

## Guidance Manual

Notice to provide information for the risk management of certain coal tars and their distillates.  
(CAS RN: 8007-45-2; 65996-82-9; 65996-89-6; 65996-90-9; 65996-91-0; 65996-93-2)  
published in the *Canada Gazette* on December 1<sup>st</sup>, 2018

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This document provides guidance for responding to the notice with respect to certain coal tars and their distillates published in the *Canada Gazette, Part I*, on December 1<sup>st</sup>, 2018, pursuant to paragraph 71(1)(b) of the *Canadian Environmental Protection Act, 1999* (CEPA). This notice has a deadline of March 14<sup>th</sup>, 2019 to allow companies to respond and the Government to receive the data needed to inform risk management activities. This document provides guidance for responding to the notice. The document is available for guidance only and, in case of discrepancy between this document, the notice or CEPA, the official version of the notice and CEPA take precedence.

## 1. Overview

### 1.1. Purpose of the notice

The *Notice with respect to certain coal tars and their distillates* pertains to 6 substances (CAS RN: 8007-45-2; 65996-82-9; 65996-89-6; 65996-90-9; 65996-91-0; 65996-93-2). The scope of the notice will allow the Government of Canada to capture critical information on the current commercial status, such as commercial quantities and use patterns of these substances including their mixtures, products and manufactured items. Information gathered from this notice will be used to inform risk management decision-making.

As per subsection 71(1) of CEPA, information collected under this notice will be used to inform on “*whether to control, or the manner in which to control the substance*”.

As per section 64 of CEPA, a substance is found toxic if it is entering or may enter the environment in a quantity of concentration or under conditions that:

- (a) have or may have an immediate or long-term harmful effect on the environment or its biological diversity;
- (b) constitute or may constitute a danger to the environment on which life depends; or
- (c) constitute or may constitute a danger in Canada to human life or health.

Risk management is a systematic approach to identify and select the best suited risk management instruments (mandatory or voluntary) to address risks from a toxic substance on a sustained basis. Information is required to understand the lifecycle of the substance in Canada in order to identify sources (sectors) of releases to the environment and exposure pathways so that risk management activities can be targeted appropriately. Risk management is a cyclical process and does not “end” with the implementation of an instrument. Monitoring and performance measurement are used to assess ongoing relevance, success and effectiveness. It is an iterative process with adjustments made throughout the cycle.

Information about planned risk management activities over the next two years, including opportunities for stakeholder consultations and engagement, is or will be available on [Environment and Climate Change Canada’s website](#).

## 1.2. Information to which you may reasonably be expected to have access

You are required to provide information that your company possesses or to which you may be reasonably expected to have access. For example, manufacturers would be reasonably expected to have access to their formulations. When importing a substance, mixture or product you may be reasonably expected to have access to import records and the relevant Safety Data Sheets (SDS) that contain information on the composition of the imported goods. Your supply chain and sector association may be able to provide more detailed information on product composition.

Suppliers may have information that you may not be aware of as an importer. Working with your supply chain to obtain the requested information will help the Government of Canada ensure all activities related to the substances are considered before taking any further action.

Suppliers who wish to protect their formulations can submit the information directly to the Government of Canada as a [blind submission](#).

Tip: You are not required to conduct tests to comply with the notice.

## 1.3. Information previously submitted

As indicated in section 3 of Schedule 3 of the notice, if any of the information required under the notice was previously submitted to the Government of Canada, it may be relied on as your response to any question of the notice if:

- the information previously submitted is applicable to the calendar year for which you are responding to the notice,
- the information meets the requirements of the specific question(s).

If this applies to you, the previously submitted information is not required to be resubmitted; you must simply provide the following information as an attachment to your submission:

- the date on which the information was submitted;
- the name of the person who submitted the information; and
- the program and/or individuals to which the information was submitted.

Example:

During a voluntary data collection initiative, you provided 2010 data to the Minister of the Environment for a substance listed in Schedule 1 of the notice, and the data is still applicable for the 2017 calendar year. You should reference the previously submitted information in response to the applicable section(s) of Schedule 3, and attach the information specified in section 3 of Schedule 3.

Tip: Contact the [Substances Management Coordinator](#) for advice regarding your particular circumstance.

## 2. Persons Required to Provide Information – Schedule 2 of the notice

### 2.1 Reporting Criteria

To determine whether you are required to respond, the following factors must be considered:

- [Exclusion](#)
- [Calendar year](#)
- [Type of activity](#)
- [Mixtures, products, and manufactured items](#)
- [Quantity and concentration thresholds](#)

