

CHEMTRAC Quick Guide for Auto Body Shops

ChemTRAC is a program that aims to improve public health and support a green local economy by reducing toxic chemicals in our environment. ChemTRAC requires businesses to report their use and release of [25 priority substances](#) to the City each year under the Environmental Disclosure and Reporting Bylaw.

This Quick Guide will help businesses in the autobody refinishing and collision repair sector determine whether they need to report to ChemTRAC, and if they do, how to report. The guide includes information and tools for calculating the use and release of chemicals that are reportable to ChemTRAC. More detailed information about the Bylaw and the autobody refinishing and collision repair calculation tools are available on the ChemTRAC [webpage for this industrial sector](#).

This guide outlines the following steps to follow for reporting to ChemTRAC:

- Steps 1-3 explain how to calculate the use and release of chemicals in your facility and determine whether a report is required;
- Steps 4 and 5 provide instructions on how to submit a report.

For accessibility support anytime, please call or email ChemTRAC at 416-338-7600 or chemtrac@toronto.ca

Steps for reporting to ChemTRAC

- 1- Gather information about chemicals used in the facility between January 1st to December 31st of the reporting year;
- 2- Calculate amounts used and released by the facility using a ChemTRAC calculator;
- 3- Compare the results from the calculations with the [ChemTRAC reporting thresholds](#) and determine if a report is required;
- 4- Submit a report to ChemTRAC;
- 5- Keep all documents for your records.

1- Gather information

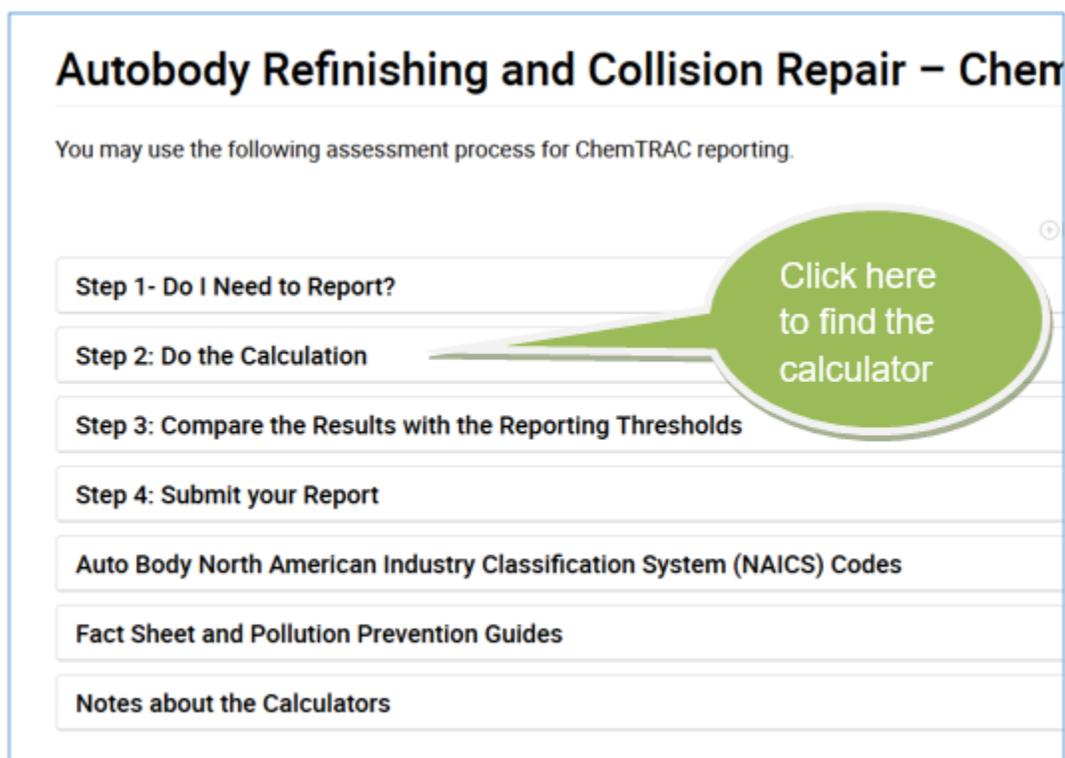
It is necessary to gather information of the annual use (litres or gallons) of paints, primers, solvents, thinners and other solvent-containing materials such as degreaser. You must include all materials used between January 1st to December 31st of the year for which you are reporting. This information will be used to fill out the calculator in Step 3.

