



# Guide to submit a report on-line

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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 step-by-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 [www.toronto.ca/chemtrac](http://www.toronto.ca/chemtrac) 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](mailto: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 ([www.toronto.ca/chemtrac](http://www.toronto.ca/chemtrac)) 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](http://toronto.ca/chemtrac). Then Click on the "Reporting" button:

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

The screenshot shows the City of Toronto website header with navigation links: Services & Payments, Community & People, Business & Economy, Explore & Enjoy, and City Government. The breadcrumb trail is: City of Toronto / Community & People / Health & Wellness / Health Programs & Advice / ChemTRAC Chemical Tracking in Industry.

### ChemTRAC Chemical Tracking in Industry

Use the Online Reporting System to report your information required under the Environmental Reporting and Disclosure Bylaw.

If you are using Firefox and having issues accessing the reporting system, please try using a different Internet browser.

[Submit your ChemTRAC report now](#)

ChemTRAC, Toronto Public Health  
277 Victoria St., 7th floor  
Toronto M5B 1W2  
Telephone: 416-338-7600  
Email: [chemtrac@toronto.ca](mailto:chemtrac@toronto.ca)

ChemTRAC is a program designed to increase public awareness of priority chemicals and reduce pollution from industrial and commercial sources. It can be divided into three main areas:

- The [Environmental Reporting and Disclosure Bylaw](#), which requires businesses to track and report their manufacturing, use and release of [priority chemicals](#)
- [ChemTRAC's interactive map](#) which provides neighborhood-specific chemical data of businesses
- The [greening of businesses](#) through pollution prevention and innovation.

**How to Submit Report**  
Resources for businesses

**General ChemTRAC Info**  
Frequently Asked Questions about

**ChemTRAC Reports Archive**  
This includes archived annual and

**Related Information**

- [Municipal Code Chapter 423](#)
- [ChemTRAC Guide to Reporting](#)
- [Reporting checklist](#)
- [25 Priority Substances](#)
- [ChemTRAC Interactive Map](#)

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

**Did you submit your ChemTRAC Data Report yet?**

ChemTRAC Data Reporting system 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 if your facility is exempt from the Bylaw
- ✓ Provide information on your facility's environmental activities

To submit your online report you will need the following:

- ✓ Your 17 digit Registration ID (R-code) that you have already received by mail. If you do not know your Registration ID please contact us at [chemtrac@toronto.ca](mailto:chemtrac@toronto.ca) or call Toronto Health Connection at 416 338 7600
- ✓ The amounts of chemicals and their estimation methods. For help please read [How to Submit a ChemTRAC Report](#).
- ✓ Any one of the following browsers; Internet Explorer 11 and above, Chrome, Firefox, Safari or Opera

Ready to submit your ChemTRAC Data Report?

➤ To get started with reporting information please click on the Start Here button

[Start Here](#)

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

**Privacy Policy**

- It is recommended that you close the browser after submitting your information to protect your privacy and security.
- Do not use the browser back button. Please use the reporting system's cancel/back/next step buttons, at the bottom of each page to navigate.
- As a security precaution, pages will end automatically after 15 minutes 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.

During the process you will be going through 8 steps as outlined below:

- Step 1 - Facility Information Form
- Step 2 - Contacts Information Form
- Step 3 - Reporting Period
- Step 4 - Chemical Selection
- Step 5 - Chemical Use and Release (may contain sub-steps if multiple chemicals are reported on)
- Step 6 - Environmental Statement
- Step 7 - Report Summary and Submission
- Step 8 - Confirmation and Print

Click here to continue

I do not Agree I Agree

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

**Sign In**

You are in a secure site

Please enter your Registration ID (R-code) in the input field below and click the next button. If you do not know your Registration ID please contact us at [chemtrac@toronto.ca](mailto:chemtrac@toronto.ca) or call Toronto Health Connection at 416 338 7600.

**R - Code Example:**  
**R-0000000000-000000**

Enter Registration ID (required)

Enter Registration Code received by mail

Click here to continue

Important Notice - As a security precaution, each page will timeout after 15 minutes as indicated at the top of each page after you log in with your R-code. If a page times out it will end your submission and you will have to re-enter your data as no information gets saved until the last step.

Cancel Back Sign In

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](mailto: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

12345678

Facility Information - Step 1 of 8

Please note that the information you will be entering for your facility will be available to public. Only update this form if there have been changes. Please note that your address is already prepopulated in the address fields. To make any address changes contact us at [chemtrac@toronto.ca](mailto:chemtrac@toronto.ca) or call Toronto Health Connection at 416 338 7600.

