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POLLUTION PREVENTION PLANNING PROVISIONS OF PART 4 OF THE *CANADIAN ENVIRONMENTAL PROTECTION ACT, 1999*

Guidelines for Implementation

SECOND EDITION



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- the regulations, as registered by the Clerk of the Privy Council and published in Part II of the *Canada Gazette* at <http://canadagazette.gc.ca/partII/index-e.html>; and
- the Notices as published in Part I of the *Canada Gazette* at <http://canadagazette.gc.ca/partI/index-e.html>.

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PREFACE

Part 4 of the *Canadian Environmental Protection Act, 1999* gives the Minister of the Environment the authority to require the preparation and implementation of pollution prevention plans for substances or groups of substances specified on the List of Toxic Substances in Schedule 1 of the Act.

The *Canadian Environmental Protection Act, 1999* contains other pollution prevention planning provisions. Part 7 authorizes the Minister to require pollution prevention plans in some circumstances for Canadian sources of international air and international water pollution. Part 9 (paragraph 209(1)(b)) authorizes the Governor in Council to make regulations respecting pollution prevention planning by federal government operations. Under Part 10 (paragraph 291(1)(c)), a court may direct an offender that has been convicted of an offence under the Act to prepare and implement a pollution prevention plan. While Parts 7, 9, and 10 of the Act also contain pollution prevention planning provisions, **these guidelines address pollution prevention planning under Part 4 only.**

Pursuant to Section 62, in Part 4 of the *Canadian Environmental Protection Act, 1999*, the Minister of the Environment must develop guidelines respecting the circumstances in which and the conditions under which pollution prevention planning is appropriate. This document has been developed to fulfill this requirement and to provide a brief introduction to the provisions under Part 4 of the Act and the requirements of pollution prevention planning Notices.

This is the second edition of this document. The first was originally published in 2001. These guidelines will continue to be revised as experience is gained through use of these provisions.

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1.0 PART 4 OF THE CANADIAN ENVIRONMENTAL PROTECTION ACT, 1999 POLLUTION PREVENTION PLANNING PROVISIONS SUMMARY

Part 4 of the *Canadian Environmental Protection Act, 1999* (CEPA 1999) gives the Minister of the Environment the authority to require the preparation and implementation of pollution prevention (P2) plans for CEPA-toxic substances.¹

The Minister will require the preparation and implementation of P2 plans by issuing a Notice under Section 56 of the *Canadian Environmental Protection Act, 1999* in the *Canada Gazette*.² These Notices specify the persons or class of persons³ covered by the Notice; the substances or group of substances; the commercial, manufacturing, processing, or other activities covered by the Notice; the factors to be considered in preparing the plan; the time limits for preparing and implementing plans; and any administrative matter. See Appendix 2 for an example of a P2 Planning Notice.

Persons subject to a Notice are required to file two declarations under subsections 58(1) and 58(2) of the *Canadian Environmental Protection Act, 1999*: a *Declaration That a Pollution Prevention Plan Has Been Prepared and Is Being Implemented* and a *Declaration That a Pollution Prevention Plan Has Been Implemented*. The Minister may also require that interim progress reports be filed. These reports allow Environment Canada to monitor the progress being made under a Notice. The content of these declarations and reports is prescribed in each Notice. Information provided in the declarations and in the reports should be consistent with the information contained in the P2 plan. Pursuant to subsection 58(3), if the information contained in a declaration under subsection 58(1) or (2) becomes false or misleading at any time after the filing, an amended Declaration must be filed within 30 days. See appendices 3, 6, and 7 for samples of the *Declaration That a Pollution Prevention Plan Has Been Prepared and Is Being Implemented*, an Interim Progress Report, and the *Declaration That a Pollution Prevention Plan Has Been Implemented*.

The Minister also has the authority, under section 60 of CEPA 1999, to require that a P2 plan be submitted in whole or in part so that preventive or control actions can be assessed.

CEPA 1999 provides significant penalties for not complying with the provisions of the Act or for providing false or misleading information. Penalties are described under Part 10 of the Act (sections 272 and 273) and include fines or imprisonment or both.

Appendix 1 contains the full text of Part 4 of CEPA 1999.

¹ Toxic substances are substances or groups of substances that are specified on the List of Toxic Substances in Schedule 1 of the *Canadian Environmental Protection Act, 1999*.

² Section 56 Notices are also referred to as P2 Planning Notices, or simply as Notices.

³ "Persons or class of persons" are also referred to as "persons."

2.0 VISION FOR PART 4 OF THE CANADIAN ENVIRONMENTAL PROTECTION ACT, 1999

CEPA 1999 defines pollution prevention as “the use of processes, practices, materials, products, substances or energy that avoid or minimize the creation of pollutants and waste, and reduce the overall risk to the environment or human health.”

Pollution prevention is a priority for the Government of Canada. As set out in section 90(1.1) of CEPA 1999, the Minister of the Environment and the Minister of Health shall give priority to pollution prevention actions in developing proposed regulations or instruments respecting preventive or control actions in relation to toxic substances listed under the Act.

Accordingly, Environment Canada will require P2 plans under Part 4 in order to:

- generate action that will contribute to the effectiveness and efficiency of the management of toxic substances listed under the Act and reduce overall risk to the environment and human health;
- provide an opportunity for early action (relative to regulatory measures);
- provide opportunities to develop and implement situation-specific solutions; and
- encourage pollution prevention.

3.0 SCOPE OF APPLICATION

It is recognized that P2 Planning Notices are one of several instruments that can be used to manage toxic substances. The Minister of the Environment has the authority to use a full range of instruments, from regulations through P2 Planning Notices, guidelines, standards, and other non-legislative initiatives. The Act sets strict legislated timelines for the management of substances identified as toxic under CEPA 1999 and it is anticipated that the number of substances identified as such will increase. Efficient and effective risk-management instruments will therefore need to be selected. Where it is the most appropriate instrument, it is expected that P2 Planning Notices will be used extensively.

Using the P2 planning provisions to manage the risks to the environment and human health associated with toxic substances listed under the Act could minimize the need for additional regulatory or other governmental interventions. Conversely, P2 planning provisions could be used in conjunction with other government initiatives. For example, a P2 Planning Notice could be published in conjunction with a code of practice or as a precursor to a regulation.

Determining When a Pollution Prevention Planning Notice is Appropriate

A P2 Planning Notice is a flexible instrument that the Minister may use to manage the risks from a specific source of a toxic substance listed under the *Canadian Environmental Protection Act, 1999*. It is a comprehensive instrument that can be:

- used to target and manage a single substance or many substances at once;
- used to target and manage releases from an industry sector or many industry sectors at once;
- used alone or in combination with other instruments;
- used to address matters pertaining to toxic substances listed under the Act in products as well as the uses and releases of these toxic substances;
- used to attain early action on the part of affected persons;
- used to gather information to evaluate the effectiveness of the Notice and, when required, to inform future regulatory actions; and/or
- used when it is necessary to specify the person or class of persons to be subject to a Notice, or the commercial, processing, or other activity in relation to which a plan is to be prepared.

Substances Added to Schedule 1 under the Canadian Environmental Protection Act, 1988 and to the Canadian Environmental Protection Act, 1999

Part 4 of CEPA 1999 provides the Minister with a new authority that did not exist under the original act as passed in 1988. Therefore, the application of these provisions distinguishes between substances that were added to Schedule 1 under CEPA 1988 (many of which have already been regulated) and those that will be added to Schedule 1 under CEPA 1999.

For substances that were already on Schedule 1 (placed there under CEPA 1988), the Minister will consider using P2 Planning Notices where gaps have been identified in the risk management.

For example, the Minister may require P2 plans for substances that were already listed on Schedule 1 for which:

- the regulations or other instruments that are in place do not address all of the relevant environmental and human health risks associated with the toxic substance;
- the regulations or other instruments that are in place have not achieved, and are unlikely to achieve, the intended environmental result;
- there are no regulations or other prevention or control instruments in place and there are no immediate plans to implement any of these; or
- the Minister receives new information about risks that are inadequately addressed by existing instruments.

For substances that were added to Schedule 1 under CEPA 1999, a P2 Planning Notice will be one of the instruments considered when the most appropriate instrument or set of instruments that are needed to manage the risks posed by toxic substances listed under the Act is being determined.

Who Will Be Required to Prepare and Implement Pollution Prevention Plans under Part 4?

The person or class of persons required to prepare and implement P2 plans will depend on the nature of the risks associated with each substance and the circumstances surrounding the risk. For example, where the environmental and human health risks associated with a substance relate primarily to industrial releases, the Minister may require P2 plans from industrial sources. Where risks relate primarily to the use of the substance as a commercial product or products, the Minister may require plans from the producers or primary distributors of the product(s).

The P2 Planning Notice can identify a person or class of persons who will be required to prepare and implement a P2 plan in a number of ways, including by referring to:

- the commercial, manufacturing, processing, or other uses and sources of the toxic substance that meet the reporting threshold⁴ established for the substance; and
- those other commercial, manufacturing, processing, or other users and sources of the toxic substance in question which the Minister is satisfied contribute sufficiently to risks to the environment or human health.

There may be instances, however, where it will be appropriate to identify specific persons or facilities in the P2 Planning Notice.

When persons are participating in non-regulatory programs that should achieve environmental results for a toxic substance(s) equivalent to the risk management objective and timelines specified in a P2 Planning Notice, it may not be necessary for them to prepare and implement P2 plan under Part 4. In such cases, the P2 Planning Notice would not cover these persons or classes of persons or the Notice would specify that they are not subject to it.

Criteria that could be taken into consideration in making such decisions would include, for example:

- whether the non-regulatory programs meet the criteria identified in Environment Canada's *Policy Framework for Environmental*

⁴ A reporting threshold for a given substance would normally be a number stipulating the volume or mass of the substance manufactured, processed, or otherwise used or released by a party over a specified period of time.

- *Performance Agreements* at www.ec.gc.ca/epa-epe/pol/en/index.cfm⁵;
- the environmental compliance record of the persons or classes of persons; and/or
- the environmental performance of the persons or classes of persons.

Plans Prepared or Implemented for Another Purpose

P2 plans prepared for another purpose (e.g., to meet provincial requirements) may be used to satisfy the requirements of a P2 Planning Notice under CEPA 1999. Where a plan prepared or implemented for another purpose does not address all of the requirements of a P2 Planning Notice, the person can amend the plan or prepare a new one, as appropriate. It is the responsibility of the persons identified in a Notice to determine if their plan meets the requirements of the particular Notice.

Persons or classes of persons identified in a P2 Planning Notice who wish to use a plan prepared for another purpose must still file both section 58 Declarations and all Interim Progress Reports, if required (see Part 6.0 of these guidelines) within the timelines specified in the Notice.

4.0 DEVELOPMENT OF A POLLUTION PREVENTION PLANNING NOTICE AND ITS OBJECTIVES

Pollution Prevention Planning Notices

Once the Governor in Council has added a substance to Schedule 1 of CEPA 1999 (List of Toxic Substances) and a P2 Planning Notice is selected as the risk management instrument of choice, the Minister will publish a P2 Planning Notice in the *Canada Gazette*.

Typically, Environment Canada leads the development and publication of Notices in cooperation with Health Canada.

These Notices are published in Part I of the *Canada Gazette*, are posted online on the CEPA Environmental Registry and the Pollution Prevention Planning Web site, and may be mailed out as appropriate to affected persons and/or their associations.

Section 56(2) of the *Canadian Environmental Protection Act, 1999* states that these Notices may specify:

- a) the substance or group of substances in relation to which the plan is to be prepared;

⁵ The criteria and principles for the use of non-regulatory initiatives to achieve risk management objectives identified in Environment Canada's *Policy Framework for Environmental Performance Agreements* include clear objectives and measurable targets; clearly defined roles and responsibilities; public participation; public reporting; incentives and consequences; verification of results; regulatory backstop; and continuous improvement.

- b) the commercial, manufacturing, processing, or other activity in relation to which the plan is to be prepared;
- c) the factors to be considered in preparing the plan;
- d) the period within which the plan is to be prepared;
- e) the period within which the plan is to be implemented; and
- f) any administrative matter necessary for the purposes of this Part.

Appendix 2 contains a sample P2 Planning Notice.

Factors to Be Considered

All P2 Planning Notices will specify “factors to be considered.” When developing and implementing their pollution prevention plans, persons subject to a Notice must take into account the factors to be considered that are listed in the Notice. In addition, the subsection 58(1) *Declaration That a Pollution Prevention Plan Has Been Prepared and Is Being Implemented* and the subsection 58(2) *Declaration That a Pollution Prevention Plan Has Been Implemented* require persons subject to the Notice to report on what they have done to take into account the factors to be considered.