2. Calculate amounts used and released by the facility using a ChemTRAC calculator;

2.1 Download the latest calculator

Download the Autobody Refinishing calculator from the ChemTRAC website. It is important to download the calculator each year in order to make sure that you are using the most up-to-date calculator. To download the calculator, go to the [Autobody Refinishing and Collision Repair sector webpage](#). (Figure 1). Click on "Step 2: Do the Calculation".

Figure 1. Screenshot of the Autobody Refinishing web page.



The next screen will show several calculators useful for your specific sector (Figure 2). The general one is named "Autobody Refinishing". You may need to use the other ones if your facility performs welding, has dust collectors, uses solvents for parts cleaning only, or uses natural gas to provide process heat for activities.

Click on the link "Autobody Refinishing (Excel)" to download the calculator.

Figure 2. Calculators available for the Autobody Repair sector.

[Expand All](#) [Collapse All](#)

Step 1- Do I Need to Report?

Step 2: Do the Calculation

To help you estimate the amounts you need to report to ChemTRAC, Toronto Public Health has developed calculators* that you can use. These can be opened using Microsoft Excel or a free office suite such as OpenOffice (www.openoffice.org) or LibreOffice (www.libreoffice.org).

These documents may not be fully AODA** compliant. For accessible formats or communication support, please contact ChemTRAC (email chemtrac@toronto.ca or call 416-338-7600).

You may download the calculators related to your business processes. If you use more than one calculator, you may use the "Calculation of Totals" calculator to add up the use and release amounts.

Tips:

- If you have used more than 150 L (40 gallons) of paint products and cleaners per year, then you may have reached the reporting threshold for VOCs.
- If you have used more than 125,000 cubic metres of natural gas per year to provide heat for your processes, then you may have reached the reporting threshold for NOx.

Process	Calculators	Guide
Auto body refinishing	Autobody Refinishing (Excel)	Guide 
Welding	<ul style="list-style-type: none"> • Resistance Spot Welding (Excel) • Electric Arc Welding (Excel) 	
If you have one or more dust collectors	Dust Collectors (Excel)	
If you use chemicals that are VOCs or contain VOCs for parts cleaning or degreasing only	Volatile organic compounds (VOCs) (Excel)	
Process heating	<ul style="list-style-type: none"> • Natural gas boilers (0-99 MMBTUs) (Excel) if you use natural gas to provide heat for your processes • Click to find more calculators for process heating 	
If you use 2 or more calculators	Calculation of totals (Excel) (Add the results from the output summary tables of two or more calculators into this calculator to find the total amounts and identify if any chemical meets the reporting threshold)	

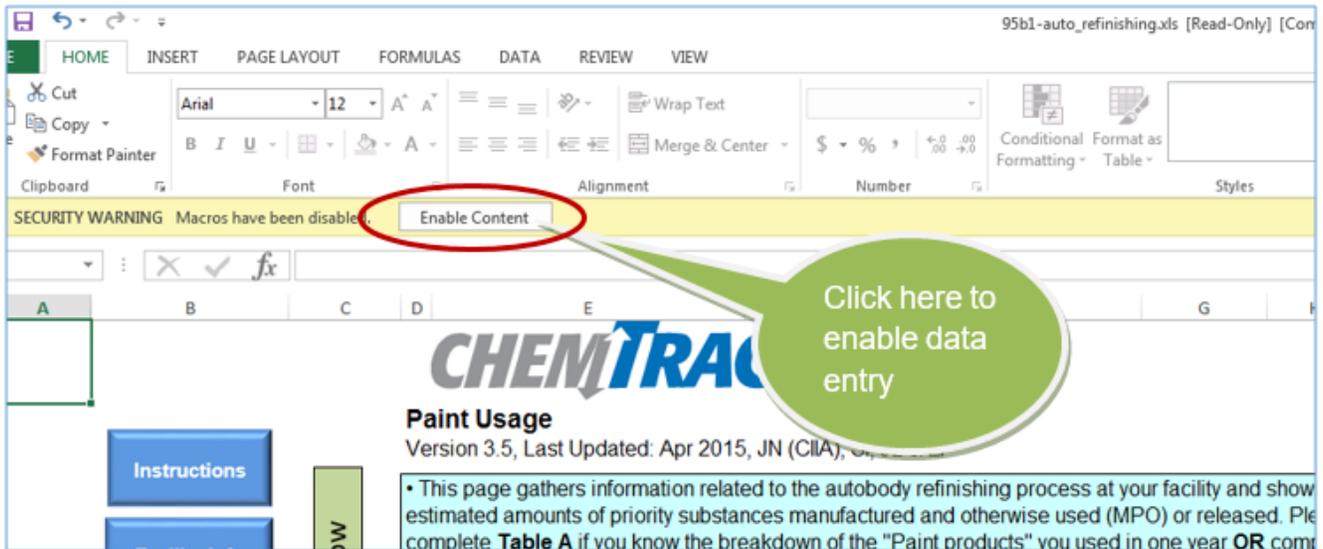
* see "Notes about the Calculators" on this page
** Accessibility for Ontarians with Disabilities Act (AODA)

