



Hazardous Materials Information
Review Commission

Conseil de contrôle des renseignements
relatifs aux matières dangereuses



Hazardous Materials Information Review Commission



ANNUAL REPORT 1999/2000
Renewal Year Two - From Blueprint to Action

Canada



Hazardous Materials
Information Review Commission

Office of the President

Conseil de contrôle des renseignements
relatifs aux matières dangereuses

Bureau du directeur général

July 31, 2000

The Honourable Allan Rock, P.C., M.P.
Minister of Health
East Block
House of Commons
Ottawa, Ontario
K1A 0A6

Dear Minister:

I am pleased to submit to you the Annual Report of the Hazardous Materials Information Review Commission, pursuant to subsection 45(1) of the *Hazardous Materials Information Review Act*. The Report covers the fiscal year ending March 31, 2000.

Yours sincerely,

Weldon Newton

Hazardous Materials Information Review Commission
Annual Report 1999-2000

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PRESIDENT’S MESSAGE It gives me great pleasure to present to you the Hazardous Materials Information Review Commission’s Annual Report for 1999-2000. This Report focuses on the second year of our renewal.

The past year has seen the coming together, once again, of our industry, labour and federal, provincial, territorial government stakeholders as partners with a common goal - helping the Commission find creative and innovative ways to serve the Canadian worker, the chemical industry and provincial/territorial/federal occupational safety and health programs. In the first such initiative since the Commission was established 12 years ago, we consulted with our tripartite stakeholders. Collectively, we wrote the strategic plan entitled *Commission Renewal: Blueprint for Change*.



The *Blueprint* outlines the steps that will revitalize and modernize this organization. With our stakeholders and Council of Governors - we set out very important guiding values and principles, considered now to be the cornerstones of renewal: **Timeliness - Accessibility - Transparency - Quality - Consistency - Competency - Respect - Fairness**. These principles are not only relevant during renewal, but have become the benchmark against which all Commission activities are and will be measured.

The *Blueprint* received unanimous support from the Commission's tripartite Council of Governors and was endorsed by the Minister of Health in October. We have published the *Blueprint*, to demonstrate our commitment to our renewal agenda, and sent it to all interested parties.

The next step was the laying of a solid foundation on which to rebuild the Commission. This past fall was devoted to the development of an operational workplan, a document written entirely by Commission staff, that would allow us to implement the strategic initiatives of the *Blueprint*.

The *Workplan* is the operational foundation that will direct the course of our work for the next few years. We believe that the *Workplan* serves as tangible evidence of our commitment to our stakeholders, and as such, we have widely published the *Workplan*. Many of the *Workplan* action items are well underway and some have already been completed.

Although we are changing the way we operate, what will not change is our role - balancing the right of chemical companies to protect trade secrets with the need of workers to have accurate health and safety information about the hazardous chemicals used in the workplace.

Weldon Newton

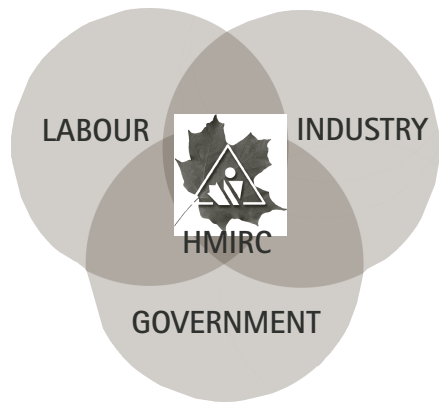
The Commission enables chemical companies to protect their trade secrets, and while doing so ensures that accurate health and safety information about hazardous chemicals is available to workers in order to reduce workplace-related illness and injury.

WHAT WE DO The Hazardous Materials Information Review Commission (HMIRC) was created on October 1, 1987 and it is accountable to the Parliament of Canada through the Minister of Health. HMIRC is a model of industry, labour and government consultation, consensus, and co-operation. Our uniqueness is exemplified by the fact that we derive our mandate and program accountability from federal, provincial, and territorial legislation.

The Commission enables chemical companies to protect their trade secrets, and while doing so ensures that accurate health and safety information about hazardous chemicals is available to workers in order to reduce workplace-related illness and injury. The Commission's activities are key components of the Workplace Hazardous Materials Information System (WHMIS), which was created in the late 1980s through a consensus of labour, industry and government. The success of WHMIS depends on co-operation among all these partners. All three groups play a part in ensuring that the information workers need to know about hazardous chemical products is available.

