmental Reporting and Disclosure Bylaw (Municipal Code Chapter 423)

Checklist for Facilities in Toronto

Make sure the data you submit in your reports are accurate. Here is a checklist to help you.

- 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** of 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 calculation and estimation of emissions
 - Procedures and methods used to measure emissions
 - Calibration records of any equipment used to measure emissions

Additional Material

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	year-end inventory	Material Safety Data Sheets (MSDS)
raw materials	Certificate of Approval or Environmental Compliance Approval	correspondence with supplier

- Use the best available method for use and release estimation. Use (if any) the most appropriate and most recent ChemTRAC calculator (available 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)
- Check that the **total release** amount (release to land+water+air) is equal to or less than **total use** amount (manufactured+processed+otherwise used).
- 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	Chloroform
	Tetrachloride	
1,4-Dichlorobenzene	1,2-Dichloroethane	Formaldehyde
Trichloroethylene	Vinyl chloride	Polycyclic Aromatic Hydrocarbons (PAHs)

Additional Material

- 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.