

Appendix G

Annual report on compliance with the Guideline for the Environmental Management of Tin Stabilizers in Canada

Company:			
Facility address:			
Prepared by:		Telephone:	
Position title:		Email address:	
Reporting period:	April 1 st , – March 31,	Date completed:	

1 Tin stabilizer packaging type

Please indicate the type of packaging in which stabilizer is received at the facility.

1a	Drums		
1b	Totes/IBCs		
1c	Bulk trucks		

2 Tin stabilizer storage

Are stabilizers managed and stored at the facility as described in section 4 of the Guideline?

2a	Yes	If "no," please explain:
2b	No	

3 Tin stabilizer handling and dispensing

Are stabilizers handled and dispensed at the facility as described in section 5 of the Guideline?

3a	Yes	If "no," please explain:
3b	No	

4 Treatment of rinsate (section 6 of the Guideline)

Was stabilizer rinsate generated at the facility during the reporting year through the rinsing of tanks, lines or containers (drums, totes/IBCs, bulk trucks)?

4a	Yes	If "yes," please explain the source of the rinsate:
4b	No	

If "yes," please indicate applicable disposal treatment:

4c	Rinsate was reused in the process according to section 6 of the Guideline.
4d	Rinsate was disposed of at a secure landfill or incinerated.
4e	Rinsate was disposed of on-site at a wastewater treatment facility.
4f	Other (please explain):

5 Waste contaminated with tin stabilizer

Did the facility generate any waste containing tin stabilizer during the reporting year?

5a	Yes	If "yes," state the form of the waste generated:
		Solid (rags, gloves, absorbent, etc.): <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Liquid (obsolete/residual material, etc.): <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5b	No	If "no," please explain why no waste was generated:

If "yes," was the waste managed according to subsection 9.1 of the Guideline?

5c	Yes	If "no," please explain:
5d	No	
Was waste containing tin stabilizer sent out for disposal during the reporting year?		
5e	Yes	If "no," please explain:
5f	No	

Does the facility have assurance in writing from the waste management contractor that waste containing tin stabilizers will be disposed of only at a landfill or incinerator that is certified to handle hazardous materials, per section 9 of the Guideline?

5g	Yes	If "no," please explain:
5h	No	

Does the facility maintain records for all shipments of waste containing tin stabilizer, including information on all handlers of this waste?

5i	Yes	If "no," please explain:
5j	No	

6 Empty containers (totes/IBCs and drums)

If the facility put a checkmark beside 1a and/or 1b, what type of totes/IBCs or drums were used to receive tin stabilizers during the reporting year?

6a	Stainless steel	The empty stainless steel totes or drums are:		
		Returned directly to the supplier:	<input type="checkbox"/>	Sent to a tote refurbisher: <input type="checkbox"/> <input type="checkbox"/>
		Reused at the facility:	<input type="checkbox"/>	
6b	Plastic/metal cage	The empty plastic/metal cage totes or drums are:		
		Returned directly to the supplier:	<input type="checkbox"/>	Sent to a tote refurbisher: <input type="checkbox"/> <input type="checkbox"/>
		Reused at the facility:	<input type="checkbox"/>	

Are the empty re-usable totes/IBCs or drums handled as described in section 7 of the Guideline?

6c	Yes	If "no," please explain:
6d	No	

Is the non-reusable packaging, if any, handled as described in subsection 9.2 of the Guideline?

6e	Yes	If "no," please explain:
6f	No	

Does the facility have assurance in writing from the tote/IBC or drum refurbisher that waste containing tin stabilizer will not enter the aquatic environment?

6g	Yes	If "no," please explain:
6h	No	

Does the facility maintain records for all shipments of empty tin stabilizer totes/IBCs or drums, including information on all handlers of these containers?

6i	Yes	If "no," please explain:
6j	No	

7 Work instructions

As described in section 10 of the Guideline, does the facility maintain work instructions/practices and training records relating to the use of tin stabilizer materials that address the following ("X" all applicable)?

Receiving		Storage		Handling	
Empty packaging		Waste disposal		WHMIS	

8 Spills

Does the facility have a functioning, documented spill response plan in place that contains the elements described in section 8 of the Guideline?

8a Yes If "no," please explain:

8b No

Did the facility have any tin stabilizer spills during the reporting year (see section 8 of the Guideline for the definition)?

8c Yes If "yes," please indicate:

Number of spills at the facility that met the definition:

Estimated volume of all stabilizer spills (in litres):

8d No

9 Documentation

Has the documentation listed in section 11 of the Guideline been kept at the facility according to the requirements of that section?

9a Yes If "no," please explain:

9b No

10 Significant change

Please indicate whether one or both of the following situations have occurred at your facility during the current reporting period:

10a	The type of container/packaging (the mode of supply) in which the tin stabilizers are received at the facility has changed since the end of the former Agreement (2015–2020) or the current Agreement (2020–2025).
10b	The facility has expanded or relocated its tin stabilizer-related infrastructure since the end of the former Agreement or the current Agreement.

Briefly describe the significant change.

If a vinyl compounding facility has started using tin stabilizers and was not verified under the former Agreement, or a facility has relocated its vinyl compounding facility to a new address, please inform the Vinyl Institute of Canada, because it is considered a new facility.

11 Guideline implementation

Has the *Guideline for the Environmental Management of Tin Stabilizers in Canada* been fully implemented at the facility?

11a Yes

11b No

Approval and Signature of Senior Manager

Date

Thank you for completing Appendix G. This document will not be forwarded to Environment and Climate Change Canada directly, but will be aggregated with the results from other facilities' forms and then submitted to Environment and Climate Change Canada as a consolidated industry report.

Please forward the completed form to:

Vinyl Institute of Canada
1425 North Service Road East, #3
Oakville, ON L6H 1A7

Attention:
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