WHMIS requires that manufacturers and suppliers provide employers with information on the hazards of materials produced, sold, or used in Canadian workplaces. The employers, in turn, provide that information to employees through product labels, worker education programs, and material safety data sheets (MSDSs). A product's MSDS must fully disclose all hazardous ingredients in the product, its toxicological properties, any safety precautions workers need to take when using the product and treatment required in the case of exposure.

When a supplier introduces a new or improved product and wants to protect the identity of one or more of the ingredients or the concentration, the company applies to HMIRC for an exemption from the requirement to list all hazardous ingredients on the product's MSDS. Once the application is complete, HMIRC registers the claim and the product can be made available in the marketplace. The Commission then issues a decision on the validity of the claim and, to protect worker safety, verifies the compliance of the MSDS and, in some cases, the label with the *Hazardous Products Act* and *Controlled Products Regulations*, and with provincial and territorial occupational health and safety acts. The Commission issues orders for any changes that are necessary to the MSDS or product labels.



If the Commission finds that the information can be considered a trade secret, the company's exemption claim remains in effect for three years. At the end of that period the company can refile a claim for exemption.

All the decisions and orders of the Commission can be appealed before an Appeal Board. Each Appeal Board has three members; a chairperson, a representative of suppliers or employers, and a representative of workers.

Our Mandate Under the authority of the *Hazardous Materials Information Review Act* and the provincial and territorial occupational health and safety acts, the Commission is an administrative agency charged with carrying out a multi-faceted mandate:

- to formally register claims for trade secret exemptions, and issue Registry Numbers;
- to issue decisions on the validity of claims for exemption using a prescribed regulatory criteria;
- to make decisions on the compliance MSDSs and labels within the WHMIS requirements as set out in the *Hazardous Products Act* and *Controlled Products Regulations* and various provincial and territorial occupational health and safety acts; and
- to convene independent, tripartite boards to hear appeals from claimants or affected parties on decisions and orders issued by the Commission.

The Commission's clientele consists of a number of WHMIS stakeholders: suppliers and employers in the chemical industry who wish to protect their trade secrets from being disclosed on MSDSs or labels; employers who rely on supplier MSDS information to prepare their own workplace MSDSs and training programs; and labour representing all workers who are exposed to these products.