#### 2.1.1 The notice

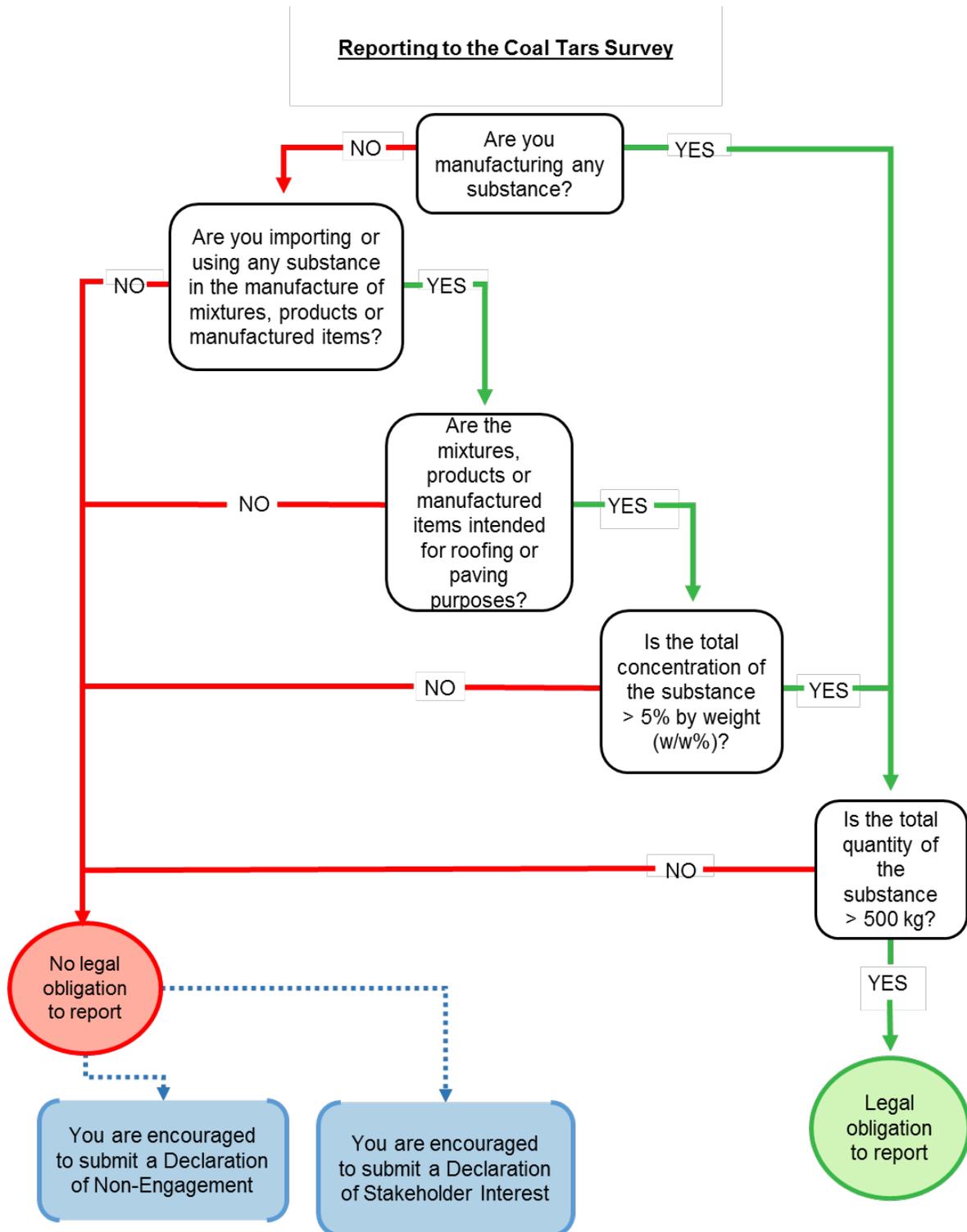
The notice applies to those who, during the 2017 calendar year, satisfied any of the following criteria:

- Manufactured a total quantity greater than 500 kg of any substance listed in Schedule 1 of the notice;
- Imported a total quantity greater than 500 kg of any substance listed in Schedule 1 of the notice whether the substance, at a concentration equal to or above 5% by weight (w/w%), is alone, in a mixture, in a product or in a manufactured item and that is intended for roofing or paving purposes.
- Used a total quantity greater than 500 kg of any substance listed in Schedule 1 of this notice at a concentration equal to or above 5% by weight (w/w%) in the manufacture of a mixture, a product or a manufactured item that is intended for roofing or paving purposes.

If your company owns more than one facility, you must consider the reporting criteria on a company-wide basis. Your response for each question should be an amalgamated response that includes information from all facilities owned by the company.

The following reporting diagram can be used to determine whether you are required to respond to the notice:

Figure 1 : Reporting diagram for the substances listed in Schedule 1 of the notice



Note: Each activity (manufacture, import and use in the manufacture) as well as each CAS RN (8007-45-2; 65996-82-9; 65996-89-6; 65996-90-9; 65996-91-0; 65996-93-2) must be considered separately.

The following are examples of how to determine whether the reporting criteria of the notice are met:

Company meets the reporting criteria if:

- in 2017, your company manufactured 700 kg of a substance described in Schedule 1 of the notice. The quantity threshold (>500 kg) reporting criterion is met.
- in 2017, your company imported 5000 kg of a mixture that contained 10% of a substance described in Schedule 1 of the notice and 3000 kg of a product that contained 50% of that same substance and are both intended for paving purposes. The total quantity of the substance imported is 2000 kg. The concentration (>5%) and quantity threshold (>500 kg) reporting criteria are met as well as the intended purpose reporting criteria.
- in 2017, your company imported 20 000 kg of an adhesive, intended for roofing purposes, containing 25% of a substance described in Schedule 1 of the notice. The total quantity of the reportable substance is 5000 kg. The concentration (>5%) and quantity (>500 kg) threshold as well as the intended purpose reporting criteria are met.

Company does not meet the reporting criteria if:

- your company imported 1000 kg of a substance described in Schedule 1 of the notice during the 2013 calendar year only, therefore the reporting year criterion is not met. You are encouraged to provide the information on the substance on a voluntary basis, by filling out the [Declaration of Stakeholder Interest](#).
- in 2017, your company imported 600 000 kg of a product that contained 0.8% of a substance described in Schedule 1 of the notice. The quantity of the substance imported is 4800 kg. Although the quantity threshold is met, the concentration threshold (>5%) is not met. You are encouraged to provide the information on the substance on a voluntary basis, by filling out the [Declaration of Stakeholder Interest](#).
- in 2017, your company imported 600 000 kg of a product that contained 8% of a substance described in Schedule 1 of the notice. The quantity of the substance imported is 48 000 kg. The product is intended for human personal care. Although, both the quantity and concentration thresholds are met, the intended purpose (roofing or paving) criteria is not met. You are encouraged to provide the information on the substance on a voluntary basis, by filling out the [Declaration of Stakeholder Interest](#).
- Your records indicate that you do not have any commercial interest for a substance. You are encouraged to submit a [Declaration of Non Engagement](#).