Factors to be considered will include, among other things, the risk management objective.⁶ In most cases, the objective will be based on the risk assessment undertaken for the substance, and they may take a variety of forms, depending on the circumstances. The risk management objective may range from specific performance standards⁷ to more a general objective related to life-cycle management of toxic substances. Other examples of factors to be considered that may be referenced in a P2 Planning Notice include the environmental and human health risks associated with specific toxic substances, technologies or pollution prevention practices that are currently available, and/or other risk management measures planned for the toxic substance(s) in question.

Waiver of “Factors to Be Considered”

Subsection 56(5) authorizes the Minister, upon written request by any person to whom a Notice is directed, to waive the requirement to consider a factor specified under paragraph 56(2)(c) of CEPA 1999 where the Minister is of the opinion, based on reasons provided in the request, that it is not reasonable or practicable for the factor to be considered.

Appendix 4 contains a sample form for requesting such a waiver.

⁶ “Risk management objective” refers to the desired environmental aim, goal, or outcome relevant to the reduction of the risks to the environment and human health from a toxic substance.

⁷ “Performance standard” refers to the specific outcome that should result from the actions taken by the affected party or parties. A performance standard will not prescribe how the outcome is to be achieved. It may be expressed in various ways, including, for example, percent or absolute reduction of use or release levels, absolute use or release levels, or use or release levels as a percentage of overall production levels.

Opportunities for Consultation and Comment

The Minister will involve stakeholders as early as possible in the overall process of determining how to manage specific toxic substances. During this process, stakeholders may participate in the determination of who should be required to prepare and implement P2 plans; appropriate factors to be considered in the preparation of such plans; and the time period allocated for the preparation and implementation of such plans.

During the development of a P2 Planning Notice, the Minister will publish in Part I of the *Canada Gazette* a copy of a **Proposed** Notice to allow a 60-day comment period before publishing the **final** Notice. It is expected that stakeholders will use this 60-day period to provide written comments on the content of the Proposed Notice.

5.0 POLLUTION PREVENTION PLANNING REQUIREMENTS

Time Period for Preparing and Implementing Pollution Prevention Plans

The P2 Planning Notice will specify the time period within which the plan is to be prepared. Usually, at least six months following the publication of the final Notice in the *Canada Gazette*, Part I is allowed for the preparation of P2 plans, unless circumstances dictate otherwise.

The P2 Planning Notice will also specify the time period within which the plan is to be implemented. The length of time that will be provided will be determined on a Notice-by-Notice basis.

Subsection 56(3) authorizes the Minister, upon written request from affected person(s), to extend the period of time for the preparation or implementation of a plan where the Minister is of the opinion that further time is necessary. This request must be submitted prior to the deadline outlined in the Notice. If a time extension is granted, the Minister shall publish in the *Canada Gazette* and in any other manner the name of the person for whom a time extension has been granted, indicating whether the extension is for preparation or for implementation and the duration of the extension of time.

Appendix 5 contains a sample form (Schedule 3 of the Notice) that is used for applying for time extensions.

Content of Pollution Prevention Plans

P2 Planning Notices will not prescribe the form of P2 plans. Persons subject to a Notice may prepare a plan in the form that makes the most sense for the facility, as long as the plan:

- addresses the factors to be considered identified in the Notice;
- complies with the timelines identified in the Notice; and
- contains or generates the information required to complete the *Declaration That a Pollution Prevention Plan Has Been Prepared and Is Being Implemented*, the *Declaration That a Pollution Prevention Plan Has Been Implemented*, and any Interim Progress Reports.

The Minister may issue model P2 plans **for guidance purposes only**. Although each plan is unique, P2 plans should contain the following elements:

- a senior-level sign-off;
- the designation of an accountable senior manager responsible for the plan;
- a clear statement of the risk management (and other) objectives for the plan;
- a schedule for meeting those objectives;
- a review of all significant aspects of the management of the substance (including purchasing, processing, producing, generating, distributing, treating, disposing, storing, or releasing the substance);
- an identification, review, and selection of options;
- a plan and schedule for implementing the selected options;
- a plan for measuring, tracking, and evaluating the success of the selected options and for implementing corrective and preventive measures;
- a plan for reporting on progress toward the plan's objectives; and
- a continual improvement program.

Any model P2 plans that the Minister develops for guidance purposes will be posted on the Pollution Prevention Planning Web site at www.ec.gc.ca/cepap2.

6.0 ACCOUNTABILITY

Section 58 Declarations

These declarations are required to allow the Minister to evaluate the extent to which P2 plans are contributing to the achievement of the relevant risk management objective to reduce risks to the environment and human health from toxic substances listed under CEPA 1999.

Persons required to prepare a P2 plan must file two types of declarations:

- ***Declaration That a Pollution Prevention Plan Has Been Prepared and Is Being Implemented:*** within 30 days after the end of the period provided for the preparation of the plan, a declaration indicating that the plan has been prepared and is being implemented; and
- ***Declaration That a Pollution Prevention Plan Has Been Implemented:*** within 30 days after the end of the period provided for the implementation of

the plan, a declaration indicating that the implementation of the plan has been completed.

In addition, if any of the information contained in either of these Declarations becomes **false or misleading**, an **amended declaration** must be filed within 30 days. This requirement would apply, for example, where the person learns that baseline information identified in the *Declaration That a Pollution Prevention Plan Has Been Prepared and Is Being Implemented* is inaccurate.

It is important to note that the information submitted in the declarations must contain the information specified by the Minister under section 58 of the Act.

Declaration That a Pollution Prevention Plan Has Been Prepared and Is Being Implemented (Schedule 1 of the Notice)

The purpose of this Declaration, also referred to as Schedule 1 of a Notice, is to inform the Minister that affected persons have prepared and are implementing a P2 plan in accordance with the P2 Planning Notice, and to report on the anticipated actions and results.

The Minister has the authority, under subsection 58(4) of CEPA 1999, to specify in the P2 Planning Notice, or otherwise, the form and information required in these declarations. Each P2 Planning Notice will outline the required information and format of the *Declaration That a Pollution Prevention Plan Has Been Prepared and Is Being Implemented* (in Schedule 1 of the Notice). Although the required information may differ from Notice to Notice, in most cases, a completed declaration will describe:

- basic information on the person or class of persons subject to the Notice (facility name, facility technical contact, etc.);
- environmental baseline information (a description of current use, distribution, and releases against which future results can be compared);
- the type of the pollution prevention methods chosen;
- the anticipated results of implementing the plan (as compared to the P2 Planning Notice objectives);
- when the results will be attained;
- the monitoring and reporting methods;
- how the plan meets or will meet the risk management objective; and
- what was or will be done to take into account the factors to be considered.

Each declaration must be signed by an authorized official⁸ of the person subject to the Notice.

⁸ “Authorized official” means, for example, in respect of a corporation (or facility), an officer of the corporation who is authorized to act on its behalf or a person that is subject to the Notice. The persons signing the schedules are confirming that the information being submitted is true, accurate, and complete. Examples include Chief Executive Officer, facility manager, facility owner and/or operator, environmental health and safety manager, or legal counsel for the person who is subject to the Notice.

Appendix 3 provides a sample Schedule 1 of a Notice – *Declaration That a Pollution Prevention Plan Has Been Prepared and Is Being Implemented*.

***Declaration That a Pollution Prevention Plan Has Been Implemented
(Schedule 5 of the Notice)***

The purpose of this Declaration, also referred to as Schedule 5 of a Notice, is to inform the Minister that the plan has been implemented in accordance with the requirements set out in the P2 Planning Notice, and to report on results achieved.

The Minister has the authority, under subsection 58(4) of CEPA 1999, to specify the form of these declarations and information included in them. Each P2 Planning Notice will outline the required information and format of the *Declaration That a Pollution Prevention Plan Has Been Implemented* (Schedule 5 of the Notice). Although the required information may differ from Notice to Notice, in most cases, a completed declaration will describe:

- basic information on the person or class of persons subject to the Notice (facility name, facility technical contact, etc.);
- the type of the pollution prevention methods chosen;
- the total results achieved;
- the monitoring and reporting methods implemented;
- how the plan meets the risk management objective; and
- what was done to take into account the factors to be considered.

Each Declaration must be signed by an authorized official of the person subject to the Notice.

Appendix 7 provides a generic example of Schedule 5 of a Notice – *Declaration That a Pollution Prevention Plan Has Been Implemented*.

Interim Progress Reports (Schedule 4 of the Notice)

In some cases, the Minister may require the submission of interim progress reports on a regular basis (e.g. each year) under paragraph 56(2)(f) of CEPA 1999. An Interim Progress Report is also referred to as Schedule 4 of a Notice. The purpose of these reports is to inform the Minister about the progress affected persons are making in the implementation of their P2 plans.

Interim progress reports may be required for Notices where:

- a long period of time is granted for the implementation of P2 plans; and
- information required to manage the toxic substance(s) for which P2 plans are required is not already being collected through the National Pollutant Release Inventory (NPRI).

Details regarding the information and the format required for these reports are specified in the schedules included with the P2 Planning Notice. Although the required information may differ from Notice to Notice, in most cases, a completed report will describe:

- basic information on the person or class of persons subject to the Notice (facility name, facility technical contact, etc.);
- the actions taken to date;
- the type of the pollution prevention methods chosen;
- total results achieved to date;
- the monitoring and reporting methods; and
- what was done to take into account the factors to be considered.

Each Interim Progress Report must be signed by an authorized official of the person subject to the Notice.

Appendix 6 provides an example of Schedule 4 of a Notice – Interim Progress Report.

Filing of Declarations and Interim Progress Reports

All declarations and interim progress reports are filed online through the Pollution Prevention Planning Web site at www.ec.gc.ca/cepap2. The site also contains information to help facilitate reporting such as a step-by-step guide to online reporting and detailed instructions for completing declarations and reports.

Submitting Pollution Prevention Plans under Section 60 of the Canadian Environmental Protection Act, 1999

Although affected persons are not typically required to submit their P2 plans, subsection 60(1) of CEPA 1999 authorizes the Minister to require the submission in whole or in part of a P2 plan for the purposes of determining and assessing preventive or control actions. For instance, the Minister may invoke this authority in cases where:

- an analysis of declarations or interim progress reports indicates that the federal government's stated risk management objective will not be achieved and further risk management measures may be necessary; or
- the Minister is of the opinion that the content of the declarations, interim progress reports, or P2 plans may contain false or misleading information.

Requests by Enforcement Officers or Analysts for Plans

Section 59 of CEPA 1999 requires that affected persons keep a copy of their P2 plan at the place for which the plan has been prepared.

These plans should be easily identifiable and accessible, and they should refer to the specific P2 Planning Notice for which they were prepared.

Enforcement officers, or analysts who accompany enforcement officers, may request access to these plans (under subsection 227(b) of the Act) in order to confirm that the plans have been prepared and are being implemented in accordance with the declarations and reports that have been filed under the Notice. Enforcement officers, under section 218 of the Act, may conduct an inspection when there are reasonable grounds to believe that the facility is subject to a P2 Planning Notice under CEPA 1999.

7.0 PUBLIC ACCESS TO P2 PLANNING NOTICES, DECLARATIONS AND INTERIM PROGRESS REPORTS

Posting of Information

Environment Canada posts all P2 Planning Notices published in the *Canada Gazette* on both the CEPA Environmental Registry (www.ec.gc.ca/CEPARRegistry) and the Pollution Prevention Planning Web site (www.ec.gc.ca/cepap2).

All information in completed declarations and reports filed with Environment Canada, with the exception of contact information and information deemed confidential, is made publicly available through the Pollution Prevention Planning Web site. This information is also stored in a database that can be queried by the public using a variety of search criteria—by substance, by sector, by facility, by location, by a specific P2 Planning Notice, by date, or by database number.

Public Access to Plans Submitted under Section 60 of the Canadian Environmental Protection Act, 1999

The Minister will not post online any plans submitted under Section 60. However, any information submitted under Section 60 is subject to requests for public disclosure under the *Access to Information Act*.

Confidential Business Information

All persons filing information are entitled to submit a request under Section 313 of CEPA 1999 that specific information be treated as confidential.

Such requests will be reviewed under the provisions of sections 315 to 321 of CEPA 1999 and section 20 of the *Access to Information Act*.

The following excerpt from the *Access to Information Act* provides guidance as to the type of third-party information that *might* be considered confidential business information:

- 20(1) Subject to this section, the head of a government institution shall refuse to disclose any record requested under this Act that contains:
- (a) trade secrets of a third party;
 - (b) financial, commercial, scientific or technical information supplied to a government institution by a third party and is treated consistently in a confidential manner by a third party;
 - (c) information the disclosure of which could reasonably be expected to result in material financial loss or gain to, or could reasonably be expected to prejudice the competitive position of, a third party; or
 - (d) information the disclosure of which could reasonably be expected to interfere with contractual or other negotiations of a third party.