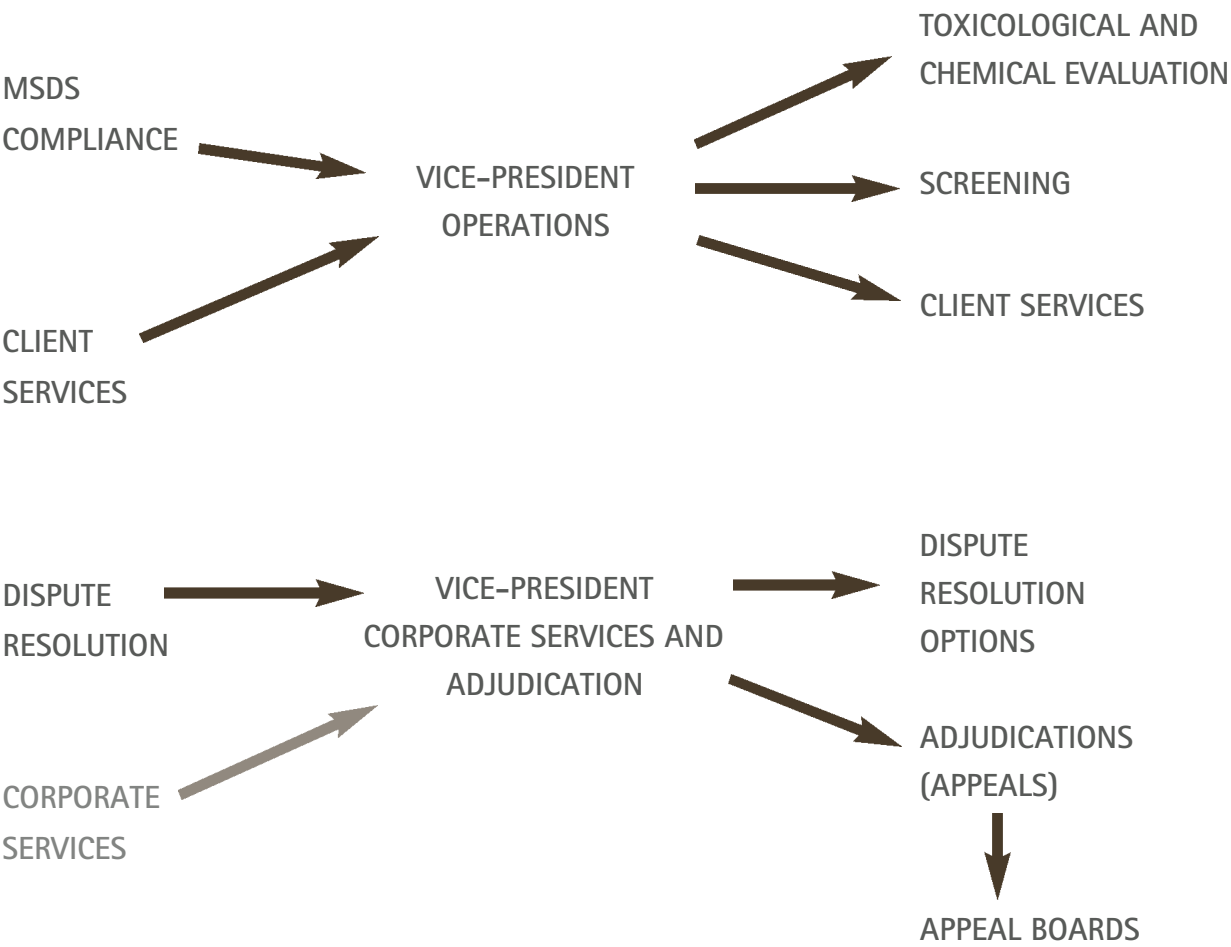


The creation of these business lines represents a positive and pragmatic step towards modernizing our services and meeting our clients’ changing needs.

Our Business Lines The Commission has adopted a business outlook on its operations and this approach became the building blocks for the creation of our strategic plan “*Commission Renewal: Blueprint for Change*”. In order to reinforce the Commission’s focus on its mandate: protecting trade secrets, ensuring MSDS compliance and providing all parties with a range of options for discussion on Screening Officers’ decisions and orders (appeals) – we have established three new business lines: Client Services, MSDS Compliance and Dispute Resolution. Unique in nature, the three business lines utilize individual processes and approaches in response to the different roles they are mandated to carry out. The creation of these business lines represents a positive and pragmatic step towards modernizing our services and meeting our clients’ changing needs.

HMIRC’s three core business lines are supported by a strong Corporate Services capacity to ensure that our business activities operate effectively and efficiently.

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Client Services Client Services involves the formal registration of claims for exemption, the issuance of Registry Numbers, and the security of claim-related information. Service to clients begins when the Commission is contacted by a company wanting to make a claim and needing to know what the process involves.

Client Services assists companies in protecting confidential business information while at the same time meeting their WHMIS obligations. Information is provided that can help companies present complete and accurate MSDSs with their claims. Our web site helps us share this information with industry and labour. The Commission continues to strive to meet its service standards. Telephone enquiries are handled within 24 hours, and written enquiries within one week of receipt.

Once the application is accepted as complete, we issue the company a Registration Number for the claim in no more than seven days, and often much more quickly.

Screening Officers have the statutory responsibility to decide whether claims are valid, and for determining whether MSDSs or labels submitted with the claims comply with the WHMIS legislation.

The decision on claim validity is reached by reviewing supporting information from the claimant against the criteria prescribed in the *Hazardous Materials Information Review Regulations*.

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Client Services is designed to ensure that:

- Professionalism, cost-effectiveness, timeliness and responsiveness define our claim registration service.
- A firm understanding of business/government relations guides our service delivery.
- Fairness and justice reflect our processes.
- Openness and accountability encourage client feedback.
- Prompt and courteous service define our complaint management process.

MSDS Compliance Screening Officers review claim related MSDSs and, in some cases, labels pursuant to the *Hazardous Products Act*, the *Canada Labour Code*, and provincial and territorial occupational health and safety legislation, and decide whether they are within the WHMIS regulatory requirements. Such decisions take into account health and safety advice prepared by scientific Evaluators in the MSDS Compliance Division.

