

# GETTING STARTED WITH THE CANADIAN NOTICE AND MOVEMENT TRACKING SYSTEM

## HAZARDOUS WASTE AND HAZARDOUS RECYCLABLE MATERIAL MOVEMENT TRACKING MODULE: *CONSIGNORS' 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 consignor is the person that ships or is to ship HWHRM from within the boundaries of one jurisdiction to a jurisdiction outside the national, provincial, territorial, or state border. The consignor may also be the HWHRM generator, permit holder, or in the case of international movements, the exporter.

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. It is your responsibility to pay the applicable provincial fees for 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.



#### Initial Documentation

If one or more contract(s) are required according to the *Export and Import of Hazardous Waste and Hazardous Recyclable Material Regulations* (the Regulations), they must be in place prior to initiating a shipment. To begin a shipment of HWHRM, the consignor must obtain a physical copy of the movement document and the permit(s) from the permit holder.

The consignor reviews all boxes in Part A of the movement document against the accompanying permit(s) to ensure **accuracy and completeness**, then completes the remaining information in Part A, ensuring it contains a sound estimate of the quantity of HWHRM being shipped. The consignor then signs the physical copy of the movement document in Box 20 and dates it in Box 21.

*Note: The consignor must ensure that no HWHRM aside from those materials and quantities approved in the permit(s) are shipped.*





## Distribution and collection of the movement document

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

After completing and signing Part A of the movement document, the **consignor** provides the same physical copy of the movement document to the first carrier at the time of shipment, along with the permit(s). The shipment must take place within the time period specified in the permit.

*Note: The consignor and authorized carriers must have insurance in accordance with the Regulations.*



The **consignor** obtains a physical copy of the signed movement document with Part B completed back from the first carrier.



The **consignor** sends a copy of the updated movement document with Part A and Part B completed and signed to the permit holder and consignee at the time of shipment.

*The shipment can now proceed*

*Notes: For international shipments, a copy of the updated 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 shipment.*



The **consignor** requests a copy of the final movement document from the consignee once the shipment has arrived at its destination. The final movement document will have Part B completed and signed by each carrier, and will have Part C completed and signed by the consignee. For transits through Canada, the final movement document will only have Part A and Part B completed and signed by the consignor and all carriers, respectively, when the shipment exits Canada.

In circumstances when the full or partial international shipment of HWHRM must be returned, the permit holder must handle the HWHRM in accordance with the Regulations.

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 that each of them can return their signed movement documents directly to the permit holder after taking possession of the shipment. A copy of the movement document must always travel with the shipment.



## Record Retention

The consignor 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**:

GETTING STARTED WITH THE CANADIAN NOTICE AND MOVEMENT TRACKING SYSTEM	
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](http://www.canada.ca/hazardous-waste)**

or contact us:



**[ec.dm-md.ec@canada.ca](mailto:ec.dm-md.ec@canada.ca)**



**1-844-524-5295**

**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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