## 2.2 Exclusion

The notice does not apply to a substance described in Schedule 1, whether alone, in a mixture, in a product or in a manufactured item that is in transit through Canada.

## 2.3 Reportable activities

Manufacture, import and use in the manufacture are the three reportable activities under the notice.

### 2.3.1 Manufacture

“Manufacture” relates to the creation or production of the substance itself and includes both the intentional, and the incidental production of the substance. Manufacture does not refer to the manufacture of a mixture, product or manufactured item containing the substance.

Incidental production of a substance may occur if, during the process of blending or formulating, a chemical reaction occurs that results in the production of a substance that is reportable under the notice.

It is important to note that for the purpose of the notice, making a mixture or product containing a reportable substance would NOT be considered “manufacture”. In this case, the activity is considered “use in the manufacture” and may be reportable under the use in the manufacture activity. Refer to [section 2.3.3](#).

### 2.3.2 Import

“Import” relates specifically to the movement into Canada from another country of a substance listed in the notice, whether the substance is imported alone or in a mixture or a product.

Examples of activities that meet the definition of “import”:

- Your Canadian company purchased one of the substances listed in the notice from a foreign supplier, and the substance was shipped directly from the foreign supplier to your location in Canada
- Your Canadian company ordered a mixture containing one of the substances from a foreign supplier, and the mixture was shipped directly from the foreign supplier to your distribution warehouse in Canada
- Your Canadian company received a product containing one of the substances as an internal company transfer from a foreign source

Examples of activities that do not meet the definition of “import”:

- Your Canadian company ordered a product containing one of the substances from a warehouse located in Canada
- Your Canadian company transferred a mixture containing one of the substances across provincial borders to be stored in a different warehouse
- Your Canadian company purchased or received one of the substances alone, or in a mixture or a product that was already located in Canada

Importers of record and foreign suppliers:

The sender or foreign supplier (i.e. exporting to Canada) is not required to respond to the notice. It is rather the receiver (who imports to Canada) that is subject to the notice if the requirements are met. "Importer of Record" is a term used for the purpose of Canadian Border Services Agency, and may or may not be the same company that is required to report to a notice. An importer is the person responsible for the movement of any of the substances listed in the notice into Canada from another country. For the purposes of the notice, the person responsible for responding to the notice is the company who "caused" any of the substances (whether alone, in a mixture, in a product or in a manufactured item) to come into Canada. In other words, a substance came into Canada on their request.

"Importers of record" located outside of Canada (i.e. "non-resident importers") are encouraged to inform their customers that they import any of the substances and may meet the reporting requirements of the notice. Foreign suppliers can also choose to submit information voluntarily on behalf of their Canadian customers. If confidential business information (CBI) cannot be shared with Canadian customers to allow them to respond to the notice, please refer to Section 6 for information on the blind submission process. This process allows foreign suppliers and Canadian customers to collaborate to provide all the information required in the notice while still protecting CBI.

### 2.3.3 Mixtures and Products

Tip: For this notice, you do not have to differentiate between mixture and product since the reporting criteria are consistent for both.

#### Mixtures and Products

A mixture is a combination of substances that does not produce a substance that is different from the substances that were combined.

A product is anything that does not meet the definition of a mixture or manufactured item.

### 2.4 Quantity and concentration thresholds for responding to the notice

You are required to respond to the notice for a substance that was manufactured, imported or used in the manufacture according to the reporting criteria in the 2017 calendar year, at or above the quantity and concentration thresholds.

Note: The intended purpose criteria must also be met for each reportable substance and activity (import and use in the manufacture).

Quantities reported in the notice should be:

- for a substance itself and not the quantity of the mixture or product containing a reportable substance, reported in kilograms (kg)

- for the concentration of a reportable substance, reported in weight % (w/w%)
- reported as a range, if applicable

Tip: Remember that the quantity threshold applies to each activity for each substance on a company-wide basis.

When importing a substance in a mixture, a product or a manufactured item, you will also need to determine whether the applicable concentration threshold is met. Only mixtures, products or manufactured items containing a substance at a concentration greater than or equal to 5% by weight are required to be included in your response.

Example where you meet the reporting criteria for quantity and/or concentration:

- In 2017, your company imported 4000 kg of *Product X* that contains 50% of a substance described in Schedule 1 of the notice. A total quantity of 2000 kg of a substance was imported, and the quantity threshold of 500 kg is met. Additionally, the concentration of 50% exceeds the concentration threshold of 5%; therefore, the concentration threshold is also met.

The following is an example where one of two imported mixtures does not meet the concentration threshold:

- In 2017, your company imported 10 000 kg of Mixture X that contains 10% of a substance described in Schedule 1 of the notice (equal to 1000 kg of a substance) and 5 000 000 kg of Mixture Y that contains 0.5% of the same substance (equal to 25 000 kg of a substance). Although you import a total of 26 000 kg of a substance, Mixture Y does not meet concentration thresholds of 5%. Therefore, you are not required to take Mixture Y into account in your calculations. As a result, the quantity threshold of 500 kg is met and you are only required to report on Mixture X (equal to 1000 kg of substance).

### 3. Reportable Codes

When submitting your response to the notice, you may be required to consider 2 sets of codes:

- North American Industry Classification System (NAICS) codes
- Application Codes

These codes have been developed jointly with other North American partners to facilitate the exchange of information between countries and to encourage consistency in reporting on chemical substances by industry.

### 3.1 North American Industry Classification System (NAICS) codes

You are required to provide the applicable NAICS codes that best describe any activities with each substance. The code(s) will provide general information on the number and types of sectors involved with the substances listed in the notice.

The [NAICS 2017](#) list of codes is available at the Statistics Canada web site.