Click on this link to download the calculator

Please email chemtrac@toronto.ca if you need help downloading the calculators.

Note: The "**Enable Content**" button on the Excel toolbar may need to be clicked on to enable data entry (Figure 3).

Figure 3. How to "Enable Content" in Excel.



2.2 Fill out the "Autobody Refinishing" calculator

The "Autobody Refinishing" calculator has five tables that require your input and one that displays the results. These tables are in six different tabs (spreadsheets in the workbook):

- A. Facility information
- B. Paint Usage
- C. Other chemical usage
- D. Cleaning & Transferred Waste
- E. Sanding
- F. Output (Total MPO and Release)

To navigate these different tabs, click on the blue buttons at the right side of each page as shown in the image below (Figure 4).

A. Facility Information

Figure 4 shows the table that needs to be filled with your facility information. Fill in the cells coloured in green.

Figure 4. Facility information table

Version 3.4, Last Updated: July 27th 2015 by AJ, ZI

Facility Information Table

Please enter information into the blank fields below

Facility Name	
Facility Address	
Phone Number	
Used by	
Reporting Year	
Date used on	

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B. Paint Usage

There are two tables in the Paint Usage tab, Table A and Table B (Figure 5). Please only complete one table:

- If you have collected the amounts of specific paint products and other materials, complete Table A.
- If you only know the total amounts of paint products and other materials, complete Table B.

Use the information gathered in step 1 to fill in the green cells in Table A or B. Please make sure that you enter these amounts in litres (L).

Select water-based or solvent-based material in the corresponding drop-down menu for each product (Figure 5).

Input the number of towels used and select if you have a VOC control emission device.

Note: A Unit Conversion table has been included here to assist you to convert units if needed.

Figure 5. Screenshot of the spreadsheet used to capture data on paint usage

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Paint Usage

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• This page gathers information related to the autobody refinishing process at your facility and shows the estimated amounts of priority substances manufactured and otherwise used (MPD) or released. Please complete **Table A** if you know the breakdown of the "Paint products" you used in one year **OR** complete **Table B** if you do not know the breakdown.

• Please provide all the information requested in the green cells. If a section does not apply to your facility, leave it blank.

Please Complete "Table A" OR "Table B" below

Please complete Table A OR Table B below

Table A: Complete this table if you know the break down of the paint used
Choose the "Product Type" and provide the quantity of each product used below:

Product	Product Type	Quantity Used (L/g)
Primer Surfacer	Selected/Keard	80
Primer Surfacer	Selected	
Primer Sealer	Selected	
Primer Sealer	Selected	
Epoxy Primer (Part A)	Selected	
Epoxy Primer (Part A)	Selected	
Epoxy Primer (Catalyst/Activator)	Selected	
Epoxy Primer (Catalyst/Activator)	Selected	
Pre-Treatment/Wash Primer	n/a	
Adhesion Promoter	n/a	
Colour Coating	Selected/Keard	346
Colour Coating	Selected	
Truck Bed Liner Coating	n/a	
Temporary Protective Coating	Selected	
Temporary Protective Coating	Selected	
Underbody Coating	n/a	147
Single-Stage Coating	Selected	
Single-Stage Coating	Selected	
Clear Coating	Selected	
Clear Coating	Selected	
Clear Coat Hardener (Catalyst)	Selected/Keard	53
Clear Coat Hardener (Catalyst)	Selected	
Clear Coat Reducer	Selected/Keard	8
Clear Coat Reducer	Selected	
Surface Cleaner	Selected	
Surface Cleaner	Selected	