Facility Name (required)	Street Address	Postal Code	Unit
<input type="text" value="Toronto Instruments Cana"/>	<input type="text" value="301 Supertest Rd"/>	<input type="text" value="M3J 2M4"/>	<input type="text"/>
City	Website	Facility Phone (required)	Facility Fax
<input type="text" value="Toronto"/>	<input type="text"/>	<input type="text" value="416-736-4433"/>	<input type="text"/>
Employee Count (required)			
<input type="text"/>			

Complete the form with the required information

Type of Facility

Please indicate your main type of business by providing the North American Industry Classification System (NAICS) code that applies to your facility. If more than one code applies to your facility, select the one that indicates the major activity in your facility and proceed.

[What is my NAICS Code?](#)

Select your 2 Digit NAICS code (required)

33 - Manufacturing

▼

Select your 4 Digit NAICS code (required)

3345 - Instruments Mfg.

▼

Select your 6 Digit NAICS code (required)

334512 - Measuring, Medical & Controlling Devices Mfg.

▼

After reviewing, click to continue

Cancel

Back

Next

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Page 6

## 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 6 7

Contacts - Step 2 of 8

Please note that the information you will be entering for your owner/corporate officer.

**Owner / Corporate Officer Contact Form**

First Name (required) Last Name (required) Job Title (required) Phone Number (required)

Extension Number Fax Number E-mail

**Company Contact Form**

☐ Select this check box if the company contact is same as the Owner / Corporate Officer Contact

First Name (required) Last Name (required) Job Title (required) Phone Number (required)

Extension Number Fax Number E-mail

**Technical Contact Form**

☐ Select this check box if the technical contact is the same as the Owner / Corporate Officer Contact

First Name (required) Last Name (required) Job Title (required) Phone Number (required)

Extension Number Fax Number E-mail

Comments

Cancel Back Next

Complete the form with the required information

You can add a comment about your facility here



## 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.


⌚ Page will time out after 12 minutes 27 seconds

1 2 3 4 5 6 7 8

### Reporting Period and Report Type - Step 3 of 8

If you are a returning user and wish to see your contact and facility information click on the 'Back' button at the bottom of this page.

Select reporting period (required)

Reporting Year 

Click the arrow to choose a reporting year

Please select what you would like to report (required) :

- ☐ Report chemical data since I meet the reporting thresholds
- ☐ Update or change chemical data that I have already reported
- ☐ Report that I am below reporting thresholds for all 25 priority substances (chemicals) and I am not Exempt

If your facility is exempt from the Bylaw according to Section 423-3 of Municipal Code Chapter 423 Environmental Reporting and Disclosure please select the reason below:

- ☐ My facility is solely retail
- ☐ My facility is a medical or dental office
- ☐ My facility is a restaurant
- ☐ My facility is a hotel, inn or other accommodation service provider (laundry services are NOT exempt)
- ☐ My facility is a gas station (stores and or distributes fuels)
- ☐ My facility is an auto repair shop that does NOT paint or strip vehicles

Select the appropriate button

If you do not see your type of facility above, it may mean that you are not exempt. If you feel that your type of facility is exempt and not listed please email [chemtrac@toronto.ca](mailto:chemtrac@toronto.ca) or call Toronto Health Connection at 416 338 7600.

To see your contact and facility information click on the 'Back' button.

Cancel Back Next

## 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.

Page will time out after 14 minutes 17 seconds

1 2 3 4 5 6 7 8

Chemical Selection - Step 4 of 8

Chemical Type: Volatile Organic Compounds (VOCs)

- ☐ 1,2-Dichloroethane (Ethylene dichloride) with CAS number 107-06-2
- ☐ 1,3-Butadiene with CAS number 106-99-0
- ☐ 1,4-Dichlorobenzene with CAS number 106-46-7
- ☐ Acetaldehyde with CAS number 75-07-0
- ☐ Acrolein with CAS number 107-02-8
- ☐ Benzene with CAS number 71-43-2
- ☐ Carbon tetrachloride with CAS number 77-09-4
- ☐ Chloroform (Trichloromethane) with CAS number 77-06-4
- ☐ Formaldehyde with CAS number 50-00-0
- ☐ Polycyclic Aromatic Hydrocarbons (PAHs)
- ☐ Trichloroethylene with CAS number 079-01-6
- ☐ Vinyl chloride with CAS number 75-01-4

☐ Nitrogen Oxides (NOx) with CAS number 11104-93-1

☐ Particulate Matter 2.5 (PM2.5)

☐ Tetrachloroethylene (Perchloroethylene) with CAS number 127-18-4

Caution: You may return to the application at a later date before June 30, to update previously submitted information. If you update previously submitted chemical data for one reporting year you will need to re-submit all the data for each chemical for that same year.

If you are unable to select a chemical from the list that you would like to report, please contact us at [chemtrac@toronto.ca](mailto:chemtrac@toronto.ca) or call at 416 338 7600.