### 3.2 Application Codes

The Application Codes, formerly known as the Consumer and Commercial Codes, beginning with the letter C, are used to identify the application of the mixture, product or manufactured item containing a substance with regards to its purpose in a consumer or commercial setting.

These codes also apply to substances, mixtures, products, and manufactured items that may be used in an industrial setting only or for an industrial application.

For example, if the substance is contained in;

- A shampoo, then, Application Code “C108 – Personal care” should be selected;
- A pavement sealer, then, Application Code “C201.02 Adhesives and sealants – for paving purposes” should be selected.

If a mixture or product has more than one application, you should report the applicable code that best describes each application.

Note that for this notice, certain Application Codes that capture multiple types of applications have been subdivided. For example, code C201 “Adhesives and sealants” has been divided into C201.01 “Adhesives and sealants – for roofing purposes”, C201.02 “Adhesives and sealants – for paving purposes” and C201.03 “Adhesives and sealants not otherwise covered in this table” since exposure to the substance in these applications differs.

Tip: C999 can only be used when there is no other code to match the application or function of the substance. When selecting this code, a concise written description of the substance function or application must be provided.

The Application Codes are listed in [Appendix 2](#) with their descriptions and some examples

#### 3.2.1 Additional Information Related to Application Codes

When providing information on Application Codes, two additional factors should be considered.

The notice explains that Application Codes are intended to describe the “known or anticipated final goods containing the substance”. “Known or anticipated final goods” refers to the goods containing one of the substances that are offered for sale. Final goods can be any substance alone, a mixture, a product or a manufactured item.

When responding to the notice, please respond using the most complete and accurate information available to you.

For example, Company A imports a substance and formulates a lubricant, which is then sold to a company who manufactures household appliances. In this example, the final goods are household appliances. If Company A knows or can anticipate that the lubricant is being used on household appliances, Company A should provide code C205 (Electrical and Electronics) as the appropriate Application Code for this situation. In the case where Company A does not know or cannot anticipate what the customer will do with the lubricants, C402 (Lubricants and Greases) should be used to reflect the application of the substance.

As another example, if Company A imports the substance, sells it as is, and does not have any knowledge of what its customers do with the substance, C999 (Other) should be used with a written description that the known or anticipated final goods is the substance itself.

In addition to providing the Application Codes, a description and the common or generic name of the known or anticipated final goods containing the substance must also be provided.

#### 4. Sections to be completed – Schedule 3 of the notice

If you determine that you meet the reporting criteria of the notice, you must respond by completing the sections of Schedule 3 applicable to each reportable activity. Where information required under Schedule 3 of the notice has already been sent to the Government of Canada it may be relied on as a response to any question in Schedule 3 to this notice. Please refer to the [Information previously submitted](#) part of the guidance.

In the [online reporting tool](#), you will be asked to indicate your involvement with any of the substances listed in the notice. Based on your responses, the tool will select the sections that apply to you.

##### 4.1 Section 4 – Total quantity, NAICS codes, and application of a substance

Subsection 1 of section 4 of Schedule 3 applies to a substance, whether manufactured, imported or used where the quantity and concentration thresholds described in Schedule 2 have been met.

(a) For each reportable substance, you are required to identify them by their respective CAS RN;

(b) For each reportable substance, you are required to identify the corresponding activity by indicating “yes” or “no”;

Example:

CAS RN	Import	Manufacture	Use in the manufacture
1111-22-33	Yes	No	No
1112-22-33	No	Yes	No
1114-22-33	No	No	Yes

(c) For each reportable substance, you are required to provide the total quantity of the substance that you manufactured, imported and used in the manufacture in kilograms);

Example:

In 2017, your company incidentally manufactured 3000 kg of a reportable substance as a by-product during the coke-making operations of integrated iron and steel mills. The total quantity of the substance manufactured in 2017 is 3000 kg.

(d) For each reportable substance, you are required to provide all applicable six-digit North American Industry Classification System (NAICS) codes with respect to your involvement with the substance alone, or in a mixture, product or manufactured item. You should report the code(s) that best describes your company's activities with the substance. The code(s) will provide general information on the number and types of sectors involved with the substance listed in the notice. The NAICS 2017 list of codes is available on the Statistics Canada web site; and

Examples:

In 2017, your company used a reportable substance in the manufacture of a product for roofing for buildings with flat roofs. The NAICS code that applies is 326290 (Other rubber product manufacturing).

In 2017, your company incidentally manufactured a reportable substance as a by-product during the coke-making operations of integrated iron and steel mills. The NAICS code that applies is 324190 (Other petroleum and coal product manufacturing).

(e) For each reportable substance, you are required to provide all applicable Application Codes that describe the known or anticipated final goods containing a reportable substance. For each Application Code provided, you are also required to provide the description and common or generic name of the goods.

Tip: The online tool will allow you to easily search the set of codes to help you pick the most appropriate code.

Examples:

In 2017, your company used a reportable substance in the manufacture of a pavement sealer. Therefore, you would select Application Code C201.02 (Adhesives and sealants – for paving purposes) and provide a description that the final goods are sealants for pavement.

In 2017, your company incidentally manufactured a reportable substance during the coke-making operations of integrated iron and steel mills. The substance is not present in the final product. Therefore, you would select Application Code C999 (Other) and provide a description that the substance itself is a by-product and is not present in the product.

## 4.2 Section 5 – Canadian Customers

Section 5 of Schedule 3 applies to any person who, during the 2017 calendar year, used a total quantity greater than 500 kg of any substance listed in Schedule 1 of the notice at a concentration equal to or above 5% by weight (w/w%) in the manufacture of a mixture, a product or a manufactured item that is intended for roofing or paving purposes.