Please Complete "Table A" OR "Table B" below

Quantity of shop towels used: 80

Do you operate any VOC emissions control device? (Only applicable if entire process is enclosed): 0%

Please complete Table A OR Table B

Table B: Complete this table if you **DO NOT** know the break down of the paint used
Enter the amounts in green cells

Product	Quantity Used
Total volume of all Paint products Purchased in a year (e.g. 2014)	
Total volume of all Paint products left over from previous year (e.g. 2013)	
Total volume of all Paint products not used this year (e.g. 2014)	
Total volume of Reducer and Activator used in a year (e.g. 2014)	
Total volume of all Paint products used in a year (e.g. 2014)	0

Unit Conversion Table

The quantity of coatings and other products used must be reported in litres. If you measure use in another unit of volume, use the conversion tools below:

Volume	
1.0	gallons (US) = 3.8 litres
1.0	gallons (UK) = 4.5 litres
1.0	cubic metres (c) = 1000.0 litres
1.0	quarts (US) = 0.9 litres
1.0	ounces (US) = 0.0 litres
1.0	millilitres = 0.0 litres
1.0	pint = 0.5 litres

Imperial-Metric Unit Conversion

Imperial	Metric
1.0	gal = 3.785 L
1.0	lb/gal = 119.828 g/L
1.0	g = 0.001 kg
1.0	lb = 0.454 kg

Properties Calculation:

INPUT		OUTPUT
Concentration in % w/w to g/L		
Percent Weight	Specific Gravity	VOC Content
59.0%	1.0	= 590.00 g/L

Mass to volume using density

Mass (kg)	Density (g/ml)	Volume
1.0	1.0	= 1.00 L

* If the percentage is based on volume or if it is not specified on the MSDS, please contact supplier for concentration in g/L

You are here

Instructions

Facility Info

Paint Usage

Other Chemical Usage

Cleaning & Transferred Waste

Sanding

Output (Total MPOs & Release)

Calculations

References

Fill only Table A or Table B

Helpful in case you need to convert units

You should use Table A if you have a complete list of the amounts of products used in your facility during the year. For each product, enter the amount in litres (L) and choose the Product Type from the dropdown menu, if they are water- based or solvent-based (Figure 6).

Figure 6. Table A in the Paint Usage spreadsheet.

Please Complete "Table A" OR "Table B"

Please complete Table A OR Table B below

Table A: Complete this table if you know the break down of the paint used
Choose the "Product Type" and provide the quantity of each product used below:

Product	Product Type	Quantity Used (L/yr)
Primer Surfacer	Select	
Primer Surfacer	Select Water-based/ Low VOC Solvent-based We don't use this	
Primer Sealer	Select	
Primer Sealer	Select	
Epoxy Primer (Part A)	Select	
Epoxy Primer (Part A)	Select	
Epoxy Primer (Catalyst/Activator)	Select	
Epoxy Primer (Catalyst/Activator)	Select	
Pre-Treatment Wash Primer	n/a	
Adhesion Promoter	n/a	
Colour Coating	Select	
Colour Coating	Select	

In the next table, enter the quantity of shop towels used, and enter the information for VOCs control devices if any (Figure 7).

Figure 7. Table for inputting cleaning towels and VOCs control devices.

Quantity of shop towels used		units
Do you operate any VOC emissions control device? Only applicable if entire process is enclosed		No
If yes, please provide the control efficiency (%):		0%

If you do not have detailed information to fill Table A, you may fill Table B (Figure 8) using the total volume of the paint products used in one year and left over amounts.

Figure 8. Table B in the Paint Usage spreadsheet.

Table B: Complete this table if you **DO NOT** know the break down of the paint used

Enter the amounts in green cells

Product	Quantity Used (L/yr)
Total volume of all Paint products Purchased in a year (e.g. 2014)	
Total volume of all Paint products left over from previous year (e.g. 2013)	
Total volume of all Paint products not used this year (e.g. 2014)	
Total volume of Reducer and Activator used in a year (e.g. 2014)	
Total volume of all Paint products used in a year (e.g. 2014)	0

For your convenience, there is a unit conversion table in this spreadsheet (Figure 9).