Note that sections 315 to 321 of CEPA 1999 authorize the Minister of the Environment to release information covered by section 20(1) of the *Access to Information Act* in some circumstances.

8.0 CONCLUSION

The pollution prevention planning provisions of the *Canadian Environmental Protection Act, 1999* provide authority for the Minister of the Environment to use a flexible instrument for the management of toxic substances listed under the Act. It is expected that this instrument will continue to contribute to the reduction of risks to the environment and human health associated with these toxic substances and promote the improvement of overall environmental performance and awareness in Canada.

For more information that may not have been covered in these guidelines, please refer to Appendix 8 – Resources and Contacts.

APPENDIX 1

CEPA 1999, PART 4

NOTE: THIS DOCUMENT IS PREPARED FOR CONVENIENCE OF REFERENCE ONLY AND AS SUCH, IT HAS NO OFFICIAL SANCTION.

PART 4

POLLUTION PREVENTION

Pollution Prevention Plans

Requirement for pollution prevention plans

56. (1) The Minister may, at any time, publish in the *Canada Gazette* and in any other manner that the Minister considers appropriate a notice requiring any person or class of persons described in the Notice to prepare and implement a pollution prevention plan in respect of a substance or group of substances specified on the List of Toxic Substances in Schedule 1, or to which subsection 166(1) or 176(1) applies.

Contents of Notice

(2) The Notice may specify

- (a) the substance or group of substances in relation to which the plan is to be prepared;
- (b) the commercial, manufacturing, processing or other activity in relation to which the plan is to be prepared;
- (c) the factors to be considered in preparing the plan;
- (d) the period within which the plan is to be prepared;
- (e) the period within which the plan is to be implemented; and
- (f) any administrative matter necessary for the purposes of this Part.

Extension of time

(3) Where the Minister is of the opinion that further time is necessary to prepare or implement the plan, the Minister may extend the period for a person who submits a written request before the expiry of the period referred to in the Notice or of any extended period.

Publication of Notice of extension

(4) The Minister shall publish in the *Canada Gazette* and in any other manner that the Minister considers appropriate a Notice stating the name of any person for whom an extension is granted, whether the extension is for the preparation or implementation of the plan, and the duration of the period of the extension.

Application for waiver

(5) On a written request submitted by any person to whom a Notice under subsection (1) is directed, the Minister may waive the requirement for that person to

consider a factor specified under paragraph (2)(c) where the Minister is of the opinion that it is not reasonable or practicable to consider the factor on the basis of reasons provided in the request.

Plan prepared or implemented for another purpose

57. (1) Subject to subsection (2), where a person who is required to prepare or implement a pollution prevention plan under a Notice published under Section 56 has prepared or implemented a plan in respect of pollution prevention on a voluntary basis or for another government or under another Act of Parliament that meets all or some of the requirements of the Notice, the person may use that plan for the purposes of meeting the requirements of this Part and, in that case, the plan shall be considered to be a pollution prevention plan that has been prepared or implemented under this Part.

Where partial requirements met

(2) Where a person uses a plan under subsection (1) that does not meet all of the requirements of the Notice, the person shall

- (a) amend the plan so that it meets all of those requirements; or
- (b) prepare an additional pollution prevention plan that meets the remainder of those requirements.

Declaration of preparation

58. (1) Every person who is required to prepare a pollution prevention plan under Section 56 or 291 or under an agreement in respect of environmental protection alternative measures shall file, within 30 days after the end of the period for the preparation of the plan specified in the Notice referred to in subsection 56(1) or extended under subsection 56(3), or specified by the court under section 291 or in the agreement, as the case may be, a written declaration to the Minister that the plan has been prepared and is being implemented.

Declaration of implementation

(2) Every person who is required to implement a pollution prevention plan under Section 56 or 291 or under an agreement in respect of environmental protection alternative measures shall file, within 30 days after the completion of the implementation of the plan, a written declaration to the Minister that the implementation of the plan has been completed.

Filing of amended declaration

(3) Where a person has filed a declaration under subsection (1) or (2) and the declaration contains information that, at any time after the filing, has become false or misleading, that person shall file an amended declaration to the Minister within 30 days after that time.

Form of declaration

(4) A declaration referred to in subsection (1), (2) or (3) shall be filed in the form and manner and contain the information specified by the Minister.

Requirement to keep plan

59. Every person who is required to prepare a pollution prevention plan under Section 56 or 291 or under an agreement in respect of environmental protection alternative measures shall keep a copy of the plan at the place in Canada in relation to which the plan is prepared.

Requirement to submit certain plans

60. (1) The Minister may publish in the *Canada Gazette* and in any other manner that the Minister considers appropriate a Notice requiring any person or class of persons described in the Notice who are required to prepare and implement a pollution prevention plan under Section 56 to submit, within the period specified by the Minister, the plan or any part of the plan for the purpose of determining and assessing preventive or control actions in respect of a substance or group of substances.

Submission of plans required by court or agreement

(2) The Minister may publish in the *Canada Gazette* and in any other manner that the Minister considers appropriate a Notice requiring any person or class of persons described in the Notice who are required to prepare and implement a pollution prevention plan under section 291 or under an agreement in respect of environmental protection alternative measures to submit, within the period specified by the Minister, the plan or any part of the plan.

Model Plans and Guidelines

Model plans

61. For the purpose of providing guidance in the preparation of a pollution prevention plan, the Minister may publish in the *Canada Gazette* or in any other manner that the Minister considers appropriate a model pollution prevention plan or a Notice stating where a copy of the plan may be obtained.

Guidelines

62. (1) The Minister shall, with particular consideration of paragraph 2(1)(m), develop guidelines respecting the circumstances in which and the conditions under which pollution prevention planning is appropriate.

Consultation

(2) In carrying out the duties under subsection (1), the Minister shall offer to consult with the government of a province and the members of the Committee who are representatives of aboriginal governments and may consult with a government department or agency, aboriginal people, representatives of industry and labour and municipal authorities or with persons interested in the quality of the environment.

Minister may act

(3) At any time after the 60th day following the day on which the Minister offers to consult in accordance with subsection (2), the Minister may act under subsection (1) if the offer to consult is not accepted by the government of a province or members of the Committee who are representatives of aboriginal governments.

Other Initiatives

Information clearinghouse

63. (1) The Minister may, for the purposes of encouraging and facilitating pollution prevention, establish and maintain a national pollution prevention information clearinghouse in order to collect, exchange and distribute information relating to pollution prevention.

Recognition program

(2) The Minister may establish a program to publicly recognize significant achievements in the area of pollution prevention.

Cooperation with other bodies

(3) The Minister may, in exercising the powers conferred by subsections (1) and (2) act alone or in cooperation with any government in Canada or government of a foreign state or any of its institutions or any person.

APPENDIX 2

EXAMPLE OF A P2 PLANNING NOTICE

NOTE: THE FOLLOWING IS AN EXAMPLE OF THE RANGE AND TYPE OF INFORMATION THAT MAY BE INCLUDED IN A NOTICE.

[Date of publication of Canada Gazette Notice]

DEPARTMENT OF THE ENVIRONMENT

CANADIAN ENVIRONMENTAL PROTECTION ACT, 1999

Notice Requiring the Preparation and Implementation of Pollution Prevention Plans in Respect of [substance name and/or sector/activity]

Whereas *[substance name]* is a substance specified on the List of Toxic Substances in Schedule 1 to the *Canadian Environmental Protection Act, 1999*;

Whereas the Minister of the Environment published a Proposed Notice requiring the preparation and implementation of pollution prevention plans in respect of *[substance name and/or sector/activity]* in the *Canada Gazette*, Part I, on *[date]*;

Whereas persons were given the opportunity to file comments with respect to the Proposed Notice during a 60-day comment period;

And whereas this Notice is issued as an instrument respecting preventive or control actions in relation to *[substance name]* in application of Section 92 of the Act:

Notice is hereby given that, under Subsection 56(1) of the Act, the Minister of the Environment requires the persons or class of persons described in section 2 of this Notice to prepare and implement a pollution prevention plan in respect of *[substance name]*.

Minister of the Environment

Note: Italicized text in brackets (e.g. *[text]*) will vary on a Notice-by-Notice basis.

NOTICE REQUIRING THE PREPARATION AND IMPLEMENTATION OF POLLUTION PREVENTION PLANS IN RESPECT OF [SUBSTANCE NAME AND/OR SECTOR/ACTIVITY]

1. Definitions

The definitions in this section apply to this Notice.

“Act” means the *Canadian Environmental Protection Act, 1999*.

“Plan” means a pollution prevention plan.

2. Person or class of persons required to prepare and implement a pollution prevention plan

This Notice applies to any person or class of persons who:

1. Owns or operates a *[facility description]*
2. *[Other (e.g. names of specific companies, description of person or class of persons, type of activity)]*

3. Activities in relation to which the plan is to be prepared

The Minister requires all persons identified in *[section 2]* to prepare and implement a pollution prevention plan in relation to the *[activity i.e. commercial, manufacturing, processing or other activity in relation to which the plan is to be prepared]* involving *[substance name]*.

4. Factors to consider in preparing the plan

The Minister requires all persons identified in *[section 2]* to consider the following factors when preparing their pollution prevention plan:

- (1) The risk management objective for *[substance name]*, is *[insert specific risk management objective]*.
- (2) *[Substance name]* was declared toxic under section *[x]* of the Act and was added to the List of Toxic Substances in Schedule 1 of the Act. According to *[name toxic assessment report]* *[substance name]* is considered toxic to human health because of *[specific findings]*. It is considered that *[substance name]* is entering or may enter the environment in a quantity or concentration that constitutes a danger in Canada to human life or health. Assessment reports for *[substance name]* are available online at *[link]*. Paper copies of the reports can be obtained by contacting *[address and contact information]*.
- (3) In preparing a pollution prevention plan, priority is to be given to pollution prevention activities, that is, the use of processes, practices, materials, products,

Note: Italicized text in brackets (e.g. *[text]*) will vary on a Notice-by-Notice basis.

substances or energy that avoid or minimize the creation of pollutants and waste and reduce the overall risk to the environment or human health (definition of pollution prevention as found in section 3 of the Act).

- (4) The Minister will evaluate the effectiveness of this Notice with respect to the risk management objective set out in subsection 4(1) in order to determine if other steps or programs, including regulations, are needed to further prevent or reduce negative impacts of *[substance name]* on the environment.
- (5) *[Other Notice-specific factors to consider]*

5. Period within which the plan is to be prepared

- (1) The Minister requires that the plan be prepared and that implementation be initiated before *[month day, year]*.
- (2) For a person or class of persons becoming subject to this Notice after the date of publication in the *Canada Gazette*, Part I, the Minister requires that the plan be prepared and implementation initiated within *[X amount of time]* of becoming subject to this Notice.

6. Period within which the plan is to be implemented

The Minister requires that the plan be fully implemented no later than *[month day, year]*.

7. Content of plan

Persons identified in section 2 are to determine the appropriate content of their own plan; however, the plan must meet all the requirements of the Notice. It must also contain the information required to file the Declaration of Preparation referred to in section 9 and have the capacity to generate the information required to file the Declaration of Implementation referred to in section 10 and the Interim Progress Reports referred to in section 12.

8. Requirement to keep plan

Under section 59 of the Act, persons identified in section 2 shall keep a copy of the plan at the place in Canada in relation to which the plan is prepared. Where a single plan is prepared for more than one facility, a copy of that plan shall be kept at each location.

Note: Italicized text in brackets (e.g. *[text]*) will vary on a Notice-by-Notice basis.

9. Declaration of Preparation

Under subsection 58(1) of the Act, persons identified in section 2 shall file, within 30 days after the end of the period for the preparation of the plan specified in section 5 or extended under section 14, a written *Declaration That a Pollution Prevention Plan Has Been Prepared and Is Being Implemented - [name of this Notice]* to the Minister, using the form that the Minister provides and that contains the information set out in Schedule 1 of this Notice. Where a person has prepared a single plan for several facilities, a separate Declaration of Preparation must be filed for each facility.

Section 18 provides further information on completing and filing this form.

10. Declaration of Implementation

Under subsection 58(2) of the Act, persons identified in section 2 shall file, within 30 days after the completion of the implementation of the plan specified in section 6 or extended under section 14, a written *Declaration That a Pollution Prevention Plan Has Been Implemented -- [name of this Notice]* to the Minister, using the form that the Minister provides that contains the information set out in Schedule 5 of the final Notice. Where a person has prepared a single plan for several facilities, a separate Declaration of Implementation must be filed for each facility.