For each reportable substance, you are required to provide the name and address of the 10 Canadian customers to whom you sold the largest quantity of substance above the quantity threshold of 500 kg, as well as the total quantity of substance you sold to each customer, reported in kilograms (rounded to two significant digits).

Example:

In 2017, your company incidentally manufactured 3000 kg of a reportable substance as a by-product. This by-product has commercial value and your company sold 2500 kg to 3 customers:

- Customer 1 is a Canadian customer who purchased 1050 kg
- Customer 2 is a Canadian customer who purchased 350 kg
- Customer 3 is an international customer who purchased 1100 kg

Since Customer 1 is Canadian, and purchased more than 500 kg of the substance, you report the name and address of Customer 1 in Canada (XYZ Inc., in Town, Ontario), as well as the quantity of the substance you sold to the customer (1050 kg).

Since Customer 2 purchased less than 500 kg of the substance, and Customer 3 is located outside of the country, you are not required to provide any information for these two customers.

## 5. Request for confidentiality

Pursuant to section 313 of CEPA, any person who provides information in response to the notice may submit, a written request that it be treated as confidential.

You should make a request for confidentiality only for information that is truly confidential.

If you provide information in response to the notice, and request that the information be treated as confidential, you will be asked for the reason for requesting confidentiality based on the following criteria:

- the information is a trade secret;
- it is information of a financial, commercial, scientific or technical nature that you treat consistently in a confidential manner;
- disclosure of the information could reasonably be expected to result in material financial loss or gain, or could reasonably be expected to prejudice your competitive position; or
- disclosure of the information could reasonably be expected to interfere with contractual or other negotiations you are conducting.

For more information on the treatment of Confidential Business Information, please [contact us](#).

## 6. Blind Submissions

To determine whether you meet the reporting criteria of the notice, and in order to fill out your response, you may have to request information from a supplier of imported mixtures or products. The supplier may be reluctant to provide it to you if it is Confidential Business Information. In such a case, either the foreign supplier should report on your behalf or, you and your supplier can agree to both participate in a joint response, where each party submits part of the information allowing you to meet your reporting obligation while protecting the supplier's trade secrets. Please contact the [Substances Management Coordinator](#) for more information on how to submit.

Blind submissions can also be initiated by a supplier who knows/suspects that a customer should report, based on quantities purchased. In any case, a cover letter or note should be provided with each part of the blind submission indicating that the supplier's submission completes the customer's submission. Both parties must agree to this approach.

Example:

During 2017, you imported Product 123 into Canada from a foreign supplier. You follow up with your supplier to obtain information on the composition of Product 123 (CAS RN and concentration of one of the substances in the product). Your supplier confirms that Product 123 contains one of the substances described in Schedule 1 of the notice and that based on the total quantity of Product 123 you purchased in 2017, you would meet the reporting criteria outlined in Schedule 2 to the notice. Your supplier is reluctant to share the composition of Product 123 since their formulation is confidential.

You can submit a "Blind Submission" jointly with your supplier, in which:

- Based on information in your possession, you respond to the notice providing as much information as you can (e.g., the quantity of Product 123 imported in 2017, Application Codes, and intended use). Along with your submission, you should provide a cover letter to clearly explain the situation and identify your foreign supplier.
- Your supplier provides the confidential information required to complete your submission (e.g., CAS RN and concentration of the substance in the product). Along with their submission, your supplier should provide a cover letter to clearly indicate that their information is confidential and that it completes your submission.

The [Substances Management Coordinator](#) makes the necessary connection between the two submissions, while keeping all information confidential.

## 7. Declaration of Stakeholder Interest

Persons not subject to the notice, but who have a past, current or future interest in a reportable substance, are encouraged to identify themselves as a “stakeholder” by completing the voluntary Declaration of Stakeholder Interest using the online reporting system via [Environment and Climate Change Canada’s Single Window](#).

Interested stakeholders may be contacted for further information regarding their interest in a reportable substance. When completing the declaration, you should specify your activity or potential activity with the substance(s).

## 8. Declaration of Non-Engagement

Persons who have no involvement with any of the reportable substances and have no commercial interest in these substances may submit a Declaration of Non-Engagement for the notice using the online reporting system via [Environment and Climate Change Canada’s Single Window](#).

To inform the next steps for risk management, Declarations of Non-Engagement are particularly useful in cases where companies have phased out their involvement with a reportable substance. This information can also be used to evaluate performance of risk management actions.

## 9. Submission of Voluntary Information

Interested stakeholders are encouraged to voluntarily submit additional information through a [Declaration of Stakeholder Interest](#) using the online reporting system via [Environment and Climate Change Canada’s Single Window](#).

For example, if you did not have activity with a reportable substance in 2017, but had an activity in other calendar years, you are encouraged to voluntarily provide information for the alternate calendar years by completing a [Declaration of Stakeholder Interest](#).

Voluntary data supplementing a response to the notice can be submitted online in any “Notes” fields of the Section 71 reporting form within the Environment and Climate Change Canada’s Single Window reporting system. The online reporting tool also allows you to upload documents.

When providing voluntary information, please indicate if any of the information is confidential.

Additional information can be helpful in risk management decision-making related to these substances.

## 10. Reporting Deadline

Responses to the notice must be provided no later than March 14<sup>th</sup>, 2019 3 p.m. Eastern Daylight Time, and must be completed using the online reporting system available through [Environment and Climate Change Canada's Single Window](#). The online form must be "Submitted" to transmit the data. Your dashboard will indicate that the information was submitted. You will also receive an acknowledgment of receipt. We strongly recommend that you print a copy of all documents as the online tool will be decommissioned once the initiative is completed.

## 11. Online Reporting Tool

[Environment and Climate Change Canada's Single Window](#) is an online data reporting system. Those reporting to the CMP can use the system to provide responses to different initiatives. Foreign suppliers and authorized third parties can also use the system to provide data. Refer to the [Single Window guidance document](#) for details on how to create and manage an account.