Figure 9. Unit conversion tables

Unit Conversion Table			
The quantity of coatings and other products used must be reported in litres. If you measure use in another unit of volume, use the conversion tools below:			
Volume			
1.0	gallons (US)	=	3.8 litres
1.0	gallons (UK)	=	4.5 litres
1.0	cubic metres (m ³)	=	1000 litres
1.0	quarts (US)	=	0.95 litres
1.0	ounces (US)	=	0.03 litres
1.0	millilitres	=	0.001 litres
1.0	pint	=	0.47 litres
Imperial to Metric Unit Conversion			
Imperial		Metric	
1.0	gal	=	3.785 L
1.0	lb/gal	=	119.8 g/L
1.0	g	=	0.001 kg
1.0	lb	=	0.454 kg

Where to find the VOC Content:

You may find the VOC content of your materials from Safety Data Sheets (SDS) or ask the supplier. If you have the SDS, find the "Physical and Chemical Properties" section and you will find the VOC content.

If you find it as gram per liter, input the amount directly into the table under the VOC content column. If you find the VOC in other formats such as volatility percentage or weight percentage (% w/w), you may convert it to grams per litre by using the specific gravity from the SDS (see the "Physical and Chemical Properties" section). Input these two data in the unit conversion table provided in the "Paint Usage" spreadsheet as shown in the image below. See the example in the conversion table below.

In this example the Volatility percentage is 59% and the Specific Gravity is 1 (from SDS). The VOC content is 590 g/l. Input the result in "Other Chemicals" Input table in column C as shown in Figure 11.

Figure 11. Calculate the VOC content

Properties Calculation:		
<i>INPUT</i>		<i>OUTPUT</i>
Concentration in % w/w to g/L		
Percent Weight ²	Specific Gravity	VOC Content
59.0%	1.0	= 590.00 g/L
Mass to volume using density		
Mass (kg)	Density (g/ml)	Volume
1.0	1.0	= 1.00 L
<small>² If the percentage is based on volume or if it is not specified on the MSDS, please contact supplier for concentration in g/L</small>		

D. Cleaning and Transferred Waste

In the "Cleaning Chemicals" table in this spreadsheet, enter the amounts of the materials used for cleaning such as gun wash and thinner (Figure 12). In the table "Transferred Chemicals Waste", enter amounts of the waste chemicals picked up by a waste management company and transferred outside of the facility for recycling or disposal. For your convenience, the table has been populated with a default VOC content amount of 850 g/L. You can replace this default value for a specific one if available.

Figure 12. Tables in the Cleaning and Transferred Waste spreadsheet

Other Chemical Usage

Cleaning & Transferred Waste

Sanding

Output (Total MPOs & Release)

Calculations

References

Efficiency of VOCs emission control device 0% Only applicable if entire process is enclosed

Cleaning Chemicals (Please scroll down and complete the next Table)

VOCs released from Cleaning Chemicals
Enter data in columns A and B. Columns D, E, and F will calculate automatically. If you know the exact VOC content, enter it in column C, otherwise the default VOC content is 850 g/L

A	B	C	D	E	F
Materials/ Chemicals	Amount used in the year in litres	VOC content in grams per litre	VOC usage in kg (CxD)/10	Uncontrolled VOC release in kg	Controlled VOC release in kg
<i>* Example: Paint gun wash (concentrate)</i>	7	850	6	6	6
Engine de-greaser	384.0	554.4	213	213	213
Brake cleaner	401	740	297	297	297
Paint gun wash	360	845	304	304	304
		850	0	0	0
		850	0	0	0
		850	0	0	0
		850	0	0	0
		850	0	0	0
		850	0	0	0
		850	0	0	0
		850	0	0	0
		850	0	0	0
Totals			814	814	814

Transferred Chemicals Waste

VOCs from Various Transferred(mixed) Waste Materials
Calculating VOC Transferred
Enter the volume of waste that you gather and is being picked up from your facility last year in Column A (Column B will calculate automatically)

Transferred Chemicals Waste	A Volume of Transferred L	B ** VOC Transferred kg
<i>* Example: Gunwash, Spent colour coating and other chemicals</i>	150	90.00
gunwash	360	216
parts cleaner	360	216
		0
		0
		0
		0
Totals	720	432