Cancel Back Next

Select chemicals by clicking in boxes

Click here to continue

## 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.

Page will time out after 13 minutes 03 seconds

1 2 3 4 5 6 7 8

### Chemical Use and Release - Step 5 of 8

Chemical 1 of 3 - Particulate Matter 2.5 (PM2.5) (Reporting Threshold = 5 kg)

#### Chemical Use - Amount and Estimation Method

Manufactured (kg)  Select Estimation Method (choose the main one) ▼

Processed (kg)  Select Estimation Method (choose the main one) ▼

Otherwise Used (kg)  Select Estimation Method (choose the main one) ▼

Total use of this chemical is 0 kilograms

#### Chemical Released - Amount and Estimation Method

Released to Air (kg)  Select Estimation Method (choose the main one) ▼

Released to Land (kg)  
To report in this category email at [chemtrac@toronto.ca](mailto:chemtrac@toronto.ca)

Released to Surface Water (kg)  
To report in this category email at [chemtrac@toronto.ca](mailto:chemtrac@toronto.ca)

Total release of this chemical is 0 kilograms

#### Reporting to NPRI

For the reporting year 2017, did Test submit a report for Particulate Matter 2.5 (PM2.5) to the National Pollutant Release Inventory (NPRI)? If you are not sure, select No.

☐ Yes ☐ No

Cancel Previous Step Next Chemical

Click on the arrow to select estimation method

Enter the amount of chemicals in kilograms

Select if you reported this chemical to NPRI

Click here to continue

Select Estimation Method (choose the main one) ▼

Select Estimation Method (choose the main one)

- ChemTRAC calculator
- Continuous Emission Monitoring System (CEMS)
- Engineering estimates
- Mass balance
- Modified ChemTRAC calculator
- Other
- Predictive Emission Monitoring (PEM)
- Published emission factor
- Site-specific emission factor
- Source testing

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.

**Adding new chemical - Acetaldehyde**

Our data indicates that the following has changed since your 2016 report:  
Acetaldehyde was not included in last year's 2016 report.

Please select the appropriate check boxes that explain these changes:

- ☐ Annual production decreased
- ☒ Annual production increased
- ☐ Carried out better control & maintenance
- ☐ Changed product types/activities
- ☐ Changed raw materials or other chemicals
- ☐ Decreased chemical use/release
- ☐ Increased chemical use/release
- ☐ Added new process/machinery/equipment
- ☐ Modified existing process/machinery/equipment
- ☐ Removed process/machinery/equipment
- ☐ Recycled less/transferred off-site less
- ☐ Recycled more/transferred off-site more
- ☐ Trained staff for pollution prevention
- ☐ Used different estimation method this year
- ☐ Facility was not in operation throughout the year
- ☐ Increased operating efficiencies

Enter Other Reason

**Next** **Cancel** **Next Chemical**

Click on applicable boxes

- 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.

The screenshot shows the 'Environmental Statement - Step 6 of 8' form. At the top, a progress bar indicates steps 1 through 8, with step 6 currently selected. The form title is 'Environmental Statement - Step 6 of 8'. Below the title, the instruction reads: 'Please select the environmental initiatives taken in the reporting year 2017:'. There are seven checkboxes with corresponding descriptions: 'Materials or Feedstock Substitution (example: using water-based rather than solvent-based)', 'Product Design or Reformulation (example: using less material)', 'Equipment or Process (example: using mechanical stripping/cleaning devices instead of solvents)', 'Spill and Leak Prevention (example: improving how you load, unload and transfer your materials to reduce or eliminate spillage)', 'On-site Reuse, Recycling or Recovery (example: using a small distillation unit to reclaim solvents)', 'Inventory Management or Purchasing Techniques (example: prohibiting the purchase of products that contain specific harmful substances)', and 'Good Operating Practice or Training (example: changing production schedules to minimize equipment and feedstock changeovers)'. A callout bubble points to the checkboxes with the text 'Click on applicable boxes'. Below these checkboxes is a text input field labeled 'Other (specify)'. A callout bubble points to this field with the text 'Include information about environmental practices'. Underneath is another instruction: 'For the reporting year 2017 have you done any of the following (select all that apply):'. This is followed by three rows, each with a statement and two radio buttons for 'Yes' and 'No': 'I have done Environmental education/training courses:', 'Created a Pollution Prevention Plan:', and 'Adopted an Environmental Management System or equivalent:'. Below these is a section for 'Other activities:' with a text input field. A callout bubble points to the 'Next' button at the bottom right with the text 'Click here to continue'. At the very bottom are three buttons: 'Cancel', 'Back', and 'Next'.