If you meet the reporting criteria of the notice, you must provide your response online, using the online reporting system. Once you have created an account, you will be logged into the Single Window Information Management (SWIM) system as a new user. You will then proceed to set up your profile. After that you must link your profile to your organization.

Tip: if the organization does not exist in the system, you will need to create it.

The following organization information is mandatory:

- Organization legal name
- Canadian physical and mailing addresses
- Canadian Federal Business Number (assigned by Canada Revenue Agency )
- Facilities in Canada owned by the organization (name and full physical address).
- Names of employees who will be assigned roles (Roles determine how the user can interact with the data entered in SWIM and access rights)
- Organization Lead (note: If you create a new organization, then you are automatically assigned the role of SWIM Organization Lead for that organization)

Once you set up your SWIM profile and organization, return to the home page of SWIM. Click on the CMP link. On the CMP Reporting Dashboard page, you will be able to select the initiative and form type that you want to complete.

Refer to the [“CMP Online Reporting – How-To Guide”](#) for additional guidance.

## 12. What if I need more time to comply with the notice?

Requests for additional time to comply with the notice must be submitted in writing. The request should include:

- the company name;
- contact information;
- CAS RN of the substance(s); and
- the reason for the request.

It is important to note that you must request an extension of time in writing before March 14<sup>th</sup>, 2019, 3 p.m., Eastern Daylight Time. No extensions will be granted after the deadline. It is recommended that any request for an extension be submitted at least five business days before the deadline.

Requests for an extension of time should be sent to the Minister of the Environment, to the attention of the [Substances Management Coordinator](#).

### 13. Questions?

Inquiries concerning the notice may be directed to the [Substances Management Information Line](#).

Indicate in the subject line "Coal tars notice inquiry".

Appendix 1: Application Codes and Corresponding Descriptions

Table 1: Furnishings, cleaning, treatment or care

<b>Application codes</b>	<b>Title</b>	<b>Description</b>
C101	Floor coverings	<p>Substances contained in floor coverings. This code does not include wood and pressed wood flooring products included in Building/Construction Materials – Wood and Engineered Wood code.</p> <p>Examples: carpet, rugs, vinyl, linoleum, laminate, tile, and stone products</p>
C102	Foam seating and bedding	<p>Substances contained in foam mattresses, pillows, cushions, and any seating, furniture and furnishings containing foam.</p> <p>Examples: sofas and chairs for residential/office use, automobile and truck seats, airplane seats, and mattress pads</p>
C103	Furniture and furnishings not otherwise covered in this table	<p>Substances contained in furniture and furnishings made from metal, wood, leather, plastic or other materials. This code does not include foam seating and bedding products.</p> <p>Examples: movable and installed furniture such as tables, chairs, benches, desks, cabinets, shelving, stools, television stands, display cases, book cases, and storage units</p>
C104	Fabric, textile and leather articles not otherwise covered in this table	<p>Substances contained in fabric, textile and leather products to impart color and other desirable properties such as water, soil and stain repellence, wrinkle resistance, or flame resistance.</p> <p>Examples: apparel (outerwear, sportswear, and sleepwear), footwear (sandals and athletic shoes), window treatments (curtains and blinds), table linens (table coverings, place mats, and cloth napkins), bed linens (sheets, pillow cases/coverings, and blankets, bed coverings), bath linens (towels, wash cloths, bath mats) and fabric, textile and leather products that are not covered elsewhere</p>

Application codes	Title	Description
C105	Cleaning and furnishing care	<p>Substances contained in products, mixtures or manufactured items that are used to remove dirt, grease, stains, and foreign matter from furniture and furnishings, or to cleanse, sanitize, bleach, scour, polish, protect, or improve the appearance of surfaces. Examples: cleaners used on glass, floors, tub and tile, ovens and drains; scouring powders; dusting products; waxes; polishes; and stain repellent sprays</p>
C106	Laundry and dishwashing	<p>Substances contained in laundry and dishwashing products, mixtures or manufactured items.</p> <p>Examples: detergents, fabric softeners, pre-soaks and prewashes to remove soil and stains, dryer sheets, bleach, rinse aids, and film, lime and rust removers</p>
C107	Water treatment	<p>Substances contained in water treatment products, mixtures or manufactured items that are designed to disinfect, reduce contaminants or other undesirable constituents, and condition or improve aesthetics of water. Excludes any substance contained in pest control products as defined under the <i>Pest Control Products Act</i>.</p> <p>Examples: pH adjusters, filter media, water treatment tablets/drops, and point of use/point of entry ion exchangers</p>
C108	Personal care and cosmetics	<p>Substances contained in personal care products, mixtures or manufactured items that are used for cleansing, grooming, improving or altering skin, hair, or teeth. Examples: bath and shower products; make-up products; hair, nail, oral and skin care products; sunscreen and suntan products; deodorants; and perfumes</p>
C109	Air care	<p>Substances contained in products, mixtures or manufactured items that are used to odorize or deodorize indoor air in homes, offices, motor vehicles, and other enclosed spaces</p> <p>Examples: aerosol sprays, liquid/solid/gel diffusers, air fresheners, scented candles and incense</p>
C110	Apparel and footwear care	<p>Substances contained in apparel and footwear care products, mixtures or manufactured items that are applied post-market.</p> <p>Examples: footwear polishes/waxes, garment waterproofing sprays, and stain repellents</p>

<b>Application codes</b>	<b>Title</b>	<b>Description</b>
C160	Pet care	Substances contained in pet care products, mixtures or manufactured items that are used for cleansing, grooming, improving or altering skin, hair or teeth and intended for animal use.  Examples: bath products, hair product and oral care products