Total VOCs used and released from cleaning processes

ChemTRAC Priority Substances	Otherwise Used (kg/yr)	Transferred (kg/yr)	Uncontrolled Released to Air (kg/yr)	Controlled Released to Air (kg/yr)
Total VOCs	814	432	382	382

Input here materials used for cleaning

Input here materials transferred outside of the facility

Summary of the calculation of VOCs transferred or used for cleaning

E. Sanding and Blasting

Select "Yes" or "No" to identify if you have a preparation station for sanding. If yes, input the filter efficiency percentage of the preparation station.

There are two input tables for inputting the data for the sanding and abrasive blasting processes at your facility.

Table A is for Sanding: Input the number of ventilation system or dust collectors units, input the air flow rate amount in cubic feet per minute (CFM) and enter the operating schedule. You may find the air flow rate from the steel plate specification or specification sheet or ask the supplier. Estimate the amount of hours per day, days per week and weeks per year that you use the ventilation systems or each dust collector if any. (Figure 13).

Table B for Abrasive Blasting: Input the amount of abrasive used for parts blasting, in kilograms.

Figure 13. Screenshot of the Sanding spreadsheet.

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Sanding
Version 3.5, Last Updated: Apr 2015, JN (CIA), SI, JL & ZI

- This page assists you in estimating the amount of PM 2.5 manufactured and released from sanding operations in presence of a ventilation system.
- Please provide all the information requested in the yellow cells.

Do you have Preparation Station for sanding? No

Enter the filter efficiency (%) for sanding in the preparation station 0%

Please complete **Table A** OR **Table B** below.

Ventilation System	No. of Units	Airflow Rate (cfm)	Operating Schedule		
			hrs/day	days/wk	wks/yr
* Example: Ventilation System # 1	1	2,000	24	7	50
Ventilation System	1	18,000	2.0	3	50

* This line is only an example and is not included in the total calculation

	Mass of Abrasive Used (kg)*	Emission Factor PM2.5 (kg/1000)	Quantity Released PM2.5 (kg/yr)
Abrasive blasting of metal parts, controlled with a fabric filter	0	0.61065	0.00000

* Examples of abrasive blasting material include aluminum oxide, silicon carbide, and glass beads

INPUT	OUTPUT
1.0 cubic metres per sec	= 2118.88 cfm
1.0 litres per minute	= 0.04 cfm
1.0 litres per second	= 2.12 cfm
1.0 cubic metres per hour	= 0.59 cfm
INPUT	OUTPUT
Imperial	Metric
1.0 g	= 0.001 kg
1.0 lb	= 0.454 kg

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F. Output from Calculator

The "Output (Total MPOs & Release)" tab will show the results of the calculations in the "OUTPUT SUMMARY" table (Figure 14). These are the amounts of VOCs and PM_{2.5} that the facility manufactured, processed, otherwise used, and released to air during the reporting year.

Figure 14. Screenshot of the calculator results.

CHEMTRAC
Output (Total MPOs & Release)
 Version 3.5, Last Updated: Apr 2015, JN (CIA), SI, JL & ZI

- To determine if you need to report, add the amounts shown in the Output Summary table to any other MPOs or releases from other processes or sources, if any, in your facility. Then you need to compare the total to the reporting thresholds.
- You may use the **Calculation of Totals** spreadsheet to calculate the totals.

OUTPUT SUMMARY (Only ChemTRAC priority substances)

ChemTRAC Priority Substances	Quantity (kg/yr)			
	Manufactured ¹	Processed ¹	Otherwise Used ¹	Released to Air ¹
Particulate Matter 2.5 (PM _{2.5})	325	0	0	325
Total Volatile Organic Compounds (VOCs)	0	0	1,037	604

¹ Definitions available on References tab.

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3. Compare the Results with ChemTRAC Reporting Thresholds

The most common priority substances that autobody repair shops report to ChemTRAC are volatile organic compounds (VOCs) and particulate matter 2.5 (PM_{2.5}). However, if other activities use chemicals, for example welding and parts washing, you need to use the other calculators and quantify those substances.

Enter the amounts from the Output Summary table into the thresholds comparison table below.

