

Guide to submit a report on-line

May 2018

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User Guide for the Online Reporting System

ChemTRAC's Online Reporting System has been designed to provide you with a simple stepby-step process for submitting your report annually.

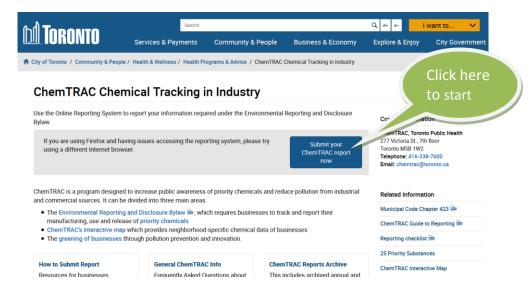
Here are some important notes about the reporting process:

- The Online Reporting System (ORS) will allow you to register your facility to:
 - Report the use and release of priority substances under the Environmental Reporting and Disclosure Bylaw (Municipal Code Chapter 423);
 - Inform the ChemTRAC program that your facility is below the reporting threshold or does not need to report; or
 - Provide voluntary information on your environmental activities even if you do not have to report priority substances under the bylaw.
- Before using the ORS, you must complete the calculations to check if you used or released any of the chemicals listed in the bylaw in amounts higher than the reporting thresholds
- If you are unsure as to whether you need to report or how to perform the calculations, visit <u>www.toronto.ca/chemtrac</u> and search for the web page of your specific industrial sector. There you will find guides and calculators for your type of business.
- To login to the Online Reporting System, please use your unique Registration ID number (R-code). You should have received your Registration ID number by mail. If you haven't, contact chemtrac@toronto.ca.
- When entering the Online Reporting System for the first time, you will be able to review and update the Facility Information. Make sure that you have the following information handy:
 - Name and address of your facility
 - Number of employees
 - Business Contact Name and Phone Number
 - The NAICS code for your type of business (North American Industry Classification System)
 - If you do not know your NAICS code, you can go to the ChemTRAC website (<u>www.toronto.ca/chemtrac</u>) and check your industrial sector web page, or find it at http://www.statcan.gc.ca/subjects-sujets/standard-norme/naics-scian/2007/list-liste-eng.htm)

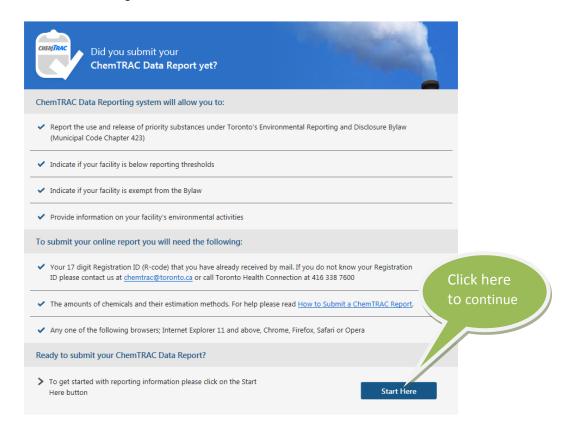
Start the Reporting process.

Open your browser and go to toronto.ca/chemtrac. Then Click on the "Reporting" button:

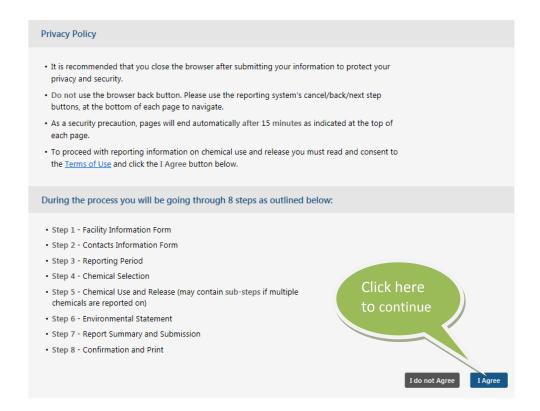
Note: If you have problems logging in, clear the history and cache of the browser.



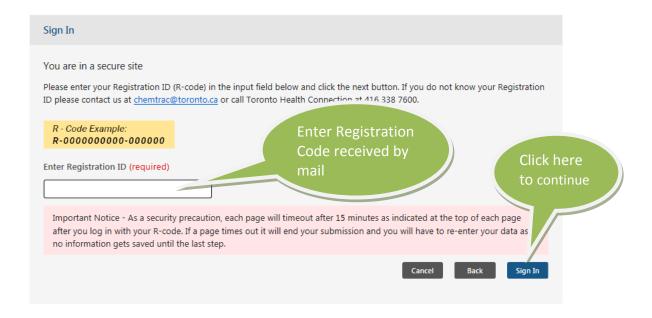
Then, you will see the following screen. Click on "Start Here".