When work begins on a file, the first step is to build a collection of scientific information relevant to each of the product's ingredients. The Evaluator will be alert for new information or information of which the company might not have been aware, trying to ensure that the MSDS reflects the current state of knowledge about the hazards that may be associated with a product.

The Commission is in the process of designing and developing, through tripartite consultation, a Dispute Resolution system which will supplement and work in conjunction with the current appeals process.

Evaluators assess this information and prepare an advice document for the Screening Officers on the health and safety hazards posed by the product which have not been adequately disclosed on the MSDS. The Screening Officers offer claimants and affected parties an opportunity to review and comment on the health and safety information and advice provided by the Evaluators.

At the conclusion of the claim and MSDS review process, a formal Statement of Decision is forwarded to the claimant. Should a claim be ruled invalid, an order is issued to the claimant to disclose the confidential business information which was the subject of the claim. Where the MSDS or label does not meet the WHMIS requirements, the Screening Officer orders that changes be made to bring about compliance. All orders specify the period during which various changes must be made if the product is to continue to be sold in Canada.

A Notice is published in the *Canada Gazette* to make public the decisions and orders issued by the Screening Officer, and to initiate the time during which the claimant and affected parties may appeal the decisions or orders. If no appeal is filed, the claimant must provide a copy of the amended MSDS to the Screening Officer, who reviews it to ensure compliance with the order.

- MSDS Compliance is designed to ensure that:**
- Openness, accessibility and transparency, while respecting the confidentiality provisions of the legislation, guide our actions to regulate in the public interest.
 - Fairness is the cornerstone of our decision making process.
 - A firm dedication to ensuring workplace health and safety, and sound scientific principles, judgement and information guide the decisions we render.
 - Stakeholder satisfaction drives our process for complaint management.
 - High standards direct our annual program performance review.

Dispute Resolution The aim of the Dispute Resolution business line is to provide stakeholders with a range of options to facilitate discussion on issues arising from decisions and orders of the Commission in a manner that is cost-effective, open and fair to everyone involved. The Commission is in the process of designing and developing, through tripartite consultation, a Dispute Resolution system which will supplement and work in conjunction with the current appeals process.



The appeals process includes the convening of independent tripartite boards to hear appeals from claimants or affected parties. An appeal may relate to the compliance of an MSDS, the rejection of a claim or to request disclosure in confidence, for reasons of health and safety in a workplace, of information in respect of which a claim for exemption is made. For each appeal filed, a Notice of Appeal is published in the *Canada Gazette* to provide affected parties with an opportunity to make representations to the Appeal Board.

An Appeal Board is comprised of a Chairperson appointed by the Chief Appeals Officer, and two members appointed by the Chairperson: one representing suppliers and/or employers, and the other, workers. Board members are selected from lists of potential nominees established in accordance with the *Hazardous Materials Information Review Act*.

The final outcome of the appeals process is a decision by the Appeal Board to dismiss the appeal and confirm the decisions or orders of the Screening Officer; or to allow the appeal and either vary or rescind the decisions or orders being appealed. A Notice of Decision, including the purport and reasons, is published in the *Canada Gazette*.

- Dispute Resolution is designed to ensure that:**
- Clarity and straightforwardness reflect our service and information delivery.
 - Expeditious resolution of cases, transparency of activities, and informality direct our complaint and dispute resolution processes.
 - Effective procedures and methods facilitate the identification and resolution of complaints.
 - Our unbiased approach to the decision-making process ensures impartial service to all parties.
 - Flexibility and fairness are reflected in our dispute resolution options.
 - Durable outcomes ensure better compliance, fewer disputes and improved relations for all parties involved in case settlements.
 - All parties will be encouraged to seek consensus agreements in resolving their disputes.

The time was right for us to take a fresh look at ourselves, to examine where we were and chart our course for the future.

Corporate Services The Corporate Services Division has been mandated with a very important role: ensuring the success of the three core business lines. Corporate Services provides a full range of services to the Commission including finance, records and facilities management, security, management services, information technology, administration, human resources, communications and strategic planning.

