

GETTING STARTED WITH THE CANADIAN NOTICE AND MOVEMENT TRACKING SYSTEM

HAZARDOUS WASTE AND HAZARDOUS RECYCLABLE MATERIAL MOVEMENT TRACKING MODULE: *CONSIGNEES' OVERVIEW*

Environment and Climate Change Canada's (ECCC) secure web portal known as the Canadian Notice and Movement Tracking System (CNMTS) modernizes the way transboundary shipments of hazardous waste and hazardous recyclable material (HWHRM) are managed in Canada. Movement documents and confirmations of disposal or recycling can now be generated, submitted, tracked, reviewed, cloned, exported and printed online. The CNMTS also allows the printing of blank movement documents to facilitate interprovincial shipments of HWHRM in Canada.

This convenient online tool is designed to be intuitive and user-friendly. Its use for international movements **could be mandatory as early as 2021**.

ROLES AND RESPONSIBILITIES

The consignee is the person that receives or is to receive a shipment of HWHRM from across national, provincial, territorial, or state boundaries. The consignee may also be the HWHRM processing facility, permit holder, or in the case of international movements, the importer.

For **international shipments**, it is the responsibility of the permit holder or their authorized representative to create and submit movement documents in the CNMTS for any shipment made under their permit.

For **interprovincial shipments**, any user with a Government of Canada key and a profile connected to an organization in the ECCC Single Window Information Manager can access the CNMTS and generate blank interprovincial movement documents.

A movement document with a unique reference number must be used for all transboundary movements of HWHRM, which must be obtained along with a valid permit prior to shipping for international shipments. All applicable provincial fees for movement documents must be paid.



Preparing for delivery

Insurance and one or more contract(s) must be in place prior to initiating a shipment, as required by the *Export and Import of Hazardous Waste and Hazardous Recyclable Material Regulations*.

After an international shipment has begun, the permit holder or consignor will provide a copy of the permit(s) and movement document with Part A and Part B completed and signed to the consignee.





Shipment delivery

There are many ways to distribute movement documents and permits for shipments of HWHRM. The scenario below presents one way to distribute this information.

EXAMPLE SCENARIO

Upon delivery of the HWHRM shipment, the **consignee** obtains a physical copy of the movement document from the final carrier. That copy will have a completed Part A signed by the consignor, and completed Part B(s) signed by each of the carriers involved in the shipment. If the movement document is not complete, then the consignee notifies the permit holder.



The **consignee** completes and signs Part C of the same physical copy of the movement document ensuring that an **accurate quantity** of material is recorded in **litres or kilograms** in accordance with the permit(s) for international shipments.



The **consignee** then sends a copy of the updated movement document to the permit holder, consignor, and each carrier.

Notes: Any international shipment must take place within the time period specified in the permit. If not, the consignee notifies the permit holder. For international shipments, a copy of the movement document and permit(s) must be provided to the Canada Border Services Agency (CBSA). Authorities of the province, territory, or foreign jurisdiction may also require a copy of the movement document and/or permit(s) at the time of delivery.

In any circumstance when the HWHRM shipment is refused or cannot be processed, the consignee must immediately notify the permit holder and the consignor, providing the reason for non-acceptance. In the case of a return, the consignee must obtain a return permit from the permit holder prior to returning the shipment to the consignor. In the case of rerouting, the consignee must obtain a copy of the ECCC decision letter from the permit holder prior to initiating the shipment to the authorized alternate facility.

Other possibilities to distribute HWHRM permits and movement documents are possible. For example, if the consignor provides the permit holder with the HWHRM quantity and carrier information in advance of shipment, a copy of the permit(s) and movement document can immediately be sent by the permit holder to the consignor, all carriers, and consignee, so each of them can return their signed movement documents directly to the permit holder after taking possession of the shipment.



Record Retention

The consignee must keep a copy of the movement document and permit(s), and should keep any other document that demonstrates compliance at their principal place of business for the record retention period shown in the table below.

International	Interprovincial
3 years	2 years

OTHER RESOURCES

Find reliable and useful tools on our website to help determine if the Regulations apply and how to comply with them:

- Full text of the **Export and Import of Hazardous Waste and Hazardous Recyclable Material Regulations** (EIHWHRMR)
- **EIHWHRMR User Guide**
- Other **fact sheets**:

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Notice and Permit Module	Notifiers' Overview
Movement Tracking Module	Permit Holders' Overview
	Consignors' Overview
	Consignees' Overview
	Carriers' Overview
	Processing Facilities' Overview

For more information, visit our website

www.canada.ca/hazardous-waste

or contact us:



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Disclaimer: This material has been prepared for convenience of reference and accessibility. For all purposes of interpreting and applying the Regulations, users must consult the official version of the EIHWHRMR and seek their own legal advice as appropriate.

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