Section 18 provides further information on completing and filing this form.

11. Filing of amended Declarations

Under subsection 58(3) of the Act, where a person specified in section 2 has filed a declaration under sections 9 or 10, and the declaration contains information that, at any time after the filing, has become false or misleading, that person shall file an amended declaration to the Minister within 30 days after the time that the information became false or misleading, using the appropriate form referred to in section 9 or 10.

12. Interim Progress Reports

Persons identified in section 2 shall file, on or before each of the dates below, a written *Interim Progress Report – [name of this Notice]*, to the Minister, using the form that the Minister provides and that contains the information set out in Schedule 4 of this Notice. If a Declaration of Implementation is submitted before an Interim Progress Report is due, the requirement to submit such an Interim Progress Report is nullified.

First Interim Progress Report:	<i>[month day, year]</i>
Subsequent Interim Progress Report:	<i>[Every year by [month day] thereafter until submission of the Declaration of Implementation]</i>

Note: Italicized text in brackets (e.g. *[text]*) will vary on a Notice-by-Notice basis.

Each Interim Progress Report will report data pertaining to the previous calendar year. Where a person has prepared a single plan for several facilities, a separate Interim Progress Report must be filed for each facility.

Section 18 provides further information on completing and filing this form.

13. Use of a plan prepared or implemented for another purpose

Under subsection 57(1) of the Act, a person may use a pollution prevention plan prepared or implemented for another purpose to satisfy the requirements of sections 2 to 8 of this Notice. Under subsection 57(2) of the Act, where a person uses a plan that does not meet all the requirements of the Notice, the person shall amend the plan so that it meets all of those requirements or prepare an additional plan that meets the remainder of those requirements. Persons using existing plans must nonetheless file a Declaration of Preparation under section 9, a Declaration of Implementation under section 10, and any amended declarations under section 11 where applicable, and any Interim Progress Reports required under section 12.

14. Extension of time

Under subsection 56(3) of the Act, where the Minister is of the opinion that further time is necessary to prepare the plan as specified in section 5 or to implement the plan as specified in section 6, the Minister may extend the period for a person who submits a written *Request for Time Extension - [name of this Notice]*, using the form that the Minister provides and that contains the information set out in Schedule 3 of this Notice, before the expiry of the date referred to in the applicable section 5 or section 6 or before the expiry of any extended period.

Section 18 provides further information on completing and filing this form.

15. Application for waiver of factors to consider

Under subsection 56(5) of the Act, the Minister may waive the requirement for a person to consider a factor specified in section 4 where the Minister is of the opinion that it is not reasonable nor practicable to consider that factor on the basis of reasons provided by that person when submitting a written *Request for Waiver of the Requirement to Consider a Factor or Factors - [name of this Notice]*, using the form that the Minister provides and that contains the information set out in Schedule 2 of this Notice. Such a request must be made before the expiry of the period within which the plan is to be prepared referred to in section 5 or before the expiry of any extended period.

Section 18 provides further information on completing and filing this form.

Note: Italicized text in brackets (e.g. *[text]*) will vary on a Notice-by-Notice basis.

16. More information on pollution prevention planning

- (1). Additional information on general pollution prevention and guidance on preparing pollution prevention plans may be obtained from:
 - (a) Pollution Prevention Planning Web site (www.ec.gc.ca/cepap2);
 - (b) Canadian Pollution Prevention Information Clearinghouse (www.ec.gc.ca/cppic); or
 - (c) Environment Canada's regional offices.
- (2). Copies of Environment Canada's *Pollution Prevention Planning Handbook*, including a model plan, are available at www.ec.gc.ca/cepap2 (under P2 Planning Support Tools).
- (3). The following additional information and guidance [*other relevant documents and tools*].

17. Reference Code: [*P2ABC*]

For administrative purposes, all communication with Environment Canada concerning this Notice should refer to the following reference code: [*P2ABC*].

18. Forms

Forms referred to in this Notice (Schedules 1 to 5) can be filled out electronically at the Pollution Prevention Planning Web site at www.ec.gc.ca/cepap2.

Signed forms are to be submitted to:

Innovative Measures Section
 Environment Canada
 351 St-Joseph Boulevard
 Gatineau, Quebec
 K1A 0H3

A copy of this Notice, as well as the instructions necessary for completing the forms are also available from the Pollution Prevention Planning Web site mentioned above or can be requested by telephone at 819-994-0186, by fax at 819-953-7970 or by e-mail at CEPAP2Plans@ec.gc.ca.

Note: Italicized text in brackets (e.g. [*text*]) will vary on a Notice-by-Notice basis.

The Minister of the Environment intends to publish, in part, the information submitted in response to this Notice on Environment Canada's Pollution Prevention Planning Web site. All persons submitting information to the Minister are entitled to submit a written request under section 313 of the Act that specific information be treated as confidential. Persons submitting such a request must include the reasons for that request. Refer to the instructions referenced above for more information.

19. Environment Canada contact information

For questions about this Notice, or for more information about pollution prevention planning, contact Environment Canada's regional offices or headquarters:

For residents of Newfoundland and Labrador, Prince Edward Island, Nova Scotia and New Brunswick

Environmental Protection Operations – Atlantic Region
[Address and contact information]

For residents of Quebec

Environmental Protection Operations – Quebec Region
[Address and contact information]

For residents of Ontario

Environmental Protection Operations – Ontario Region
[Address and contact information]

For residents of Manitoba, Saskatchewan, Alberta, the Northwest Territories and Nunavut

Environmental Protection Operations – Prairie and Northern Region
[Address and contact information]

For residents of British Columbia and Yukon

Environmental Protection Operations – Pacific and Yukon Region
[Address and contact information]

Environment Canada Headquarter office

Regulatory Innovation and Management Systems
351 St-Joseph Boulevard
Gatineau, Quebec
K1A 0H3

Note: Italicized text in brackets (e.g. *[text]*) will vary on a Notice-by-Notice basis.

EXPLANATORY NOTE
(*This note is not part of the Notice*)

Compliance with the Act is mandatory under subsection 272(1) of the Act. Subsection 272(2) of the Act defines the penalties for persons who commit offences under the Act. Subsections 273(1) and 273(2) further outline the terms and penalties of those persons providing false or misleading information. Penalties under both subsection 272(2) and 273(2) include fines of not more than \$1 million, imprisonment for a term of not more than three years, or both.

For additional information on the Act, and the *Compliance and Enforcement Policy for the Canadian Environmental Protection Act, 1999* and on applicable penalties, please contact the Enforcement Branch at enforcement.environmental@ec.gc.ca. The Policy is available at [*Web address*].

Note: Italicized text in brackets (e.g. [*text*]) will vary on a Notice-by-Notice basis.

APPENDIX 3

EXAMPLE OF A DECLARATION OF PREPARATION (SCHEDULE 1)

NOTE: DO NOT FILL OUT THIS FORM. THIS FORM PRESENTS AN EXAMPLE OF THE RANGE AND TYPE OF INFORMATION THAT MAY BE REQUIRED AND WILL BE MODIFIED ON A NOTICE-BY-NOTICE BASIS.

Schedule 1: Declaration That a Pollution Prevention Plan Has Been Prepared and Is Being Implemented - [Substance name] (Subsection 58(1) of CEPA 1999)

Notice Reference Code: _____

Please refer to the instruction booklet "Instructions for Completing the Schedules to the *Canada Gazette* Notice Requiring the Preparation and Implementation of Pollution Prevention Plans in Respect of [substance(s) name as per title of Notice]" for guidance on how to complete this Declaration.

Is this an amendment to a Declaration previously submitted? ☐ Yes ☐ No

If yes, complete Parts 1.0 and 9.0 and any other Parts of this Declaration where previously reported information has become false or misleading. Previously reported information that is unchanged need not be resubmitted.

1.0 Information on the Person or Class of Persons Subject to the Notice

Name of the Person or Class of Persons Subject to the Notice: _____

Facility Name: _____

Street Address of Facility: _____

City: _____ Province/Territory: _____ Postal Code: _____

Telephone number (with Area Code): _____ Email (if available): _____

If different from Street Address

Mailing Address of Facility: _____

City: _____ Province/Territory: _____ Postal Code: _____

National Pollutant Release Inventory ID (if available): _____

6-digit North American Industry Classification System (NAICS) Code: _____

Facility Technical Contact: _____

Email: _____

Telephone Number with Area Code: _____

Fax Number - with Area Code (if available): _____

2.0 Use of Plans Prepared or Implemented for Another Purpose

Is the pollution prevention plan used to fulfill the obligations of this Notice:

- a pollution prevention plan that was previously prepared on a voluntary basis? ☐ Yes ☐ No
- a pollution prevention plan that was previously prepared for another government or under another Act of Parliament? ☐ Yes ☐ No

If yes, identify the other government requirement(s) or Act(s) of Parliament.

Note: Italicized text in brackets (e.g. [text]) will vary on a Notice-by-Notice basis.

The following section (Parts 3.0 through 7.0) must be completed separately for each combination of Substance, Activity, and/or Class of Person(s) selected in Part 3 below [if applicable].

3.0 Substance, Activity, and/or Class of Person(s)

Substance, Activity, and/or Class of Person(s) for which information is required [(choose one)]:

- ☐ [Substance X and Activity X]
☐ [Class of Person(s)]

4.0 Baseline Information Prior to Implementation of the Pollution Prevention (P2) Plan

Notes:

- (a) The data collected in Parts [4.X] of this Declaration are consistent with the reporting requirements of the National Pollutant Release Inventory (NPRI) where possible.
- (b) Use the following Basis of Estimate Codes where indicated, listed in declining order of expected accuracy, to describe how each quantity reported in this Part of the Declaration was determined:

- M1** Continuous Emission Monitoring System
M2 Predictive Emission Monitoring
M3 Source Testing
C Mass balance
E1 Site-specific and Published Emission Factors
E2 Published Emission Factors
O Engineering estimates

- (c) This Declaration requires reporting of data from the Preparation Year⁹ [e.g. 2007] (January 1 to December 31).

If the person(s) subject to the Notice has (have) been granted a time extension to prepare a plan that requires reporting for a year other than [2007], all references to [2007] in this Declaration are considered to represent the new Preparation Year for which the person(s) is (are) required to report.

If applicable, indicate the new Preparation Year for which you are reporting: _____

4.1 Nature of Activity

For the activity identified in Part 3.0 of this Declaration, indicate whether the Substance was manufactured, processed, distributed or otherwise used, and the nature of such activity at the facility for the Preparation Year. More than one nature of activity may be identified.

Manufacture: ☐ For on-site use/processing
☐ For sale/distribution
☐ As a by-product
☐ As an impurity
Description: _____

Process: ☐ As a reactant
☐ As a formulation component
☐ As an article component
☐ Repackaging only
☐ As a by-product
Description: _____

Distribution: ☐ Sold or distributed on its own
☐ Sold or distributed as part of a product
Description: _____

Other use: ☐ As a physical or chemical processing aid
☐ As a manufacturing aid
☐ Ancillary or other use
Description: _____

⁹ Preparation Year typically refers to the year in which the P2 plan is prepared.

Note: Italicized text in brackets (e.g. [text]) will vary on a Notice-by-Notice basis.

NOTE: SECTIONS 4.2 – 4.4 MAY ASK FOR RELEASE INFORMATION OR TRANSFER INFORMATION OR BOTH, DEPENDING ON NOTICE.

4.2 On-Site Uses

For the activity identified in Part 3.0, did this facility use the Substance on-site in the Preparation Year?

☐ Yes ☐ No

If yes, for the activity identified in Part 3.0 of this Declaration, report below the total quantity of all on-site uses of the Substance, in *[kilograms (kg)]* for that year with the basis of estimate code and indicate how the Substance is used (see Part 4.0, Note b).

If no, proceed to Part 4.3 of this Declaration.

	Total On-Site Uses in the Preparation Year <i>[kg]</i>	Basis of Estimate Code	Type of On-Site Use
A. TOTAL			

4.3 On-Site Releases

For the activity identified in Part 3.0 of this Declaration, did this facility release the Substance on-site in the Preparation Year?

☐ Yes ☐ No

If yes, report below the quantity of all on-site releases of the Substance in *[kilograms (kg)]* for that year in the appropriate field.

If no, proceed to Part 4.4 of this Declaration.

4.3.1 Releases to Air

For the activity identified in Part 3.0 of this Declaration, report the quantity of all releases of the Substance to air with the basis of estimate code (see Part 4.0, Note b), indicating the type(s) of release(s). Include routine, accidental, and non-routine releases.