Next you will see the privacy statement and information about the reporting process. Review it and then click on the "Agree" button.



To sign in into the Online Reporting System, provide the unique Registration ID number that was mailed to you.

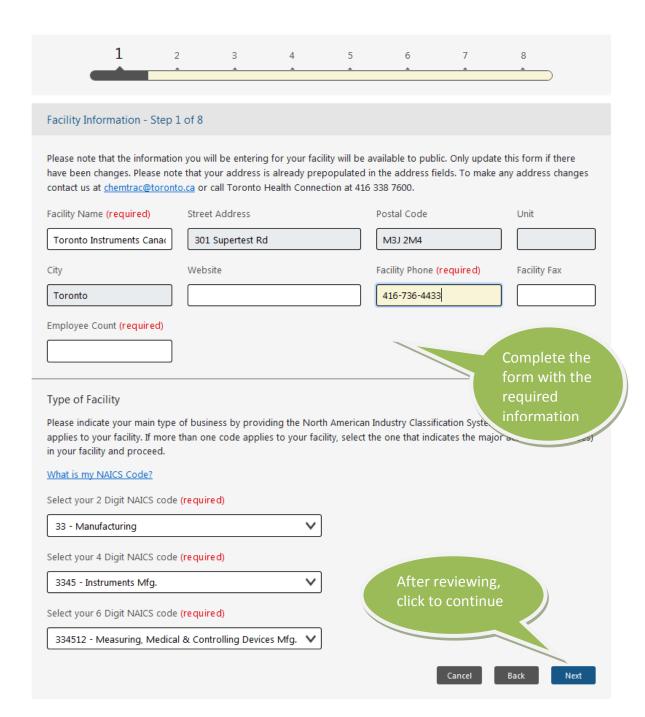


Once you have logged in, you will follow 8 steps to submit your report

STEP 1 (Facility Information) and STEP 2 (Contact Info) will be shown to you only the first time that you access the reporting system. The first time you access the system, you need to complete the form with the required information. You may come back in the future to update your report but you will not be able to modify the facility or contact information. If you need to do so, you will have to contact chemtrac@toronto.ca to request any updates to this information. You will be directed automatically to STEP 3 the next time that you access the reporting system.

STEP 1 – Facility Information

- The figure in page 6 shows the STEP 1 screen that you must review and complete. The form indicates which information is mandatory. You cannot proceed to STEP 2 until you fill in these fields. Click your mouse in each field to enter the information.
- When entering phone and fax numbers, it is not necessary to enter the dash (-) between the numbers. The system will automatically enter them for you.
- To select your NAICS code, click the arrow on the right hand side of the drop down menu, move your mouse to the appropriate selection and click. Each successive list will be filtered based on your previous selection.
- An error message will appear at the top of the page if you have not entered a required field or the information you have entered is invalid. Correct the information and select the "Next" button at the bottom of the page to continue



STEP 2 – Contact Information

In this Step, you need to enter the name, job title and phone number of the company owner, company contact and technical contact. You may also input a comment about your facility.

Please note that:

- The Company Owner information is for ChemTRAC use only.
- The Company Contact will be showed with the Facility Information on the ChemTRAC website.
- The Technical Contact information is completed if different from the Company Contact and will be used only when the City needs clarification of the submitted information. The technical contact will not be listed on the ChemTRAC's website.
- The comments box in STEP 2 is for any additional facility information you would like the ChemTRAC program to know. These comments will not be posted on the City website unless you request them to be posted. You are allowed to enter up to 256 characters.
- Notice that this comments box is not intended for an Environmental Statement. You will have the opportunity to provide your environmental statement in STEP 6
- The best method to communicate with the ChemTRAC staff in future correspondence is via e-mail. We encourage you to enter your e-mail address in the field provided.