Table 2: Construction, paint, electrical or metal

<b>Application codes</b>	<b>Title</b>	<b>Description</b>
C201.01	Adhesives and sealants – for roofing purposes	Substances contained in adhesive or sealant products or mixtures used to fasten other materials together or prevent the passage of liquid or gas intended for roofing purposes.  Examples: glues, binders, adhesives, pastes, sealants, fillers, putties, and caulking compounds
C201.02	Adhesives and sealants – for paving purposes	Substances contained in adhesive or sealant products or mixtures used to fasten other materials together or prevent the passage of liquid or gas intended for paving purposes.  Examples: glues, binders, adhesives, pastes, sealants, fillers, putties, and caulking compounds
C201.03	Adhesives and sealants not otherwise covered in this table	Substances contained in adhesive or sealant products or mixtures used to fasten other materials together or prevent the passage of liquid or gas.  Examples: glues, binders, adhesives, pastes, sealants, fillers, putties, and caulking compounds.
C202.01	Paints and coatings	Substances contained in paints or coatings.  Examples: interior and exterior architectural and marine paints, bridge/iron coatings, varnishes, lacquers, wood stains
C202.02	Paint thinners and removers	Substances contained in paint thinners and removers.
C203	Building or construction materials — Wood and engineered	Substances contained in building and construction materials made of wood and pressed or engineered wood products, mixtures or manufactured items.

<b>Application codes</b>	<b>Title</b>	<b>Description</b>
	wood	Examples: lumber, posts and timbers, exterior siding, molding, mill work, cabinetry, paneling, veneer, flooring, stair parts, plywood and sheathing, railings and decking
C204	Building or construction materials not otherwise covered in this table	Substances contained in building and construction materials not otherwise covered in this table.  Examples: insulation materials such as foams and fibers, roofing and gutters, ceiling products, exterior siding, drywall, concrete, masonry and cement, building hardware, fencing, decking, hardware and fasteners (nuts, bolts, screws, nails, and tacks), plumbing, duct work, abrasive and sanding products, sheet metal, plaster, weather stripping, wire or wiring systems, and bricks
C205	Electrical and electronics	Substances contained in electrical and electronic products, mixtures or manufactured items.  Examples: computers, office equipment, appliances, electric lighting, electrical wire and cables, radios, televisions and monitors, telephones, multi-media devices, digital cameras, adapters, alarms (burglar, fire, smoke), and communication equipment
C206	Metal materials not otherwise covered in this table	Substances contained in metal products, mixtures or manufactured items not otherwise covered in this table.  Examples: metal products produced by forging, stamping, plating, turning, and other processes; hand tools; metal tubing/pipes/duct work; wire fencing; tableware; and small appliances and cookware (frying pan, waffle iron, electric kettle)
C207	Batteries	Substances contained in non-rechargeable and rechargeable batteries including dry and wet cell units that store energy.  Examples: zinc carbon, alkaline, lead-acid, lithium-ion, nickel-metal hydride, and other batteries used in electrical and electronic products, cell phones, computers, remote controls, toys, and cars

Table 3: Packaging, paper, plastic or hobby

<b>Application codes</b>	<b>Title</b>	<b>Description</b>
C301	Food packaging	Substances contained in single or multi-layered packaging consisting of paper, plastic, metal, foil or other materials which have or may have direct contact with food.  Examples: containers, cartons, wrappers, bags, and other food packaging items (bottles, cans, boxes and trays)

Application codes	Title	Description
C302	Paper products, mixtures or manufactured items	<p>Substances contained in paper products, mixtures or manufactured items.</p> <p>Examples: newsprint coated and uncoated papers for writing, printing and photocopying; facial and toilet tissue, paper napkins, paper tablets/notepads, paper forms, envelopes, texts and published materials (books and magazines); file folders; wrapping papers; and specialty papers</p>
C303.01	Plastic materials not otherwise covered in this table	<p>Substances contained in plastic products, mixtures or manufactured items not otherwise covered in this table.</p> <p>Examples: shower curtains, non-metal cookware (non-electric), non-food specific containers (bags, bottles, and jars)</p>
C303.02	Rubber materials not otherwise covered in this table	<p>Substances contained in rubber products, mixtures or manufactured items not otherwise covered in this table.</p> <p>Examples: tires, rubber bands, and waders</p>
C304	Toys, playground and sporting equipment	<p>Substances contained in toys, playground, and sporting equipment made of wood, metal, plastic or fabric.</p> <p>Examples: toys (dolls, cars, puzzles, and games), playground equipment (gym sets, playhouses and structures, swing sets) and sporting equipment (bicycles, skates, balls, team sports equipment) intended for indoor or outdoor use, and playground surfaces (rubber, mulch)</p>
C305	Arts, crafts and hobby materials	<p>Substances contained in arts, crafts, and hobby materials.</p> <p>Examples: art/hobby paints and dyes, markers and other writing and drawing materials; natural and synthetic clays used in pottery, ceramics and sculpture; jewellery-making supplies including glass, stone and lapidary materials; stained-glass making supplies; picture framing supplies; and, building and science hobby kits</p>
C306	Ink, toner and colourants	<p>Substances contained in ink, toners and colourants used for writing, printing, creating an image on paper; and substances contained in other substrates, or applied to substrates to change their colour or hide images.</p> <p>Examples: black or colored powders used in copy machines and printers to produce xerographic images; pigmented liquids contained in cartridges, bottles, or other dispensers used for writing or printing; and, correction fluids and tapes</p>
C307	Photographic	Substances contained in photographic supplies, film, photo-

<b>Application codes</b>	<b>Title</b>	<b>Description</b>
	supplies, film and photo-chemicals	processing substances, and photographic paper.  Examples: processing solutions (for developing, stopping, and fixing photos), slide and negative film, and, glossy and matte photographic paper