Corporate Services is designed to ensure that:

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- We understand the needs of both our internal clients and our external clients and provide a professional and responsive support service to those clients in a prompt and timely fashion.
 - We provide the Commission with the optimum tools and equipment to enable it to achieve its mission in an effective and efficient manner.
 - We have a clear understanding of our clients' business lines and we provide our clients with an updated and comprehensive understanding and knowledge of our services and capabilities.
 - We seek and respond to client feedback.
 - We are committed to supporting the career development and professional aspirations of all the Commission's staff.
 - We expect crisis and are able to effectively manage it.
 - We provide a secure environment for claimants' trade secrets through effective and efficient policy and procedures which minimize disruption on the staff.
 - We provide strong support and guidance in all aspects of communications.
 - We maintain and nurture the corporate identity.

WHY WE'RE CHANGING To understand the reasons why we're changing - we must go back to the creation of the Commission in 1987. Industry, labour, the federal, provincial and territorial governments all had a common vision - to implement a national information system designed to protect Canadian workers by providing safety and health information about hazardous workplace materials. The Commission was created to protect trade secrets based on submissions from chemical companies or employers and to ensure the accuracy of MSDSs. If disputes arose, appeal mechanisms were available. The Commission's traditional approach to its mandate was perceived as rigid and this made it difficult for a truly effective working relationship to be created with industry. This approach did



not allow for as much interaction as is now envisaged - communication and sharing of information that will lead to a compliant MSDS.

Over the past decade, the role of government and the interaction between government, industry and labour changed across society. Interfaces and procedures that had once been accepted came to be seen as overly bureaucratic. In addition, the last decade has witnessed the rapid evolution of technology to the point where the Commission's stakeholders now expect to have information easily and readily accessible.

As times changed, industry expressed discontent with the bureaucratic nature of the claims review process and called for changes from the Commission. In 1997, the Commission's Council authorized a consultant to conduct an independent review. The consultant expressed the conclusions in a report to HMIRC's Council of Governors. Council in turn reported their recommendations to the Minister of Health in May 1998.

The Minister requested that the Commission conduct a more widespread renewal consultation with all interested parties and undertake an assessment of the potential impact of the implementation of Council's report on the operations of the Commission.

The time was right for us to take a fresh look at ourselves, to examine where we were and chart our course for the future. We were eager to examine our operating procedures and working relationships. In a few intense months during the fall of 1998, Commission staff took stock of their experience in handling claims over the past 10 years, and developed ideas for renewal that more specifically addressed the issues raised by claimants. Throughout this period of analysis and development there was extensive collaboration between Commission staff and the Council of Governors. Council provided valuable guidance and helped shape the vision. This critical contribution developed the consultation process and the conceptual framework that led to the Commission's draft strategic plan and a new vision for the future.

New Vision for HMIRC

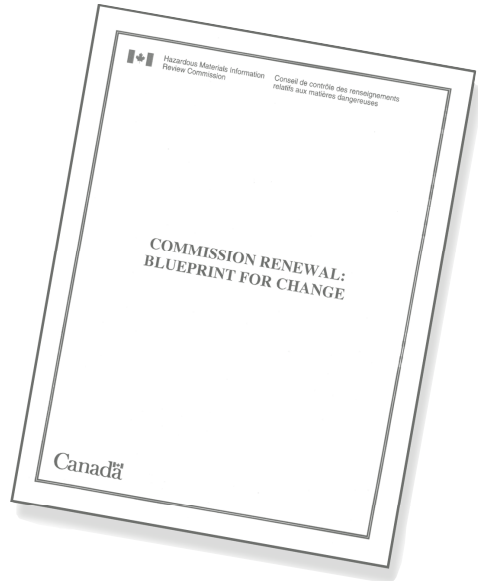
The Commission will:

- Be a client-oriented agency committed to improving service quality and timeliness at a fair and reasonable cost to those who directly benefit from our work.
- Provide regulatory decision-making that is based on sound scientific principles and take pride in being a professional regulatory organization seeking creative and progressive approaches to enhancing workplace safety.
- Resolve complaints and disputes, whether under statutory mandate or not, in a manner that is impartial, fair and prompt.

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HMIRC will provide regulatory decision-making that is based on sound scientific principles and take pride in being a professional regulatory organization seeking creative and progressive approaches to enhancing workplace safety.

WHERE WE'VE BEEN In early 1999, the Commission began consultations with its stakeholders using the draft strategic plan. HMIRC's goal was to create a strategic plan with the input and support of all stakeholders. The objective of the strategic plan would be the formation of a shared vision that would guide the revitalization of the Commission.



