

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).

Medical and diagnostic laboratories 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 medical and diagnostic laboratories, some common chemicals you may need to report include:

- Volatile Organic Compounds (VOCs) Source: solvents, reagents
- Formaldehyde Source: solvents, reagents
- Nitrogen Oxides (NOx) Source: natural gas (process heating)

To report you need to:

- Identify the substances you manufacture, use, and release in your facility.
- Calculate your manufacture, use, and release of the substances for the previous calendar year. To help you with the calculation of the VOCs and NOx you can use the free, online calculator** found at toronto.ca/chemtrac under related links.
- Report all the priority substances that meet or exceed the reporting thresholds*. The priority substances are divided into three groups, A, B and C. The reporting thresholds for each of these groups are different. You meet or exceed the reporting threshold of:
 - Group A** amount manufactured, processed or otherwise used.
e.g. formaldehyde
 - Group B** amount released, disposed and/or transferred (not applicable).
 - Group C** amount that is released to air.
e.g. VOCs, NOx
- Report **manufacture, use, and release amounts** of all priority substances that meet or exceed the reporting thresholds.
- Several Group A substances, such as Formaldehyde, are VOCs. Be sure to report them **separately and as a total**, along with any other VOCs you released, in your VOC estimation.
- Report your information by June 30 each year. Go to toronto.ca/chemtrac to submit your report.

If your facility is a medical or dental office, X-Ray, Ultrasound, or digital imaging clinic 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



A note about natural gas

When you burn natural gas you produce nitrogen oxides (NOx). If you burn more than 125,000 m³ of natural gas for process heating (e.g. boilers, heating bath) you may need to report your use and release of NOx. Do not include gas that is used for facility (i.e. comfort) heating. If natural gas is used for both facility and process heating you can use your gas bill from the summer months to determine your annual use related to processes. Then go to the Power Generation webpage at toronto.ca/chemtrac for an online calculator for your heating type.

Bylaw Compliance

Medical and diagnostic laboratories are covered under 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, manufacture, 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 manufactured, use, and release amounts as noted above and if you reported the confirmation of the submitted reports.

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