Table 4: Automotive, fuel, agriculture or outdoor use

<b>Application codes</b>	<b>Title</b>	<b>Description</b>
C401	Automotive care	Substances contained in products, mixtures or manufactured items used in automotive cleaning and care of exterior and interior vehicle surfaces. This code does not include antifreeze, de-icing products, or lubricants.  Examples: car waxes, polishes, cleaners, and sealers; car wash solutions; vinyl/rubber/plastic protectants; automotive carpet and upholstery cleaners; wheel and tire care products; exterior trim protectants; and touch-up paint products
C402	Lubricants and greases	Substances contained in products, mixtures or manufactured items to reduce friction, heat generation and wear between solid surfaces.  Examples: engine oils; transmission, brake and hydraulic fluids; gear oils; and, calcium, sodium, lithium, and silicone-based greases
C403	Anti-freeze and de-icing	Substances added to fluids to reduce the freezing point of the mixture, or substances applied to surfaces to melt or prevent build-up of ice.  Examples: antifreeze liquids, windshield de-icers, aircraft de-icers, lock release agents, ice melting crystals, and rock salt
C404	Fuels and related products, mixtures or manufactured items	Substances burned to produce heat, light or power, or added to inhibit corrosion, provide lubrication, increase efficiency of use, or decrease production of undesirable by-products.  Examples: gasoline, diesel fuels, propane, butane, kerosene, lamp oils, white gas (naphtha), natural gas, stabilizers, anti-knock agents, corrosion inhibitors, detergents, fuel dyes, oxygenates, antioxidants, odor agents, non-scented candles, lighter fluids, and, matches
C405	Explosive	Substances capable of producing a sudden expansion, usually

Application codes	Title	Description
	materials	<p>accompanied by the production of heat and large changes in pressure upon ignition.</p> <p>Examples: pyrotechnics, high explosives and propellants, igniter, primer, initiatory, illuminants, smoke and decoy flares, and, incendiaries.</p>
C406	Agricultural products, mixtures or manufactured items (non-pesticidal)	<p>Substances used to increase the productivity and quality of plants, animals or forestry crops, produced on a commercial scale. Includes animal feed (any substance or mixture of substances for consumption by livestock, providing the nutritional requirements of livestock, or for the purpose of preventing or correcting nutritional disorders of livestock, as defined in the <i>Feeds Act</i> and regulations).</p> <p>Examples: fertilizers, additives (time release agents), colorants (used to mark fields and improve the appearance of Christmas trees), application aids (defoamers and foamers), pH adjusters, moisture retention agents, soil conditioners, seed coatings</p>
C407	Lawn and garden care	<p>Substances contained in lawn, garden, outdoor or potted plant and tree care products, mixtures or manufactured items. Excludes any substance contained in pest control products as defined under the <i>Pest Control Products Act</i>.</p> <p>Examples: fertilizers and nutrient mixtures, soil amendments, mulches, pH adjustors, water retention beads, vermiculite, perlite</p>
C461	Pest control	<p>Substances contained in any product, mixture or manufactured item for directly or indirectly controlling, preventing, destroying, mitigating, attracting, or repelling any pest.</p> <p>Examples: herbicides, insecticides, fungicides, antimicrobial agents, pool chemicals, microbials, material and wood preservatives, animal and insect repellents, and insect- and rodent-controlling devices</p>
C462	Automotive, aircraft and transportation	<p>Substances contained in automobiles, aircraft and other types of transportation, or used in their manufacture.</p> <p>Examples: Substances contained in automobiles, aircraft and other types of transportation, or used in their manufacture</p>
C463	Oil and natural gas extraction	<p>Substances that are, or are contained in, any mixtures, products or manufactured items, used for oil and natural gas drilling, extraction and processing.</p> <p>Examples: exploration, hydraulic fracturing and drilling fluids, and</p>

<b>Application codes</b>	<b>Title</b>	<b>Description</b>
		oilfield production chemicals

Table 5: Items for food, health or tobacco

<b>Application codes</b>	<b>Title</b>	<b>Description</b>
C562	Food and beverage	<p>Substances contained in food and beverage products, mixtures or manufactured items.</p> <p>Examples: food additives such as colouring agents, anti-caking agents, preservatives, emulsifiers; spices, seasoning, flavouring preparations and natural extractives; unavoidable residues of processing aids specific for food manufacturing such as antifoaming, fining or sanitizing agents</p>
C563	Drugs	<p>Substances contained in prescription and non-prescription drugs intended for humans or animals.</p> <p>Examples: biologically derived products (such as vaccines, serums and blood derived products), sterilization and sanitation products and radiopharmaceuticals</p>
C564	Natural health	<p>Substances contained in natural health products, mixtures or manufactured items intended for humans or animals.</p> <p>Examples: homeopathic medicine, traditional medicine, vitamins and minerals, and herbal remedies</p>
C565	Medical devices	<p>Substances contained in products, mixtures or manufactured items used for either the diagnosis, treatment, mitigation or prevention of a disease, disorder, or an abnormal physical state; or those used in restoring, correcting or modifying organic functions in humans or animals.</p> <p>Examples: any article/instrument used in the prevention, diagnosis and care of pregnancy, medical thermometers, blood sugar meters, pacemakers, and X-ray machines</p>
C566	Tobacco products, mixtures or manufactured items	<p>Substances contained in products, mixtures or manufactured items composed in whole or in part of tobacco, including tobacco leaves and any extract of tobacco leaves.</p> <p>Examples: cigarette papers, tubes and filters, but not any food, drug or device that contains nicotine</p>

Table 6: Substances contained in products, mixtures or manufactured items not described by other codes

<b>Application codes</b>	<b>Title</b>	<b>Description</b>
C999	Other (specify)	Substances contained in products, mixtures or manufactured items that are not described within any other application code. A written description must be provided when using this code.