Type of Releases to Air	Quantity Released to Air in the Preparation Year <i>[kg]</i>	Basis of Estimate Code
a) Stack or point releases		
b) Storage or handling releases		
c) Fugitive releases		
d) Spills		
e) Other releases		
B. TOTAL		

4.3.2 Underground Injection

For the activity identified in Part 3.0 of this Declaration, report the total quantity of the Substance injected underground on-site with the basis of estimate code (see Part 4.0, Note b).

	Total Quantity Released to Underground Injection in the Preparation Year <i>[kg]</i>	Basis of Estimate Code
C. TOTAL		

Note: Italicized text in brackets (e.g. *[text]*) will vary on a Notice-by-Notice basis.

4.3.3 Releases to Surface Waters

For the activity identified in Part 3.0 of this Declaration, report the quantity of all releases of the Substance to surface waters with the basis of estimate code (see Part 4.0, Note b), indicating the type(s) of release(s).

Type of Releases to Surface Waters	Quantity Released in the Preparation Year <i>[kg]</i>	Basis of Estimate Code
a) Direct discharges		
b) Spills		
c) Leaks		
D. TOTAL		

4.3.4 Releases to Land

For the activity identified in Part 3.0 of this Declaration, report the quantity of all releases of the Substance to land *within* the boundaries of the facility with the basis of estimate code (see Part 4.0, Note b), indicating the type(s) of release(s).

Type of Releases to Land	Quantity Released in the Preparation Year <i>[kg]</i>	Basis of Estimate Code
a) Landfill		
b) Land treatment		
c) Spills		
d) Leaks		
e) Other releases		
E. TOTAL		

4.3.5 Total Releases

For the activity identified in Part 3.0 of this Declaration, report the total quantity, in *[kg/year]*, of the Substance released on-site.

F. Total Quantity Released On-Site in the Preparation Year $[(B+C+D+E)] =$ _____ **F**

4.4 Off-Site Transfers**4.4.1 Product Distribution**

For the activity identified in Part 3.0 of this Declaration, did this facility distribute the Substance off-site as a product or part of a product in the Preparation Year?

☐ Yes ☐ No

If yes, report below the quantity of all off-site transfers of the Substance for distribution in *[kg/year]*, as a product or part of a product with the basis of estimate code (see Part 4.0, Note b), indicating the type(s) of transfer(s). Indicate the expected use of the Substance and the expected disposal method, if known.

Note: Italicized text in brackets (e.g. *[text]*) will vary on a Notice-by-Notice basis.

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If no, proceed to Part 4.4.2 of this Declaration.

Type of Transfers for Distribution	Quantity Transferred for Distribution in the Preparation Year [kg]	Basis of Estimate Code	Expected Use (if known)	Expected Disposal Method (if known)
a) Substance on its own				
b) As a component of or ingredient in a product				
G. TOTAL				

4.4.2 Off-Site Transfers for Disposal

For the activity identified in Part 3.0 of this Declaration, did this facility transfer the Substance off-site for disposal in the Preparation Year?

☐ Yes ☐ No

If yes, for the activity identified in Part 3.0 of this Declaration, report below the quantity of all off-site transfers of the Substance for disposal in [kg] with the basis of estimate code (see Part 4.0, Note b), indicating the type(s) of transfer(s). Report only the net mass of the Substance that was sent off-site, not the total mass of the mixture containing the Substance. Report transfers to the first off-site location only and not any subsequent transfers by the waste disposal company.

If no, proceed to Part 4.4.3 of this Declaration.

Type of Transfers for Disposal	Quantity Transferred in the Preparation Year [kg]	Basis of Estimate Code
a) Physical treatment		
b) Chemical treatment		
c) Biological treatment		
d) Incineration/thermal		
e) Containment		
f) Municipal Sewage Treatment Plant		
g) Underground injection		
h) Land treatment		
H. TOTAL		

4.4.3 Off-Site Transfers for Recycling

For the activity identified in Part 3.0 of this Declaration, did this facility transfer the Substance off-site for recycling in the Preparation Year?

☐ Yes ☐ No

If yes, report below the quantity of all off-site transfers of the Substance for recycling, in [kg] for that year in the appropriate field.

If no, proceed to Part 4.4.4 of this Declaration.

Note: Italicized text in brackets (e.g. [text]) will vary on a Notice-by-Notice basis.

For the activity identified in Part 3.0 of this Declaration, report the quantity of all off-site transfers of the Substance for recycling with the basis of estimate code (see Part 4.0, Note b). Report only the net mass of the Substance that was sent off-site, not the total mass of the mixture containing the Substance. Report transfers to the first off-site location only and not any subsequent transfers by the recycling facility.

Type of Transfers for Recycling	Quantity Transferred in the Preparation Year [kg]	Basis of Estimate Code
a) Energy recovery		
b) Recovery of solvents		
c) Recovery of organic substances (not solvents)		
d) Recovery of metals and metal compounds		
e) Recovery of inorganic materials (not metals)		
f) Recovery of acids or bases		
g) Recovery of catalysts		
h) Recovery of pollution abatement residues		
i) Refining or reuse of used oil		
j) Other		
I. TOTAL		

4.4.4 Total Off-Site Transfers

For the activity identified in Part 3.0 of this Declaration, report the total quantity, in [kg/year], of total off-site transfers of the Substance.

J. Total Off-Site Transfers in the Preparation Year [(G+H+I)] = _____ J

4.5 Additional Baseline Information

NOTE: PART 4.5 IS A MODULE THAT MAY BE TAILORED TO EACH NOTICE. IT IS USED TO COLLECT ANY NECESSARY INFORMATION THAT IS NOT ALREADY COLLECTED IN PART 4.

5.0 Anticipated Actions and Results

5.1 Anticipated Action(s)

*The following section (Parts 5.1.1 through 5.1.6) must be completed separately for **each** anticipated action in the P2 plan, i.e., this section will be completed as many times as there are anticipated actions to report.*

In Part 5.1.1, describe for the activity identified in Part 3.0 of this Declaration, the anticipated action to be taken in implementing the Pollution Prevention Plan.

5.1.1 Anticipated Action: _____

In Parts 5.1.2 and 5.1.3, identify whether the anticipated action represents pollution prevention method(s) or other environmental protection method(s), by selecting from the list of options provided below.

Note: Italicized text in brackets (e.g. [text]) will vary on a Notice-by-Notice basis.

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5.1.2 Type of Pollution Prevention Method(s):

For a detailed description of pollution prevention methods, please refer to the Pollution Prevention Planning Handbook (www.ec.gc.ca/cepap2).

- | | |
|---|--|
| <input type="checkbox"/> Material or feedstock substitution | <input type="checkbox"/> On-site reuse, recycling or recovery |
| <input type="checkbox"/> Product design or reformulation | <input type="checkbox"/> Inventory management or purchasing techniques |
| <input type="checkbox"/> Equipment or process modifications | <input type="checkbox"/> Good operating practices or training |
| <input type="checkbox"/> Spill and leak prevention | <input type="checkbox"/> Other: _____ |

5.1.3 Other Type of Environmental Protection Method(s):

- | | |
|--|--|
| <input type="checkbox"/> Energy recovery | <input type="checkbox"/> Pollution control |
| <input type="checkbox"/> Off-site recycling | <input type="checkbox"/> Disposal |
| <input type="checkbox"/> Incineration with energy recovery | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Waste treatment | |

In Part 5.1.4, report, where possible, the corresponding change to annual uses, releases and/or transfers of the Substance anticipated to be achieved from implementation of that action in [kg]. Indicate a decrease with a negative sign ("-") and an increase with a positive sign ("+") in front of the reported quantity. Note that predicting a quantitative change for some anticipated actions, such as training, may not be possible.

5.1.4 Anticipated Change(s): _____

In Part 5.1.5, relate these changes to a specific element(s) of the baseline information described in Part 4 of this Declaration using the appropriate alphabetical label. Refer to the Instruction Booklet for a listing of alphabetical labels.

5.1.5 Baseline Element(s) Affected: _____

Finally, in Part 5.1.6, identify the planned completion date for the anticipated action.

5.1.6 Planned Completion Date (year/month/day): _____

This ends the section (Parts 5.1.1 through 5.1.6) that must be completed separately for each anticipated action in the P2 plan.

5.2 Total Anticipated Results

The table below summarizes, for the activity identified in Part 3.0, the total anticipated change to annual [uses, releases and/or transfers] of the Substance in [kg] and as a [percentage] relative to the Preparation Year.

Relative to the Preparation Year, report the total changes anticipated to be achieved from implementing only the anticipated actions described in Part 5.1 of this Declaration.

Important: Indicate a decrease with a negative sign ("-") and an increase with a positive sign ("+") in front of the reported quantity and percent change below.

Type of [Use/Release/Transfer]	Total Anticipated Change Relative to the Preparation Year [kg]	Total Anticipated Change Relative to the Preparation Year [%]
5.2.1 On-site uses		
5.2.2 On-site releases		
5.2.3 Off-site transfers for distribution		
5.2.4 Off-site transfers for disposal		
5.2.5 Off-site transfers for recycling		

Note: Italicized text in brackets (e.g. [text]) will vary on a Notice-by-Notice basis.

5.3 Detailed Anticipated Results Information

NOTE: PART 5.3 IS A MODULE THAT MAY BE TAILORED TO EACH NOTICE. IT IS USED TO COLLECT ANY NECESSARY INFORMATION THAT IS NOT ALREADY COLLECTED IN PART 5.

6.0 Monitoring and Reporting

Describe anticipated monitoring and reporting that will be used to track progress in implementing the Pollution Prevention Plan.

7.0 Risk Management Objective

Describe how the Pollution Prevention Plan outlined in this Declaration will meet the risk management objective identified in the Notice. If this plan will not meet the risk management objective, explain why.

This ends the section (Parts 3.0 through 7.0 of this Declaration) to be completed separately for each combination of Substance, Activity, and/or Class or Person(s) specified in Part 3.0 above.

8.0 Factors to Consider

Describe what was done by the person or class of persons subject to the Notice to take into account the “factors to be considered” identified in paragraph [X] of the Notice.

8.1 Additional Information

NOTE: PART 8.1 IS A MODULE THAT MAY BE TAILORED TO EACH NOTICE. IT IS USED TO COLLECT ANY NECESSARY INFORMATION THAT IS NOT ALREADY COLLECTED IN THIS DECLARATION.

9.0 Certification

I hereby certify that the information provided in this Report is true, accurate and complete.

Signature of the Person(s) Subject to the Notice or Duly
Authorized Representative

Date

Name: _____

Please Print

Title/Position: _____

Please Print

Note: Italicized text in brackets (e.g. [text]) will vary on a Notice-by-Notice basis.

APPENDIX 4

EXAMPLE OF A REQUEST FOR WAIVER OF THE REQUIREMENT TO CONSIDER A FACTOR OR FACTORS (SCHEDULE 2)

NOTE: DO NOT FILL OUT THIS FORM. THIS FORM PRESENTS AN EXAMPLE OF THE RANGE AND TYPE OF INFORMATION THAT MAY BE REQUIRED AND WILL BE MODIFIED AS NECESSARY.

**Schedule 2: Request for Waiver of the Requirement to Consider a Factor or Factors -
[Substance name] (Subsection 56(5) of CEPA 1999)**

Notice Reference Code: _____

Please refer to the instruction booklet "Instructions for Completing the Schedules to *Canada Gazette* Notice Requiring the Preparation and Implementation of Pollution Prevention Plans in Respect of [substance name as per title of Notice]" and any other relevant document referred to in the associated Notice for guidance on how to complete this form.

Note: This form must be submitted and postdated prior to the deadline for preparing a plan.

1.0 Information on the Person or Class of Persons Subject to the Notice

Name of the Person or Class of Persons Subject to the Notice: _____

Facility Name: _____

Street Address of Facility: _____

City: _____ Province/Territory: _____ Postal Code: _____

Telephone number (with Area Code): _____ Email (if available): _____

If different from Street Address

Mailing Address of Facility: _____

City: _____ Province/Territory: _____ Postal Code: _____

National Pollutant Release Inventory ID (if available): _____

6-digit North American Industry Classification System (NAICS) Code: _____

Facility Technical Contact: _____

Email: _____

Telephone Number with Area Code: _____

Fax Number - with Area Code (if available): _____

2.0 Factor(s) for which a Waiver is Requested

Identify exactly for which factor(s) listed in the Notice a waiver is requested.

Note: Italicized text in brackets (e.g. [text]) will vary on a Notice-by-Notice basis.