Thresholds Comparison Table

Chemical	Threshold (kg/yr)	Category (column)	Results from Output Summary table (kg/yr)	Meet/Exceed Threshold (yes/no)
particulate matter 2.5 (PM _{2.5})	30	Released to Air	325	yes
volatile organic compounds (VOCs)	100	Released to Air	604	yes

The results of the calculator need to be compared with the reporting thresholds to determine if you need to report them. In summary:

- You will need to report **volatile organic compounds (VOCs)**, if the amount in the **Released to Air** column in the Output Summary table is **100 kg** or more.
- You will need to report **particulate matter 2.5 (PM_{2.5})**, if the amount in the **Released to Air** column in the Output Summary table is **30 kg** or more.
- If the amounts Released to Air of **both** substances are below the thresholds, you are not obligated to file a report.

For more information, refer to the [Autobody Refinishing and Collision Repair sector webpage](#).

4. Submit a Report to ChemTRAC

If you determine that you are above the reporting thresholds, you must submit a report to ChemTRAC. Submitting a report is optional if your amounts are below the reporting thresholds.

Submit a report by going to the [ChemTRAC website](#) and clicking on the "[Submit ChemTRAC Report](#)" button (Figure 15).

Figure 15. Screenshot of the ChemTRAC webpage.

ChemTRAC

You may submit your ChemTRAC report by using the Online Reporting System under the Environmental Reporting and Disclosure Bylaw. The reporting deadline is June 30 each year. If you are using Firefox and having issues accessing the reporting system, please try using a different Internet browser.

[Submit ChemTRAC Report](#)

[Guide to Submit a Report](#)

Important note: Prior to submitting a report, you may use the tools provided in the [sector specific](#) pages to assess if you are required to report, and to prepare your chemical data.

What is ChemTRAC?

ChemTRAC is a program to track priority substances (chemicals) in industries. This program is designed to increase public awareness of priority substances (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.

Reporting Tools for Businesses
Find the required information for the reporting process including calculators for your activities, thresholds, pollution prevention and more information.

General ChemTRAC Info
Frequently Asked Questions about ChemTRAC, health effects of specific chemicals and greening your business.

ChemTRAC Reports Archive
This includes archived annual and other ChemTRAC-related reports going back to 2005.

Data Disclosure
You can find facilities information and the reported chemical data by searching ChemTRAC's interactive map.

On the first page, click on **Start Here**.

On the second page, click on **"I agree"** to accept the terms and conditions and then enter your **Registration ID** in the box (Figure 16).

Figure 16. Sign in to the ChemTRAC Online Reporting System.

The screenshot shows the 'Sign In' page of the ChemTRAC Online Reporting System. At the top, it says 'Sign In' in a blue header. Below that, it states 'You are in a secure site'. The main instruction reads: '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 or call Toronto Health Connection at 416 338 7600.' A yellow box provides an example: 'R - Code Example: R-0000000000-000000'. Below this is a text input field labeled 'Enter Registration ID (required)'. A green callout bubble points to this field with the text 'Enter Registration Code received by mail'. To the right of the input field is a blue button labeled 'Click here to continue'. Below the input field is a pink box containing an '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. No information gets saved until the last step.' At the bottom right, there are three buttons: 'Cancel', 'Back', and 'Sign In'.

You can find your Registration ID in the letter you received from ChemTRAC. If you lose your Registration ID, you can always contact ChemTRAC by email (chemtrac@toronto.ca) or phone (416-338-7600) to retrieve it.

Click on “**Sign In**”. This will bring you to **Step 1 (Facility Information)**. Check your facility information for accuracy (correct any mistakes or update any information as required). For the **NAICS code**, select the first 2 digits from the list in the drop down menu followed by the second and the last 2 digits. Here are the relevant NAICS codes for the Autobody Refinishing and Collision Repair industry:

NAICS Code:	Industry
811111	General Automotive Repair
811112	Automotive Exhaust System Repair
811121	Automotive Body, Paint and Interior Repair and Maintenance
811119	Other Automotive Mechanical and Electrical Repair and Maintenance
811122	Automotive Glass Replacement Shops
811192	Car Washes
811199	All Other Automotive Repair and Maintenance

Click **Next** to go to **Step 2:** and check your contact information for accuracy (correct any mistakes or update any information as required).