1 2 3 4 5 6 7 8

Environmental Statement - Step 6 of 8

Please select the environmental initiatives taken in the reporting year 2017:

☐ Materials or Feedstock Substitution (example: using water-based rather than solvent-based)

☐ Product Design or Reformulation (example: using less material)

☐ Equipment or Process (example: using mechanical stripping/cleaning devices instead of solvents)

☐ Spill and Leak Prevention (example: improving how you load, unload and transfer your materials to reduce or eliminate spillage)

☐ On-site Reuse, Recycling or Recovery (example: using a small distillation unit to reclaim solvents)

☐ Inventory Management or Purchasing Techniques (example: prohibiting the purchase of products that contain specific harmful substances)

☐ Good Operating Practice or Training (example: changing production schedules to minimize equipment and feedstock changeovers)

Other (specify)

For the reporting year 2017 have you done any of the following (select all that apply):

I have done Environmental education/training courses: ☐ Yes ☒ No

Created a Pollution Prevention Plan: ☐ Yes ☒ No

Adopted an Environmental Management System or equivalent: ☐ Yes ☒ No

Other activities:

Test reports to the Toronto Sewer Use Bylaw: ☐ Yes ☒ No

Cancel Back Next

Click on applicable boxes


Include information about environmental practices

Click here to continue

## 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.



Chemical Use and Release Information

**Particulate Matter 2.5 (PM2.5)**

Chemical Used	
<b>Manufactured</b> 200 kilograms Estimation Method ChemTRAC calculator	<b>Processed</b> 0 kilograms Estimation Method None
<b>Otherwise Used</b> 0 kilograms Estimation Method None	<b>Data Inconsistency Reasons</b> <ul style="list-style-type: none"><li>• Annual production increased</li></ul>

**Chemical Released**

<b>Released to Air</b> 100 kilograms Estimation Method ChemTRAC calculator	<b>Released to Land</b> 0 kilograms Estimation Method None
<b>Released to Surface Water</b> 0 kilograms Estimation Method None	<b>Chemical reported to NPRI</b> No or not sure

**Nitrogen Oxides (NOx)**

**Chemical Used**

## 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.

The screenshot displays the 'Submitter Information' section of the ChemTRAC report submission form. It includes a section for selecting the submitter role (Owner, Company Contact, Technical Contact, or Other), followed by input fields for First Name, Last Name, and Job Title, all marked as required. Below this is a 'Comments' section with a text area for additional information. At the bottom, there is a 'Statement of Certification' checkbox and three buttons: 'Cancel', 'Back', and 'Submit Report'. Three green callout bubbles provide instructions: one points to the role selection radio buttons, another points to the name and job title input fields, and a third points to the 'Submit Report' button.

Select the appropriate button

Enter the Submitter Information here

Click here to submit the report!

- 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](mailto:chemtrac@toronto.ca) or call 416-338-7600.

1 2 3 4 5 6 7 8

### Confirmation and Print - Step 8 of 8

Thank you for submitting your information. To update your facility address, contacts or other information, please contact Toronto Health connection at 416 338 7600 or email us at [chemtrac@toronto.ca](mailto:chemtrac@toronto.ca). Please Print this page for your records.

**Confirmation Code:**  
C-975781  
This code confirms that your information has been received and our records will be updated.

**Registration ID:**  
R-000227763-065E0D  
Use the Registration ID to log in again to revise your old report(s) and also to submit new reports in future years.

**Facility Information**

- Name: Test
- Phone: 000-000-0000
- Fax: N/A
- Website: N/A
- Address: 123 Test Street, Toronto, ON, M5B 1W2
- Number of Employees: 1

**Corporate Officer Contact Information**

- Name:
- Job Title:
- Phone:
- Fax: N/A
- Email: phil.com
- Comments: N/A

**Reporting Period Information**

- Required to report for 2017.

**Chemical Use and Release Information**

**Particulate Matter 2.5 (PM2.5)**

Chemical Used	
<b>Manufactured</b> 200 kilograms Estimation Method ChemTRAC calculator	<b>Processed</b> 0 kilograms Estimation Method None



- 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.

Environmental initiatives that Test has taken during the reporting year of 2017:

✓ Good Operating Practice or Training (example: changing production schedules to minimize equipment and feedstock changeovers)

For the 2017 reporting year Test, has done the following:

- I have done Environmental education/training courses - Yes
- Created a Pollution Prevention Plan - No
- Adopted an Environmental Management System or equivalent - No
- Test reports to the Toronto Sewer Use Bylaw - No
- Other activities - None

Record Keeping


- Test is required to keep the information (including calculations, MSDSs, natural gas bills, etc.) that the report was based on for a minimum of 5 years from the day the report was submitted.
- If requested Test must provide this information to the Medical Officer of Health for audit purposes.

Submission Information

2018-03-28 by Phil Cole, TPH IT

Please Print this page for your records.

Print and keep this page in your files!

Print Report 

If you have any questions, contact us at [chemtrac@toronto.ca](mailto:chemtrac@toronto.ca) or call 416-338-7600.

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