3.0 Rationale for Request

Explain why it would not be reasonable or practicable to consider each factor for which a waiver is requested.

Explain how the outcome of the P2 plan will be affected if this “factor to consider” is not taken into account.

Explain which, if any, additional factor(s) you propose to consider in preparing the pollution prevention plan.

4.0 Certification

I hereby certify that the information provided in this Request is true, accurate and complete.

_____ Signature of the Person(s) subject to the notice or Duly Authorized Representative	_____ Date
Name: _____ <div style="text-align: center;">Please Print</div>	
Title/Position: _____ <div style="text-align: center;">Please Print</div>	

Note: Italicized text in brackets (*e.g. [text]*) will vary on a Notice-by-Notice basis.

APPENDIX 5

EXAMPLE OF A REQUEST FOR AN EXTENSION OF TIME TO PREPARE OR IMPLEMENT A PLAN (SCHEDULE 3)

NOTE: DO NOT FILL OUT THIS FORM. THIS FORM PRESENTS AN EXAMPLE OF THE RANGE AND TYPE OF INFORMATION THAT MAY BE REQUIRED AND WILL BE MODIFIED AS NECESSARY.

Schedule 3: Request for Time Extension
- [Substance name] (Subsection 56(3) of CEPA 1999)

Notice Reference Code: _____

Please refer to the instruction booklet "Instructions for Completing the Schedules to the *Canada Gazette* Notice Requiring the Preparation and Implementation of Pollution Prevention Plans in Respect of [substance name as per title of Notice]" for guidance on how to complete this form.

Note: This form must be submitted and postdated prior to the deadlines for preparing or implementing a plan.

1.0 Information on the Person or Class of Persons Subject to the Notice

Name of the Person or Class of Persons Subject to the Notice: _____

Facility Name: _____

Street Address of Facility: _____

City: _____ Province/Territory: _____ Postal Code: _____

Telephone number (with Area Code): _____ Email (if available): _____

If different from Street Address

Mailing Address of Facility: _____

City: _____ Province/Territory: _____ Postal Code: _____

National Pollutant Release Inventory ID (if available): _____

6-digit North American Industry Classification System (NAICS) Code: _____

Facility Technical Contact: _____

Email: _____

Telephone Number with Area Code: _____

Fax Number - with Area Code (if available): _____

2.0 Request for Time Extension

Identify for which of the following a time extension is requested (choose one):

☐ to prepare a pollution prevention plan

☐ to implement a pollution prevention plan

For the person(s) identified in Part 1.0, it is requested that the date be extended to: _____
 (specify exact date - yyyy/mm/dd)

Note: Italicized text in brackets (e.g. [text]) will vary on a Notice-by-Notice basis.

3.0 Rationale for Request

Explain why further time is necessary to prepare or implement a pollution prevention plan.

4.0 Certification

I hereby certify that the information provided in this Request is true, accurate and complete.

Signature of the Person(s) subject to the notice or Duly Authorized Representative	Date
Name:	Please Print
Title/Position:	Please Print

Note: Italicized text in brackets (e.g. *[text]*) will vary on a Notice-by-Notice basis.

APPENDIX 6

EXAMPLE OF AN INTERIM PROGRESS REPORT (SCHEDULE 4)

NOTE: DO NOT FILL OUT THIS FORM. THIS FORM PRESENTS AN EXAMPLE OF THE RANGE AND TYPE OF INFORMATION THAT MAY BE REQUIRED AND WILL BE MODIFIED ON A NOTICE-BY-NOTICE BASIS.

**Schedule 4: Interim Progress Report - [Substance name]
(Subsection 58(1) of CEPA 1999)**

Notice Reference Code: _____

Please refer to the instruction booklet "Instructions for Completing the Schedules to the *Canada Gazette* Notice Requiring the Preparation and Implementation of Pollution Prevention Plans in Respect of [substance name as per title of Notice]" for guidance on how to complete this Report.

Is this an amendment to a Report previously submitted? ☐ Yes ☐ No

If yes, complete Parts 1.0 and 9.0 and any other Parts of this Report where previously reported information has become false or misleading. Previously reported information that is unchanged need not be resubmitted.

1.0 Information on the Person or Class of Persons Subject to the Notice

Name of the Person or Class of Persons Subject to the Notice: _____

Facility Name: _____

Street Address of Facility: _____

City: _____ Province/Territory: _____ Postal Code: _____

Telephone number (with Area Code): _____ Email (if available): _____

If different from Street Address

Mailing Address of Facility: _____

City: _____ Province/Territory: _____ Postal Code: _____

National Pollutant Release Inventory ID (if available): _____

6-digit North American Industry Classification System (NAICS) Code: _____

Facility Technical Contact: _____

Email: _____

Telephone Number with Area Code: _____

Fax Number - with Area Code (if available): _____

2.0 No data required for Part 2.0 of this Report

Note: Italicized text in brackets (e.g. [text]) will vary on a Notice-by-Notice basis.

*The following section (Parts 3.0 through 7.0) must be completed separately for **each** combination of Substance, Activity, and/or Class of Person(s) selected in Part 3.0 below [if applicable].*

3.0 Substance, Activity, and/or Class of Person(s)

Substance, Activity, and/or Class of Person(s) for which information is required [(choose one)]:

- ☐ [Substance X and Activity X]
☐ [Class of Person(s)]

4.0 Progress Information During Implementation of the Pollution Prevention (P2) Plan

Notes:

- (a) The data collected in Parts [4.X] of this Report are consistent with the reporting requirements of the National Pollutant Release Inventory (NPRI) where possible.
- (b) Use the following Basis of Estimate Codes where indicated, listed in declining order of expected accuracy, to describe how each quantity reported in this Part of the Report was determined:
- M1** Continuous Emission Monitoring System
 - M2** Predictive Emission Monitoring
 - M3** Source Testing
 - C** Mass balance
 - E1** Site-specific and Published Emission Factors
 - E2** Published Emission Factors
 - O** Engineering estimates
- (c) The Notice (Reference Code [X]) requires reporting of data in an Interim Progress Report for the following calendar years (January 1 to December 31):

Interim Progress Report	Reporting Year
Interim Progress Report #1	[2008]
Interim Progress Report #2	[2009]

Indicate on which Interim Progress Report number the person(s) is (are) reporting: _____ (The Reporting Year associated with this Interim Progress Report Number is referred to as the Reporting Year throughout this report).

The person(s) subject to the Notice may have been granted a time extension to submit an Interim Progress Report that requires reporting for a year other than [2008] or [2009]. If applicable, indicate the new Reporting Year for which the person(s) is (are) reporting: _____ (This is referred to as the Reporting Year throughout this Report).

4.1 Nature of Activity

For the activity identified in Part 3.0 of this Report, indicate whether the Substance was manufactured, processed, distributed or otherwise used, and the nature of such activity at the facility in the Reporting Year. More than one nature of activity may be identified.

Manufacture:

- ☐ For on-site use/processing
- ☐ For sale/distribution
- ☐ As a by-product
- ☐ As an impurity

Description: _____

Process:

- ☐ As a reactant
- ☐ As a formulation component
- ☐ As an article component
- ☐ Repackaging only
- ☐ As a by-product

Description: _____

Note: Italicized text in brackets (e.g. [text]) will vary on a Notice-by-Notice basis.

Distribution: ☐ Sold or distributed on it's own
☐ Sold or distributed as part of a product
 Description: _____

Other use: ☐ As a physical or chemical processing aid
☐ As a manufacturing aid
☐ Ancillary or other use
 Description: _____

NOTE: SECTIONS 4.2 – 4.4 MAY ASK FOR RELEASE INFORMATION OR TRANSFER INFORMATION OR BOTH, DEPENDING ON NOTICE.

4.2 On-Site Uses

For the activity identified in Part 3.0 of this Report, did this facility use the substance on-site in the Reporting Year?

☐ Yes ☐ No

If yes, for the activity identified in Part 3.0 of this Report, report below the total quantity of all on-site uses of the Substance, in *[kilograms (kg)]* for that year with the basis of estimate code (see Part 4.0, Note b) and indicate how the Substance is used.

If no, proceed to Part 4.3 of this Report.

	Total On-Site Uses in the Reporting Year <i>[kg]</i>	Basis of Estimate Code	Type of On-Site Use
A. TOTAL			

4.3 On-Site Releases

For the activity identified in Part 3.0 of this Report, did this facility release the Substance on-site in the Reporting Year?

☐ Yes ☐ No

If yes, report below the quantity of all on-site releases of the Substance in *[kilograms (kg)]* for that year in the appropriate field.

If no, proceed to Part 4.4 of this Report.

4.3.1 Releases to Air

For the activity identified in Part 3.0 of this Report, report the quantity of all releases of the Substance to air with the basis of estimate code (see Part 4.0, Note b), indicating the type(s) of release(s). Include both routine and accidental or non-routine releases.

Type of Releases to Air	Quantity Released to Air in the Reporting Year <i>[kg]</i>	Basis of Estimate Code
a) Stack or point releases		
b) Storage or handling releases		
c) Fugitive releases		
d) Spills		
e) Other releases		
B. TOTAL		

Note: Italicized text in brackets (e.g. *[text]*) will vary on a Notice-by-Notice basis.

4.3.2 Underground Injection

For the activity identified in Part 3.0 of this Report, report the total quantity of the Substance injected underground on-site with the basis of estimate code (see Part 4.0, Note b).

	Total Quantity Released to Underground Injection in the Reporting Year <i>[kg]</i>	Basis of Estimate Code
C. TOTAL		

4.3.3 Releases to Surface Waters

For the activity identified in Part 3.0 of this Report, report the quantity of all releases of the Substance to surface waters with the basis of estimate code (see Part 4.0, Note b), indicating the type(s) of release(s).

Type of Releases to Surface Waters	Quantity Released in the Reporting Year <i>[kg]</i>	Basis of Estimate Code
a) Direct discharges		
b) Spills		
c) Leaks		
D. TOTAL		

4.3.4 Releases to Land

For the activity identified in Part 3.0 of this Report, report the quantity of all releases of the Substance to land *within* the boundaries of the facility with the basis of estimate code (see Part 4.0, Note b), indicating the type(s) of release(s).

Type of Releases to Land	Quantity Released in the Reporting Year <i>[kg]</i>	Basis of Estimate Code
a) Landfill		
b) Land treatment		
c) Spills		
d) Leaks		
e) Other releases		
E. TOTAL		

4.3.5 Total Releases

For the activity identified in Part 3.0 of this Report, report the total quantity, in *[kg/year]*, of the Substance released on-site.

F. Total Quantity Released On-Site in the Reporting Year $[(B+C+D+E)] =$ _____ **F**

4.4 Off-Site Transfers**4.4.1** Product Distribution

For the activity identified in Part 3.0 of this Report, did this facility distribute the Substance off-site as a product or part of a product in the Reporting Year?

☐ Yes ☐ No

Note: Italicized text in brackets (e.g. *[text]*) will vary on a Notice-by-Notice basis.

POLLUTION PREVENTION PLANNING PROVISIONS OF PART 4 OF CEPA 1999

If yes, report below the quantity of all off-site transfers of the Substance for distribution in *[kg/year]*, as a product or part of a product with the basis of estimate code (see Part 4.0, Note b), indicating the type(s) of transfer(s). Indicate the expected use of the Substance and the expected disposal method, if known.

If no, proceed to Part 4.4.2 of this Report.

Type of Transfers for Distribution	Quantity Transferred for Distribution in the Reporting Year <i>[kg]</i>	Basis of Estimate Code	Expected Use (if known)	Expected Disposal Method (if known)
a) Substance on its own				
b) As a component of or ingredient in a product				
G. TOTAL				

4.4.2 Off-Site Transfers for Disposal

For the activity identified in Part 3.0 of this Report, did this facility transfer the Substance off-site for disposal in the Reporting Year?

☐ Yes ☐ No

If yes, for the activity identified in Part 3.0 of this Report, report below the quantity of all off-site transfers of the Substance for disposal in *[kg]* with the basis of estimate code (see Part 4.0, Note b), indicating the type(s) of transfer(s). Report only the net mass of the Substance that was sent off-site, not the total mass of the mixture containing the Substance. Report transfers to the first off-site location only and not any subsequent transfers by the waste disposal company.

If no, proceed to Part 4.4.3 of this Report.

Type of Transfers for Disposal	Quantity Transferred in the Reporting Year <i>[kg]</i>	Basis of Estimate Code
a) Physical treatment		
b) Chemical treatment		
c) Biological treatment		
d) Incineration/thermal		
e) Containment		
f) Municipal Sewage Treatment Plant		
g) Underground injection		
h) Land treatment		
H. TOTAL		

4.4.3 Off-Site Transfers for Recycling

For the activity identified in Part 3.0 of this Report, did this facility transfer the Substance off-site for recycling in the Reporting Year?