Click **Next** to go to **Step 3:** Select the **Reporting Year** (Figure 17).

Then select the action you want to take:

- If you **meet the threshold** for one or more priority substances
- If you want to **update or change** the priority substance data you have already submitted
- If you want to report as **below threshold**
- If you want to report as **exempt**

Figure 17. Step 3 for online reporting.

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)

2017

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

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 or call Toronto Health Connection at 416 338 7600.

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

Cancel Back Next

Note: If you need more than 15 minutes on each step, click **Back** and then **Next** button at the bottom of the screen. The system will reset the timer.

Click **Next** to go to **Step 4:** Select the chemicals for which you need to report (Figure 18).

If you have already reported for one or more chemicals in previous years, you will find those chemicals already selected.

Important note: if you are resubmitting your report to update the amounts of one or more chemicals, the 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.

Figure 18. Step 4. Select the chemicals you are reporting.

Page will time out after 13 minutes 19 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

Volatile Organic Compounds (VOCs) Total

Chemical Type: Heavy Metals

Cadmium and its compounds

Chromium, Hexavalent and its compounds

Chromium, Non-Hexavalent and its compounds

Lead and its compounds

Manganese and its compounds

Mercury and its compounds

Nickel and its compounds

Chemical Type: Other Chemicals

1,2-Dibromoethane (Ethylene dibromide) with CAS number 106-93-4

Dichloromethane (Methylene chloride) with CAS number 75-09-2

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 or call at 416 338 7600.

Cancel Back Next

Click **Next** to go to **Step 5**: Enter the amounts for each selected chemicals in the appropriate box and select the estimation method from the list in the drop down menu.

Select: **Yes** if you report to NPRI or **No if you do not** report to NPRI, then click **Next**.

Figure 19. Step 5. Insert the reportable amounts for each chemical with other requested information.

Page will time out after 13 minutes 24 seconds

1 2 3 4 5 6 7 8

Chemical Use and Release - Step 5 of 8

Chemical 1 of 2 - Particulate Matter 2.5 (PM2.5) (Reporting Threshold = 30 kg Release to Air)

Chemical Use - Amount and Estimation Method

Manufactured (kg)
325 ChemTRAC calculator

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 325 kilograms

Chemical Released - Amount and Estimation Method

Released to Air (kg)
325 ChemTRAC calculator

Released to Land (kg)
To report in this category email at chemtrac@toronto.ca or call at 416 338 7600.

Released to Surface Water (kg)
To report in this category email at chemtrac@toronto.ca or call at 416 338 7600.

Total release of this chemical is 325 kilograms

Reporting to NPRI

For the reporting year 2018, did Downtown Autobody 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

From Calculator

Select from the list

Select one

If you receive a **warning message** on the system for an inconsistent amount, please select the appropriate reason(s). If you select **other**, please enter your reason in the box manually.

Click **Next** to go to **Step 6: Enter your Environmental Information** (if any).

Click **Next** to go to **Step 7: Review your information**.

Select the submitter from the list or enter the name of a new submitter.

Enter any additional information in the comment box provided (if any).

Check the box for "**Statement of Certification**".

Click **Submit Report** to go to **Step 8: Print the Confirmation Page** within 15 minutes of submission.

To update or revise a submitted report:

If for any reason you need to update your report, you will have to login by clicking on "[Submit ChemTRAC Report](#)" button on the ChemTRAC homepage and follow the first two steps described before.

At the **Step 3**, select the reporting year and the second option to **Update or Change Chemical Data** (Figure 20).

Note: Select **all** priority substances that you meet the thresholds and re-enter **all** the information including the updated ones.

Figure 20. How to update a report in the ChemTRAC reporting system.

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)

2016

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

5. Keep all Documents for your Records

Keep all your calculation files and supporting documents for at least 5 years from the date of report submission in case your facility gets audited.

Publishing the Data

ChemTRAC publishes the reported data on the [ChemTRAC website](#) annually. You can find information on current and previous reports by clicking on "[Data Disclosure](#)" and searching by facility name.

Notes:

- Contact us if you need to update information about your facility including the contact person.
- If your facility moves to a new address in Toronto, please contact us to get a new unique registration code for the new location.
- If the facility is closed or sold, please let us know by email or phone.

Contact us:

Email: chemtrac@toronto.ca

Phone: 416-338-7600