The consultation process provided HMIRC with the opportunity to solicit comments on initiatives in support of the Commission's on-going modernization of its service delivery, regulatory and adjudicative functions.

Three main consultations were undertaken over the winter months with stakeholder groups: labour interests represented by the Canadian Labour Congress' National Occupational Safety and Health Workshop; federal, provincial, territorial governments through the Intergovernmental WHMIS Coordinating Committee; and industry through a full day meeting with HMIRC claimants.

In June, Council unanimously approved the *Commission Renewal: Blueprint for Change*, which now incorporated the stakeholders' comments. The *Blueprint* was presented to the Minister of Health, who in turn provided his endorsement in October.

The *Blueprint* contains action plans under a new three business line structure which will guide the direction of the Commission during the next few years. HMIRC published this document in November, and mailed copies to all stakeholders and interested parties.

The next critical step in the strategic planning process was the creation of an operational workplan to achieve the *Blueprint's* strategic initiatives. The *Workplan* contains the detailed actions that must be undertaken to complete the renewal of the Commission. The Council of Governors approved the *Workplan* in January 2000 and many of the projects are well underway.

Milestones The Commission has been very busy throughout the past year. Staff have been double tasked with renewal initiatives while still maintaining day-to-day operations. The following are some of the major milestones that the Commission accomplished during the past fiscal year:

- An MSDS Compliance pilot project was implemented offering claimants and affected parties the opportunity to review and comment on the health and safety information and advice provided to the Screening Officer. This initiative has significantly enhanced the transparency of the MSDS review and decision-making processes and has been well received by claimants.
- A Memorandum of Understanding was signed by HMIRC and the Dispute Resolution Committee of the Department of Justice in December approving funding in the amount of \$30,000 under the Dispute Resolution Fund. This funding was critical to allowing the Commission to begin developing a Dispute

Resolution system that will fulfil our commitment to stakeholders to expedite the resolution of disputes.

- A policy development process entitled: *Policy Making at HMIRC* was approved by Council in January. In the past, the Commission did not have a documented policy development process for issues affecting the application and interpretation of its legislation. This paper speaks to the values and principles of our renewal and enhances the transparency of the Commission's policy making. HMIRC's policies will be available to all interested parties via its web site.

- The Commission's first web site (www.hmirc-ccrmd.gc.ca) was launched in March.
- In designing our site, we voluntarily adopted the Treasury Board Secretariat's Common Look and Feel draft guidelines. These guidelines provide departments with standards for a common look to government web sites, and have since been finalized. We are proud to report that the Commission finds itself in compliance with these new guidelines.

- The Commission also voluntarily participated in a Treasury Board Secretariat pilot project on web site accessibility, which provides web masters a view of their sites as perceived in a typical situation by persons with disabilities. Our site did very well as a result of the testing with only minor changes to be implemented in the Phase II design of the web site.

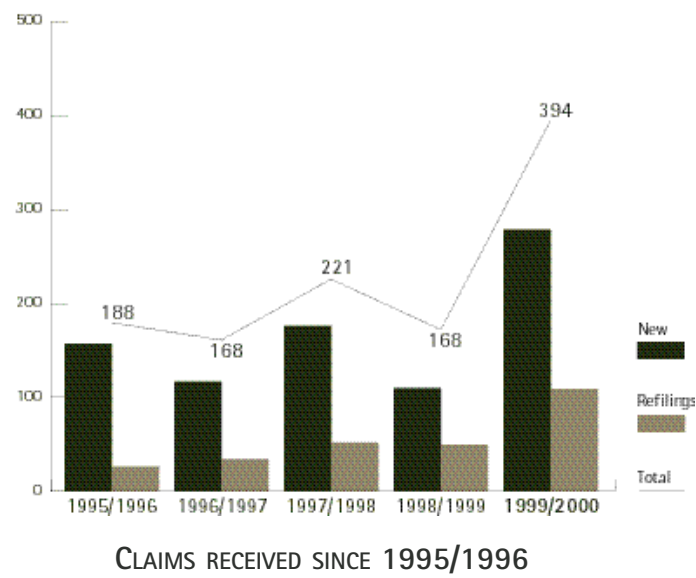
- The Commission approached the Office of the Commissioner of Official Languages to request that they review our web site to see whether it met the requirements of the Official Languages Act. The Office of the Commissioner of Official Languages report confirmed that our site reflected the equality of status of



We have shaped a new vision and principles with our Blueprint and we are building a solid foundation through our Workplan. All future Commission work will be benchmarked against these new standards and must address these principles...