☐ Yes ☐ No

If yes, report below the quantity of all off-site transfers of the Substance for recycling, in *[kg]* for that year in the appropriate field.

If no, proceed to Part 4.4.4 of this Report.

For the activity identified in Part 3.0 of this Report, report the quantity of all off-site transfers of the Substance for recycling with the basis of estimate code (see Part 4.0, Note b). Report only the net mass of the Substance that

Note: Italicized text in brackets (e.g. *[text]*) will vary on a Notice-by-Notice basis.

was sent off-site, not the total mass of the mixture containing the Substance. Report transfers to the first off-site location only and not any subsequent transfers by the recycling facility.

Type of Transfers for Recycling	Quantity Transferred in the Reporting Year [kg]	Basis of Estimate Code
a) Energy recovery		
b) Recovery of solvents		
c) Recovery of organic substances (not solvents)		
d) Recovery of metals and metal compounds		
e) Recovery of inorganic materials (not metals)		
f) Recovery of acids or bases		
g) Recovery of catalysts		
h) Recovery of pollution abatement residues		
i) Refining or reuse of used oil		
j) Other		
I. TOTAL		

4.4.4 Total Off-Site Transfers

For the activity identified in Part 3.0 of this Report, report the total quantity, in [kg/year], of total off-site transfers of the Substance.

J. Total Off-Site Transfers in the Reporting Year [(G+H+I)] = _____ J

4.5 Additional Baseline Information

NOTE: PART 4.5 IS A MODULE THAT MAY BE TAILORED TO EACH NOTICE. IT IS USED TO COLLECT ANY NECESSARY INFORMATION THAT IS NOT ALREADY COLLECTED IN PART 4.

5.0 Action(s) Taken and Results Achieved to Date

5.1 Action(s) Taken to Date

*The following section (Parts 5.1.1 through 5.1.6) must be completed separately for **each** action identified in the P2 plan, i.e., this section will be completed as many times as there are actions to report.*

In Part 5.1.1, describe for the activity identified in Part 3.0 of this Report, the actions taken to date in implementing the Pollution Prevention Plan. For the purpose of this report, "to date" refers to December 31 of the Reporting Year specified in Section 4.0 of this Report.

5.1.1 Action Taken to Date: _____

In Parts 5.1.2 and 5.1.3, identify whether the action taken to date represents pollution prevention method(s) or other environmental protection method(s), by selecting from the list of options provided below.

5.1.2 Type of Pollution Prevention Method(s):

For a detailed description of pollution prevention methods, please refer to the Pollution Prevention Planning Handbook (<http://www.ec.gc.ca/cepap2>).

Note: Italicized text in brackets (e.g. [text]) will vary on a Notice-by-Notice basis.

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- | | |
|---|--|
| <input type="checkbox"/> Material or feedstock substitution | <input type="checkbox"/> On-site reuse, recycling or recovery |
| <input type="checkbox"/> Product design or reformulation | <input type="checkbox"/> Inventory management or purchasing techniques |
| <input type="checkbox"/> Equipment or process modifications | <input type="checkbox"/> Good operating practices or training |
| <input type="checkbox"/> Spill and leak prevention | <input type="checkbox"/> Other: _____ |

5.1.3 Other Type of Environmental Protection Method(s):

- | | |
|--|--|
| <input type="checkbox"/> Energy recovery | <input type="checkbox"/> Pollution control |
| <input type="checkbox"/> Off-site recycling | <input type="checkbox"/> Disposal |
| <input type="checkbox"/> Incineration with energy recovery | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Waste treatment | |

In Part 5.1.4, report, where possible, the corresponding change to annual uses, releases and/or transfers of the Substance achieved to date from implementation of that action in [kg]. Indicate a decrease with a negative sign ("-") and an increase with a positive sign ("+") in front of the reported quantity. Note that a quantitative change for some actions taken, such as training, may not be possible.

5.1.4 Change(s) Achieved to Date: _____

In Part 5.1.5, relate these changes to a specific element(s) of the baseline information described in Part 4 of this Report using the appropriate alphabetical label. Refer to the Instruction Booklet for a listing of alphabetical labels.

5.1.5 Baseline Element(s) Affected: _____

Finally, in Part 5.1.6, identify the completion date for the action.

5.1.6 Planned Completion Date (year/month/day): _____

This ends the section (Parts 5.1.1 through 5.1.6) that must be completed separately for each action in the P2 plan.

5.2 Total Results Achieved To Date

The table below summarizes, for the activity identified in Part 3.0 of this Report, the total achieved change to date to annual [uses, releases and/or transfers] of the Substance in [kg] and as a [percentage] relative to the Preparation Year as reported in the Declaration That a Pollution Prevention Plan Has Been Prepared and is Being Implemented – [Substance name], also referred to as the Declaration of Preparation or Schedule 1.

In the table below, (relative to the Preparation Year), report those changes achieved from **ALL actions taken to date** in implementing pollution prevention plan.

Important: Indicate a decrease with a negative sign ("-") and an increase with a positive sign ("+") in front of the reported quantity and percent change below.

Type of [Use/Release/Transfer]	Total Achieved Change To Date Relative to the Preparation Year [kg]	Total Achieved Change To Date Relative to the Preparation Year [%]
5.2.1 On-site uses		
5.2.2 On-site releases		
5.2.3 Off-site transfers for distribution		
5.2.4 Off-site transfers for disposal		
5.2.5 Off-site transfers for recycling		

Note: Italicized text in brackets (e.g. [text]) will vary on a Notice-by-Notice basis.

5.3 Detailed Results Achieved To Date Information

NOTE: PART 5.3 IS A MODULE THAT MAY BE TAILORED TO EACH NOTICE. IT IS USED TO COLLECT ANY NECESSARY INFORMATION THAT IS NOT ALREADY COLLECTED IN PART 5.

6.0 Monitoring and Reporting

Describe the monitoring and reporting used to track progress in implementing the Pollution Prevention Plan.

7.0 Risk Management Objective

Describe the progress or additional details on how the Pollution Prevention Plan will meet the risk management objective identified in subsection [X] of the Notice.

This ends the section (Parts 3.0 through 7.0 of this Report) to be completed separately for each combination of Substance, Activity, and/or Class of Person(s) specified in Part 3.0 above.

8.0 Factors to Consider

Provide any additional details or update progress on what was done to take into account the “factors to be considered” in subsection [x] of the Notice.

8.1 Additional Information

NOTE: PART 8.1 IS A MODULE THAT MAY BE TAILORED TO EACH NOTICE. IT IS USED TO COLLECT ANY NECESSARY INFORMATION THAT IS NOT ALREADY COLLECTED IN THIS REPORT.

9.0 Certification

I hereby certify that a Pollution Prevention Plan has been prepared and is being implemented for the Substance and that the information provided in this Report is true, accurate and complete.

Signature of the Person(s) Subject to the Notice or Duly
Authorized Representative

Date

Name: _____

Please Print

Title/Position: _____

Please Print

Note: Italicized text in brackets (e.g. [text]) will vary on a Notice-by-Notice basis.

APPENDIX 7

EXAMPLE OF A DECLARATION OF IMPLEMENTATION (SCHEDULE 5)

NOTE: DO NOT FILL OUT THIS FORM. THIS FORM PRESENTS AN EXAMPLE OF THE RANGE AND TYPE OF INFORMATION THAT MAY BE REQUIRED AND WILL BE MODIFIED ON A NOTICE-BY-NOTICE BASIS.

**Schedule 5: Declaration That a Pollution Prevention Plan Has Been Implemented -
[Substance name] (Subsection 58(2) of CEPA 1999)**

Notice Reference Code: _____

Please refer to the instruction booklet "Instructions for Completing the Schedules to the *Canada Gazette* Notice Requiring the Preparation and Implementation of Pollution Prevention Plans in Respect of [substance(s) name as per title of Notice]" for guidance on how to complete this Declaration.

Is this an amendment to a Declaration previously submitted? ☐ Yes ☐ No

If yes, complete Parts 1.0 and 9.0 and any other Parts of this Declaration where previously reported information has become false or misleading. Previously reported information that is unchanged need not be resubmitted.

1.0 Information on the Person or Class of Persons Subject to the Notice

Name of the Person or Class of Persons Subject to the Notice: _____

Facility Name: _____

Street Address of Facility: _____

City: _____ Province/Territory: _____ Postal Code: _____

Telephone number (with Area Code): _____ Email (if available): _____

If different from Street Address

Mailing Address of Facility: _____

City: _____ Province/Territory: _____ Postal Code: _____

National Pollutant Release Inventory ID (if available): _____

6-digit North American Industry Classification System (NAICS) Code: _____

Facility Technical Contact: _____

Email: _____

Telephone Number with Area Code: _____

Fax Number - with Area Code (if available): _____

2.0 No data required for part 2.0 of this Declaration

Note: Italicized text in brackets (e.g. [text]) will vary on a Notice-by-Notice basis.

The following section (Parts 3.0 through 7.0) must be completed separately for each combination of Substance, Activity and/or Class of Person(s) selected in Part 3.0 below [if applicable].

3.0 Substance, Activity, and/or Class of Person(s)

Substance, Activity and/or Class of person(s) for which information is required [(choose one)]:

- ☐ [Substance X and Activity X]
☐ [Class of Person(s)]

4.0 Information After Implementation of the Pollution Prevention (P2) Plan

Notes:

- (a) The data collected in Parts [4.X] of this Declaration are consistent with the reporting requirements of the National Pollutant Release Inventory (NPRI) where possible.
- (b) Use the following Basis of Estimate Codes where indicated, listed in declining order of expected accuracy, to describe how each quantity reported in this Part of the Declaration was determined:
- M1** Continuous Emission Monitoring System
 - M2** Predictive Emission Monitoring
 - M3** Source Testing
 - C** Mass balance
 - E1** Site-specific and Published Emission Factors
 - E2** Published Emission Factors
 - O** Engineering estimates
- (c) This Declaration requires reporting of data for the year of implementation (January 1 to December 31) of the pollution prevention plan, but no later than for the year [2010] (as specified in the Notice or any other year specified to a person who has been granted an extension of time to implement a plan).

Indicate the year of implementation for which you are reporting: _____ (This will be referred to as the Reporting Year throughout this Declaration).

4.1 Nature of Activity

For the activity identified in Part 3.0 of this Declaration, indicate whether the Substance was manufactured, processed, distributed or otherwise used, and the nature of such activity at the facility in the Reporting Year. More than one nature of activity may be identified.

Manufacture: ☐ For on-site use/processing
☐ For sale/distribution
☐ As a by-product
☐ As an impurity
 Description: _____

Process: ☐ As a reactant
☐ As a formulation component
☐ As an article component
☐ Repackaging only
☐ As a by-product
 Description: _____

Distribution: ☐ Sold or distributed on it's own
☐ Sold or distributed as part of a product
 Description: _____

Other use: ☐ As a physical or chemical processing aid
☐ As a manufacturing aid
☐ Ancillary or other use
 Description: _____

Note: Italicized text in brackets (e.g. [text]) will vary on a Notice-by-Notice basis.

NOTE: SECTIONS 4.2 – 4.4 MAY ASK FOR RELEASE INFORMATION OR TRANSFER INFORMATION OR BOTH, DEPENDING ON NOTICE.

4.2 On-Site Uses

For the activity identified in Part 3.0 of this Declaration, did this facility use the substance on-site in the Reporting Year?

☐ Yes ☐ No

If yes, report below the total quantity of all on-site uses of the Substance, in *[kilograms (kg)]* for that year with the basis of estimate code (see Part 4.0, Note b) and indicate how the Substance is used.

If no, proceed to Part 4.3 of this Declaration.

	Total On-Site Uses in the Reporting Year <i>[kg]</i>	Basis of Estimate Code	Type of On-Site Use
A. TOTAL			

4.3 On-Site Releases

For the activity identified in Part 3.0 of this Declaration, did this facility release the Substance on-site in the Reporting Year?

☐ Yes ☐ No

If yes, report below the quantity of all on-site releases of the Substance in *[kilograms (kg)]* for that year in the appropriate field.

If no, proceed to Part 4.4 of this Declaration.

4.3.1 Releases to Air

For the activity identified in Part 3.0 of this Declaration, report the quantity of all releases of the Substance to air with the basis of estimate code (see Part 4.0, Note b), indicating the type(s) of release(s). Include both routine and accidental or non-routine releases.