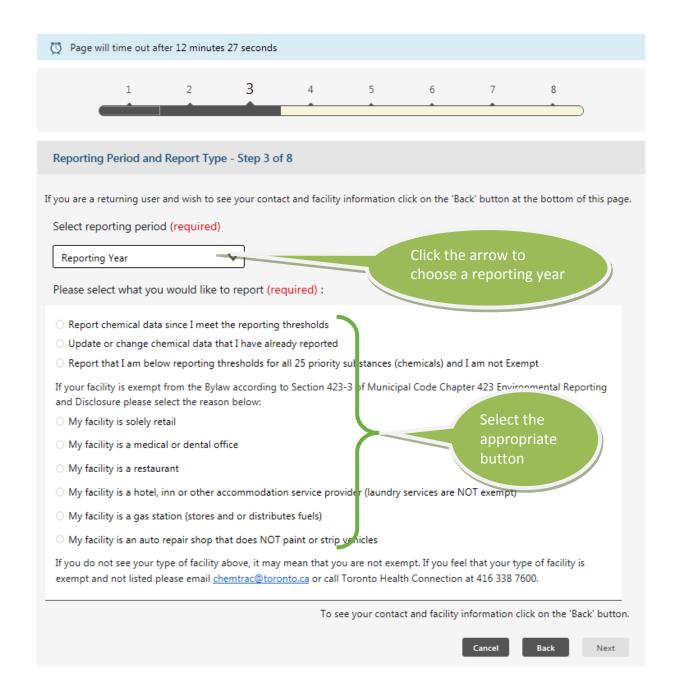
In this step you will be presented with the screen shown below:

1	2 3	4 5	Complete the
Contacts - Step 2 of 8			form with the required
Please note that the informa	tion you will be entering t	for your owner/corporate of	information
Owner / Corporate Office	er Contact Form		
First Name (required)	Last Name (required)	Job Title (require	d) Phone Number (required)
Extension Number	Fax Number	E-mail	
Company Contact Form Select this check box if t First Name (required)	he company contact is sar Last Name (required)	me as the Owner / Corporate Job Title (require	
Extension Number	Fax Number	E-mail	
Technical Contact Form Select this check box if t	he technical contact is the	e same as the Owner / Corpo	orate Officer Contact
First Name (required)	Last Name (required)	Job Title (require	d) Phone Number (required)
Extension Number	Fax Number	E-mail	
Comments			You can add a comment about your facility here
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STEP 3 - Reporting Period

In this step you will indicate the reporting year for your data and whether you

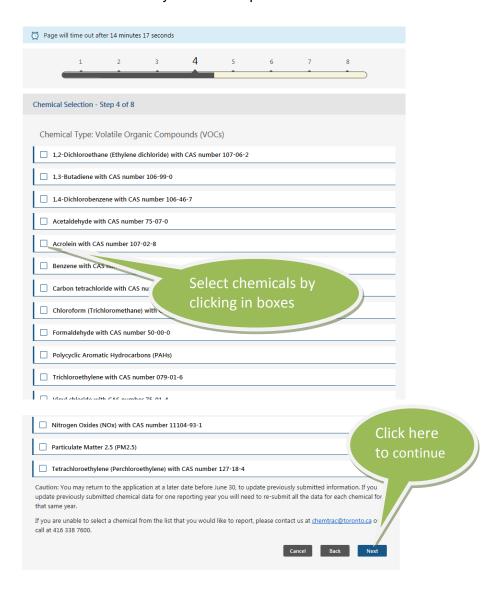
- 1. need to provide data because your facility meets the reporting thresholds,
- 2. you do not need to provide data because you are below the threshold, or
- 3. if you are exempt from the bylaw and the reason.



STEP 4 - Chemical Selection

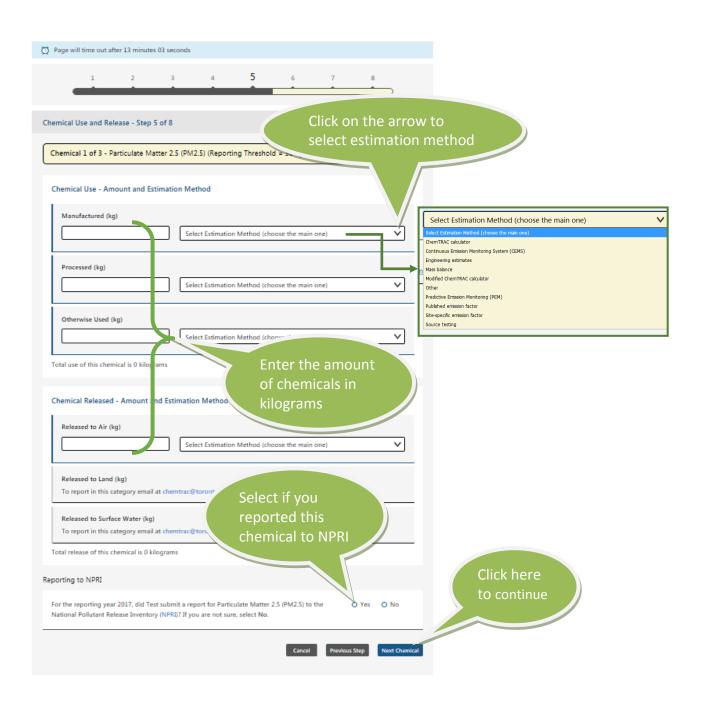
- This section allows you to select the chemical(s) you will be reporting on in this session. You may select multiple chemicals by clicking the boxes associated with each one. You must select at least one chemical to continue.
- Once you have selected the chemicals that you will report on in this session, go to the bottom of the page and select the "NEXT" button to continue.