English and French. With the intent to exceed the linguistic requirements, the Commission has also requested that the review provide additional suggestions. All of the suggestions will be implemented during Phase II design of the web site.

- A major modernization of our method of recording, registering, tracking and managing claims was completed with the aid of new technology and software making it a more systematic and expeditious system. We have also updated all claim related publications, such as the Information Bulletins and the Guide for Completing a Claim for Exemption. These documents assist clients in filing a claim for exemption and are available on our web site.
- A complete redesign of the workflow procedures for reviewing and issuing decisions on MSDS compliance was undertaken. This resulted in a more efficient, responsive and effective procedure for reviewing MSDS content.
- A partnership was established with Health Canada in implementing the government-wide Financial Information Strategy of a SAP-based financial management platform. This will provide appropriate standardized interfaces to the Office of the Receiver General and will provide the Commission with the ability to generate accrual accounting based balance sheets and reports in upcoming years.
- An agreement was entered into between HMIRC and the Department of Justice to provide on-site legal services. The "Multi-Client Legal Services Unit" was established with HMIRC as its first client. The Commission provides space and support and the Department of Justice provides shared services on a cost recovery basis to other small agencies/government initiatives, which like the Commission, do not require full-time legal counsel.

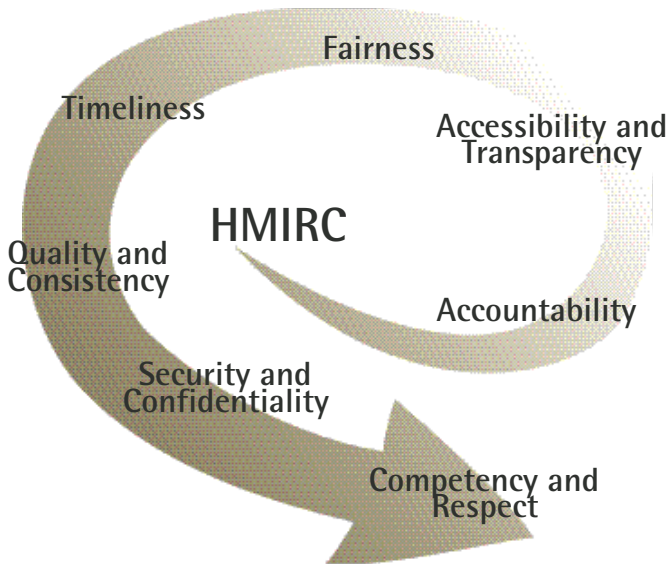


• This past year we saw a more than 100% increase in claims received - for a total of 394 claims. We believe this is, at least in part, attributable to a renewed confidence in the Commission by our industry stakeholders.



WHERE WE'RE GOING

The Commission is in it's third and final year of renewal. Although the renewal period may be coming to a close - the Commission has embarked upon a new era. We have shaped a new vision and principles with our *Blueprint* and we are building a solid foundation through our *Workplan*. All future Commission work will be benchmarked against these new standards and must address these principles:



We are committed to assisting industry in achieving early compliance with the WHMIS requirements. It follows that early compliance means that workers have accurate health and safety information in a timely fashion and this results in a safer workplace. We are dedicated to providing service that is better and faster, and to doing our job at a fair and reasonable cost.

The year ahead will again be a very productive one, as the Commission focuses on the *Workplan* action items. Some of the action items we are currently working on involve consultation with stakeholders: proposed changes to the appeals process and dispute resolution options; formalizing and implementing the policy development process; development of service standards; and in some cases proposed statutory/regulatory amendments to implement the changes outlined in the *Blueprint for Change*.

The *Workplan* will be substantially completed this year - we are committed to its achievement.

...balancing the right of chemical companies to protect trade secrets with the need of workers to have accurate health and safety information about the hazardous chemicals used in the workplace.

STATISTICS AND FINANCIAL REPORTS

Claims for Exemption Claims are assessed against regulatory criteria which establish when a trade secret is deemed to exist. A valid trade secret claim permits the supplier to withhold information that would normally be included in the product's MSDS. All claims for which a decision was issued this year met the criteria.

