

ChemTRAC requires businesses in Toronto to report their use and release of 25 chemicals covered under a bylaw (Municipal Code Chapter 423, Environmental Reporting and Disclosure).

Funeral and Crematoria services are covered under this bylaw, which means that you, as the owner or operator, are required to report your manufacture, use, and release of any of the toxic chemicals listed in the bylaw. For funeral homes and crematoriums, the most common chemicals you may need to report are:

- Formaldehyde Source: embalming
- Mercury and its compounds Source: by-product of cremation
- Nitrogen oxides (NOx) Source: by-product of cremation
- Particulate matter (PM_{2.5}) Source: by-product of cremation

To report you need to:

1. Keep records of the number of deceased you embalm and cremate.
 - ➔ If you embalm over 1052 deceased in a year you may reach the reporting threshold for formaldehyde.
 - ➔ If you cremate over 668 deceased you may reach the reporting threshold for the by-products of cremation.
2. Calculate your use and release of the substances. To help you with the calculation of the cremation by-products you can use the free online calculator** found at toronto.ca/chemtrac under related links.
3. If you meet the reporting thresholds* for any of the substances, then you are required to report your information by June 30 each year. Go to toronto.ca/chemtrac to submit your report.

If you **do not** embalm or cremate you do not need to report. You can contact us to be removed from our mailing list.

It is your responsibility to determine if you have to report.

If you have questions or need help, email chemtrac@toronto.ca or call 416-338-7600.

* For threshold information see Schedule A of the bylaw or the "What Businesses and Facilities Need to Know" fact sheet included in this package

** Check each year to make sure you are using the latest version of our calculators

Bylaw Compliance

Funeral and Crematoria Services are covered under the Municipal Code Chapter 423, Environmental Reporting and Disclosure.

When you meet or exceed reporting thresholds for any substance listed in the bylaw to comply you need to:

- Keep track of your use and release of the substances listed in the bylaw, along with your gas bill (for process heating).
- Calculate the amounts of substances you use and. If you need help with these calculations visit toronto.ca/chemtrac or contact us.
- Report the information every year by June 30th.
- Store the information and calculations. If you are selected for an audit you will need to provide it.

When you are below reporting thresholds for all substances listed in the bylaw to comply you need to:

- Store the information of your use and release of the substances listed in the bylaw, along with your gas bill (for process heating). If you are selected for an audit you will need to provide it.

Please note you can be given a warning, ticket or summons to court if you do not:

- Report your data when you meet the reporting thresholds for any substance listed in the bylaw
- Report by June 30th
- Report data accurately
- Keep the information your calculations are based on for five years

Each violation of the bylaw can have a maximum penalty of \$5,000 upon summary conviction for the first offence.

Audits

We check all reports submitted to ChemTRAC to make sure the data is accurate and complete. Every year we also randomly select some businesses to audit. An audit helps make sure businesses are complying with the bylaw and to make sure the data reported is accurate.

If you receive a Notice of Audit:

- Reply to the contact person listed in the notice within **two weeks** of getting the notice.
- Be prepared to provide all the sources of information used for the calculations, how you calculated the manufacture, use, and release amounts as noted above and if you reported the confirmation of the submitted reports.

It is your responsibility to determine if you have to report.

If you have questions or need help, email chemtrac@toronto.ca or call 416-338-7600.