Important note: if you are resubmitting your report to update the amounts of one or more chemicals, the whole old report will be replaced with the new one, therefore, you need to enter all the amounts for all the chemicals again. It is not enough to include only the numbers and chemicals that you want to update.

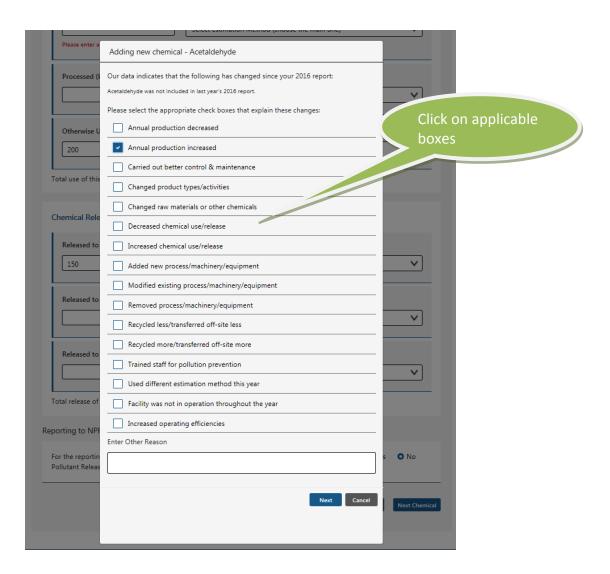


STEP 5 - Chemical Use and Release

- This section allows you to enter the Manufactured, Processed, Otherwise Used and/or Released to Air amounts for each chemical that you selected in STEP 4. A new page will be displayed for each chemical.
- Enter the amount in kilograms in all the necessary text boxes. Then click on the arrow on the right side of the field and select, from the dropdown menu, the appropriate estimation method used to determine this amount. You must select an estimation method to continue.



The system may show you a pop up window if the amount of a chemical that you reported differs substantially from the amount reported the previous year. In this window, you will have to choose any of the listed reasons for the change. Then click "Next" to continue with the next chemical, if any.



- You are not required to complete all the fields, but at least one quantity and its Estimation Method must be completed in order to continue.
- You may choose to "CANCEL" and no information from this session will be saved or submitted to the City.
- You may choose to go "Previous Step" to reselect the chemicals you wish to report.
- Select "Next Chemical" and repeat the process until you enter the information of the last chemical you have selected to report. Then, click "Next" and you will be directed to STEP 6.

STEP 6 - Environmental Statement

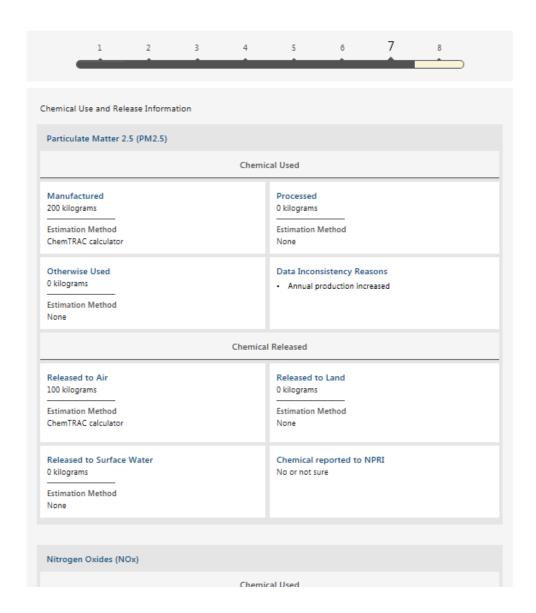
- The comment boxes in this step allows you to input extra information about your environmental practices. Once reviewed by the City, your statement will be posted on the website along with your facility information.
- Entering any environmental information in this step is voluntary.
- This information may help the community to better understand your environmental protection practices.
- Click on any boxes to the left of the environmental initiatives applicable to your facility.
- You can enter environmental information even if you do not report any priority substances.
- If you do not wish to enter any information, please click the "NEXT" button at the bottom of the page.