	1999 - 2000
Claims Registered	375
Decisions Issued	85
Claims in Process	637

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Appeals

	1999 - 2000
Appeals Filed	0
Appeal Hearings Concluded	0
Appeals still in Process	1

In twelve years, sixteen appeals have been filed and appeal boards have ruled on fifty-one order items. Seven appeals have been withdrawn prior to the issuance of a decision by an Appeal Board.

MSDS Violation Statistics The Commission is finding fewer violations and we believe that this is due to our clients having more experience preparing MSDSs and more knowledge about what is required for compliance.

Violation Category	Number of Occurrences							
	99/00	98/99	97/98	96/97	95/96	94/95	Total	%
Toxicological Properties	182	341	384	698	580	609	2,794	33.7
Hazardous Ingredients	164	301	391	716	367	238	2,177	26.3
First Aid Measures	47	72	97	114	63	113	506	6.1
Fire or Explosion Hazard	21	66	49	56	104	140	436	5.2
Hazard Classification	6	38	44	95	42	79	304	3.7
Physical Data	13	28	29	49	48	55	222	2.7
Headings	19	22	31	71	122	113	378	4.6
Preparation Information	3	20	9	14	36	35	117	1.4
Generic Chemical Identity	20	17	39	13	27	56	172	2.1
Product Information	21	15	24	36	49	48	193	2.3
Format/Wording	28	10	41	126	205	390	800	9.7
Preventive Measures	2	4	3	8	5	49	71	0.9
Reactivity Data	6	2	14	17	19	52	110	1.3
Total	532	936	1,155	2,013	1,667	1,977	8,280	100
No. Claims Adjudicated	85	143	150	204	252	196	1,032	
No. Occurrences/Claim	6.3	6.5	7.7	9.9	6.6	10.1	8	

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Financial Statements

Revenue (in thousands of dollars)	
Revenue from Claims for Exemption	767
Revenue from Appeals	0
Total Revenue	767

Expenditures (in thousands of dollars)	
Salary and Wages	1,277
Operating	534
Minor Capital	58
Total Expenditures	1,869

Human Resources	Full-Time Equivalents
Office of the President	2
Operations Branch	14
Corporate Services and Adjudication Branch	6
Total	22

Cost of Program for 1999–2000 (in thousands of dollars)

Commission	Other Costs*	Total Program	Revenue	% Cost
Operating Costs		Costs		Recovery
1,869	350	2,219	767	35

*Includes the following

Accommodation received from Public Works and Government Services Canada	274,000
Employee benefits covering the employer's share of insurance premiums and costs paid by the Treasury Board Secretariat	76,000
Total	350,000

PUBLICATIONS The following HMIRC publications provide an understanding of the Commission's operations and assist clients in filing applications. They are available from the Commission's web site in various formats for downloading or on-screen viewing. Hard copies may also be requested from the Hazardous Materials Information Review Commission, 200 Kent Street, Suite 9000, Ottawa, Ontario, K1A 0M1, Tel: (613) 993-4331, Fax: (613) 993-4686.

- Annual Reports, 1988 to 2000
- Report on Plans and Priorities 2000-2001
- Departmental Performance Report 1998-1999
- Commission Renewal: Blueprint for Change* (strategic plan)
- Workplan* (operational workplan from the strategic plan)
- Information Bulletins 1, 2, 3, and 4
- Form 1 - Claim for Exemption
- Guide to Completing a Claim for Exemption Form
- Guidelines for Toxicological Summary Requirements
- Statement of Appeal Form 1

The following documents are the various laws and regulations concerning the Commission and links are provided from the HMIRC's web site. Hard copies may be found in public libraries or purchased from booksellers or ordered from the Canadian Government Publishing, Ottawa, Ontario, K1A 0S9, Tel: (819) 956-4802.

- Hazardous Materials Information Review Act*
- Hazardous Materials Information Review Regulations*
- Hazardous Materials Information Review Act, Appeal Board Procedures and Regulations*
- Hazardous Products Act*
- Controlled Products Regulations*
- Canada Labour Code - Part II*
- Canada Occupational Safety and Health Regulations*
- Provincial and Territorial Occupational Safety and Health Acts and Regulations*

Please visit our web site: www.hmirc-ccrmd.gc.ca