Type of Releases to Air	Quantity Released to Air in the Reporting Year <i>[kg]</i>	Basis of Estimate Code
a) Stack or point releases		
b) Storage or handling releases		
c) Fugitive releases		
d) Spills		
e) Other releases		
B. TOTAL		

4.3.2 Underground Injection

For the activity identified in Part 3.0 of this Declaration, report the total quantity of the Substance injected underground on-site with the basis of estimate code (see Part 4.0, Note b).

	Total Quantity Released to Underground Injection in the Reporting Year <i>[kg]</i>	Basis of Estimate Code
C. TOTAL		

Note: Italicized text in brackets (e.g. *[text]*) will vary on a Notice-by-Notice basis.

4.3.3 Releases to Surface Waters

For the activity identified in Part 3.0 of this Declaration, report the quantity of all releases of the Substance to surface waters with the basis of estimate code (see Part 4.0, Note b), indicating the type(s) of release(s).

Type of Releases to Surface Waters	Quantity Released in the Reporting Year [kg]	Basis of Estimate Code
a) Direct discharges		
b) Spills		
c) Leaks		
D. TOTAL		

4.3.4 Releases to Land

For the activity identified in Part 3.0 of this Declaration, report the quantity of all releases of the Substance to land *within* the boundaries of the facility with the basis of estimate code (see Part 4.0, Note b), indicating the type(s) of release(s).

Type of Releases to Land	Quantity Released in the Reporting Year [kg]	Basis of Estimate Code
a) Landfill		
b) Land treatment		
c) Spills		
d) Leaks		
e) Other releases		
E. TOTAL		

4.3.5 Total Releases

For the activity identified in Part 3.0 of this Declaration, report the total quantity, in [kg/year], of the Substance released on-site.

F. Total Quantity Released On-Site in the Reporting Year [(B+C+D+E)] = _____ F

4.4 Off-Site Transfers

4.4.1 Product Distribution

For the activity identified in Part 3.0 of this Declaration, did this facility distribute the Substance off-site as a product or part of a product in the Reporting Year?

☐ Yes ☐ No

If yes, report below the quantity of all off-site transfers of the Substance for distribution in [kg/year], as a product or part of a product with the basis of estimate code (see Part 4.0, Part b), indicating the type(s) of transfer(s). Indicate the expected use of the Substance and the expected disposal method, if known.

If no, proceed to Part 4.4.2 of this Declaration.

Type of Transfers for Distribution	Quantity Transferred for Distribution in the Reporting Year [kg]	Basis of Estimate Code	Expected Use (if known)	Expected Disposal Method (if known)
a) Substance on its own				
b) As a component of or ingredient in a product				
G. TOTAL				

Note: Italicized text in brackets (e.g. [text]) will vary on a Notice-by-Notice basis.

POLLUTION PREVENTION PLANNING PROVISIONS OF PART 4 OF CEPA 1999

4.4.2 Off-Site Transfers for Disposal

For the activity identified in Part 3.0 of this Declaration, did this facility transfer the Substance off-site for disposal in the Reporting Year?

☐ Yes ☐ No

If yes, for the activity identified in Part 3.0 of this Declaration, report below the quantity of all off-site transfers of the Substance for disposal in *[kg]* with the basis of estimate code (see Part 4.0, Note b), indicating the type(s) of transfer(s). Report only the net mass of the Substance that was sent off-site, not the total mass of the mixture containing the Substance. Report transfers to the first off-site location only and not any subsequent transfers by the waste disposal company.

If no, proceed to Part 4.4.3 of this Declaration.

Type of Transfers for Disposal	Quantity Transferred in the Reporting Year <i>[kg]</i>	Basis of Estimate Code
a) Physical treatment		
b) Chemical treatment		
c) Biological treatment		
d) Incineration/thermal		
e) Containment		
f) Municipal Sewage Treatment Plant		
g) Underground injection		
h) Land treatment		
H. TOTAL		

4.4.3 Off-Site Transfers for Recycling

For the activity identified in Part 3.0 of this Declaration, did this facility transfer the Substance off-site for recycling in the Reporting Year?

☐ Yes ☐ No

If yes, for the activity identified in Part 3.0 of this Declaration, report the quantity of all off-site transfers of the Substance for recycling *[kg]* with the basis of estimate code (see Part 4.0, Note b). Report only the net mass of the Substance that was sent off-site, not the total mass of the mixture containing the Substance. Report transfers to the first off-site location only and not any subsequent transfers by the recycling facility.

If no, proceed to Part 4.4.4 of this Declaration.

Type of Transfers for Recycling	Quantity Transferred in the Reporting Year <i>[kg]</i>	Basis of Estimate Code
a) Energy recovery		
b) Recovery of solvents		
c) Recovery of organic substances (not solvents)		
d) Recovery of metals and metal compounds		
e) Recovery of inorganic materials (not metals)		
f) Recovery of acids or bases		
g) Recovery of catalysts		
h) Recovery of pollution abatement residues		
i) Refining or reuse of used oil		
j) Other		
I. TOTAL		

Note: Italicized text in brackets (e.g. *[text]*) will vary on a Notice-by-Notice basis.

4.4.4 Total Off-Site Transfers

For the activity identified in Part 3.0 of this Declaration, report the total quantity, in *[kg/year]*, of total off-site transfers of the Substance.

J. Total Off-Site Transfers in the Reporting Year $[(G+H+I)] =$ _____ J

4.5 Additional Baseline Information

NOTE: PART 4.5 IS A MODULE THAT MAY BE TAILORED TO EACH NOTICE. IT IS USED TO COLLECT ANY NECESSARY INFORMATION THAT IS NOT ALREADY COLLECTED IN PART 4.

5.0 Anticipated Actions and Results

*The following section (Parts 5.1.1 through 5.1.6) must be completed separately for **each** action in the P2 plan, i.e., this section will be completed as many times as there are actions to report.*

5.1 Anticipated Action(s)

In Part 5.1.1, describe for the activity identified in Part 3.0 of this Declaration, the action taken in implementing the pollution prevention plan. If you have previously filed an Interim Progress Report, report only those actions that have been taken since the last Interim Progress Report.

5.1.1 Action Taken: _____

In Parts 5.1.2 and 5.1.3, identify whether the action represents pollution prevention method(s) or other environmental protection method(s), by selecting from the list of options provided below.

5.1.2 Type of Pollution Prevention Method(s):

For a detailed description of pollution prevention methods, please refer to the Pollution Prevention Planning Handbook (<http://www.ec.gc.ca/cepap2>).

- | | |
|---|--|
| <input type="checkbox"/> Material or feedstock substitution | <input type="checkbox"/> On-site reuse, recycling or recovery |
| <input type="checkbox"/> Product design or reformulation | <input type="checkbox"/> Inventory management or purchasing techniques |
| <input type="checkbox"/> Equipment or process modifications | <input type="checkbox"/> Good operating practices or training |
| <input type="checkbox"/> Spill and leak prevention | <input type="checkbox"/> Other: _____ |

5.1.3 Other Type of Environmental Protection Method(s):

- | | |
|--|--|
| <input type="checkbox"/> Energy recovery | <input type="checkbox"/> Pollution control |
| <input type="checkbox"/> Off-site recycling | <input type="checkbox"/> Disposal |
| <input type="checkbox"/> Incineration with energy recovery | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Waste treatment | |

In Part 5.1.4, report, where possible, the corresponding change to annual uses, releases and/or transfers of the Substance achieved from implementation of that action in *[kg]*. Indicate a decrease with a negative sign ("−") and an increase with a positive sign ("+") in front of the reported quantity. Note that a quantitative change for some actions, such as training, may not be possible.

5.1.4 Change(s) Achieved: _____

In Part 5.1.5, relate these changes to a specific element(s) of the baseline information described in Part 4 of this Declaration using the appropriate alphabetical label. Refer to the Instruction Booklet for a listing of alphabetical labels.

Note: Italicized text in brackets (e.g. *[text]*) will vary on a Notice-by-Notice basis.

5.1.5 Baseline Element(s) Affected: _____

Finally, in Part 5.1.6, identify the planned completion date for the action taken.

5.1.6 Completion Date (year/month/day): _____

This ends the section (Parts 5.1.1 through 5.1.6) that must be completed separately for each action taken in the P2 plan.

5.2 Total Changes Achieved

The table below summarizes, for the activity identified in Part 3.0 of this Declaration, the total achieved change to annual *[uses, releases and/or transfers]* of the Substance in *[kg]* and as a *[percentage]* relative to the Preparation Year as reported in the *Declaration That a Pollution Prevention Plan Has Been Prepared and Is Being Implemented – [Substance name]*, also referred to as the Declaration of Preparation or Schedule 1.

In the table below, (relative to the Preparation Year), report the **total changes achieved from ALL actions taken** as a result of implementing the pollution prevention plan.

Important: Indicate a decrease with a negative sign (“-”) and an increase with a positive sign (“+”) in front of the reported quantity and percent change below.

Type of <i>[Use/Release/Transfer]</i>	Total Achieved Change Relative to the Preparation Year <i>[kg]</i>	Total Achieved Change Relative to the Preparation Year <i>[%]</i>
5.2.1 On-site uses		
5.2.2 On-site releases		
5.2.3 Off-site transfers for distribution		
5.2.4 Off-site transfers for disposal		
5.2.5 Off-site transfers for recycling		

5.3 Detailed Results Achieved Information

NOTE: PART 5.3 IS A MODULE THAT MAY BE TAILORED TO EACH NOTICE. IT IS USED TO COLLECT ANY NECESSARY INFORMATION THAT IS NOT ALREADY COLLECTED IN PART 5.

6.0 Monitoring and Reporting

Describe the monitoring and reporting used to track progress in implementing the pollution prevention plan.

7.0 Risk Management Objective

Describe how the pollution prevention plan outlined in this Declaration meets the risk management objective identified in subsection *[X]* of the Notice. If this plan does not meet the risk management objective, explain why.

Note: Italicized text in brackets (e.g. *[text]*) will vary on a Notice-by-Notice basis.

This ends the section (Parts 3.0 through 7.0 of this Declaration) to be completed separately for each combination of Substance, Activity, and/or Class of Person(s) specified in Part 3.0 above.

8.0 Factors to Consider

Provide any additional details or update progress on what was done to take into account the “factors to be considered” in subsection [x] of the Notice.

8.1 Additional Information

NOTE: PART 8.1 IS A MODULE THAT MAY BE TAILORED TO EACH NOTICE. IT IS USED TO COLLECT ANY NECESSARY INFORMATION THAT IS NOT ALREADY COLLECTED IN THIS REPORT.

9.0 Certification

I hereby certify that a pollution prevention plan has been implemented and that the information provided in this Declaration is true, accurate and complete.

Signature of the Person(s) Subject to the Notice or Duly Authorized Representative	Date
Name:	Please Print
Title/Position:	Please Print

Note: Italicized text in brackets (e.g. [text]) will vary on a Notice-by-Notice basis.

APPENDIX 8

RESOURCES AND CONTACTS

More information on pollution prevention (P2), P2 plans and P2 Planning Notices is available from the:

Pollution Prevention Planning Web site: www.ec.gc.ca/cepap2

This is the central site for P2 planning Notices under CEPA 1999, Part 4 and contains a variety of relevant information including:

- All P2 Planning Notices, as published in the *Canada Gazette*
- Instructions for filling out declarations and interim progress reports
- Online reporting and paper forms (Schedules 1-5)
- Public posting of all declarations and interim progress reports submitted to Environment Canada
- Frequently Asked Questions
- Fact Sheets
- A model P2 Plan

Pollution Prevention Success Stories Web site: www.ec.gc.ca/pp

The Pollution Prevention Success Stories Web site provides access to over 100 stories showcasing examples of pollution prevention achieved by industry, municipalities, and organizations. Each story highlights the pollution prevention initiatives implemented and the environmental, economic, and social benefits achieved. Stories are categorized by pollution prevention activity and include: water and energy conservation; process modifications; product reformulation/redesign; raw material substitution; improvements in management and training; new technologies or 'clean' technologies; and agents of change. Environment Canada is always looking for companies and organizations to profile. A submission form is provided on the Web site.

Canadian Pollution Prevention Information Clearinghouse: www.ec.gc.ca/cppic

The Canadian Pollution Prevention Information Clearinghouse (CPPIC) is Environment Canada's online pollution prevention database and comprehensive resource that includes resources tailored for community groups, educators, students, industry, municipalities, consumers and the general public to improve their environmental performance. To access over 1700 pollution prevention resources in the database, use either the keyword search or sector search options. New resources are added each month - visit the "What's New" section to access the list of newest resources.

For questions regarding the information contained in this document, or for other questions concerning P2 planning under CEPA 1999, Part 4, please contact:

Innovative Measures Section
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