STEP 7 – Summary Notification

Review your Information

- This step allows you to review the information you have submitted in the previous steps.
- If you need to correct something, you may change the information by selecting the "BACK" button at the bottom of the screen and continue selecting the "BACK" button until you have come to the Step where you wish to change the information.
- Once you have made your changes to the information on one or several of the previous steps, select the "NEXT" button at the bottom of each page until you return to STEP 7 (Summary Notification). The Summary Information will reflect any changes you have just made.

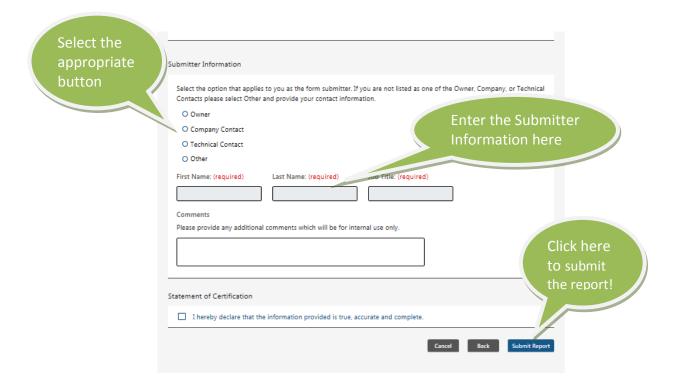


Submitter Information

This section of the page requires you to enter the name and title of the person submitting this report. Select "Owner", "Company Contact", "Technical Contact" or "Other" as appropriate.

Comments

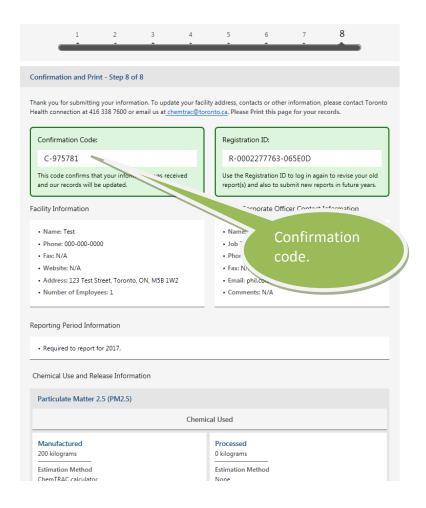
The comments box allows you to add any additional information you would like the ChemTRAC program to know. These comments will not be posted on the ChemTRAC website. You are allowed 256 characters for your comments.



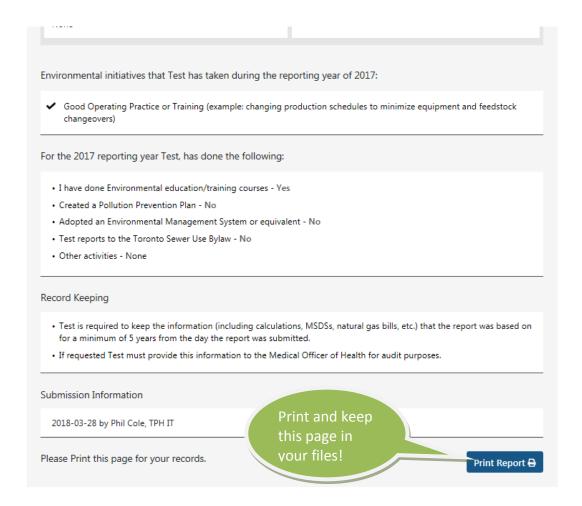
Please be sure to click on the "Submit Report" button at the bottom of the page to ensure your information is submitted.

STEP 8 - Confirmation & Print

- The screen in this Step will display a confirmation code once the information you submitted in this session is received.
- The confirmation screen displays your confirmation code and your unique Registration ID number. Your Registration ID number can be used to login into the system at any time to update your submission of chemical use and release, as well as to make any changes to your Environmental Statement.
- Next time you enter the reporting system, STEP 1 (Facility Information) and STEP 2 (Contact Information) will not be shown. For any updates to your facility and contact information, please send us an email to chemtrac@toronto.ca or call 416-338-7600.



- The confirmation screen also displays a summary of the information you submitted in this report.
- Please make sure to print this page for your records by clicking on the "PRINT" button at the bottom of the page.



If you have any questions, contact us at chemtrac@toronto.ca or call 416-338-7600.

We hope that his Guide has been helpful. We welcome any comments and suggestions.