



Guidance Manual

*Notice with respect to certain quaternary ammonium
compounds in Canadian commerce – Phase 1*

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On November 17th, 2018, the *Notice with respect to certain quaternary ammonium compounds in Canadian commerce – Phase 1* (the Notice) was published in the *Canada Gazette*, Part I, pursuant to paragraph 46(1) of the *Canadian Environmental Protection Act, 1999* (the Act). This Notice has a deadline of April 24, 2019, 3 p.m. Eastern Daylight Saving Time to allow companies to respond and the Government to receive the data needed to inform risk assessment and further data needs for quaternary ammonium compounds (QACs). This document provides guidance for responding to the Notice. The document is available for guidance only and, in case of discrepancy between this document and the Notice or the Act, the official versions of the notice and the Act take precedence.

1. Overview

1.1. Purpose of the Notice

The *Notice with respect to certain quaternary ammonium compounds in Canadian commerce – Phase 1* applies to approximately 800 substances. The purpose of the notice is to collect basic information on quantities, concentrations and uses from manufacturers and importers, to inform the commercial status of these substances and to establish an inventory of QACs in Canada, as per subsection 46(1) of the Act.

More specifically, the collected information will be used to:

- identify whether the substances are in commerce in Canada to support priority setting;
- help prioritize future data collection efforts; and
- inform risk assessment.

Risk assessments of substances in commerce in Canada are carried out to determine whether these substances present or may present a risk to the environment or to human health. Decisions are based on a scientific evaluation of the risk posed by a substance, which considers both the hazardous properties of the substance (such as toxicity to aquatic organisms or cancer-causing properties) and the nature of the exposure of Canadians to the substance or releases of the substance into the environment. This allows the Government of Canada to identify whether or not a control is needed, and if so, what type of control is best suited for reducing or preventing the potential harm.

As per section 64 of the Act, a substance is 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.

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 and communicating with your supply chain to obtain the requested information and meet the reporting obligations is critical and will help the Government of Canada ensure all activities related to QACs 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; and
- 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 under the Notice; you must simply provide the following information as an attachment to your submission:

- the CAS RN (or the Confidential Accession Number) of the substance(s) to which the previously submitted information relates;



- 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 and the data is still applicable for the 2017 calendar year (e.g., your activity with the substance has not changed, manufacture and import volumes are similar). 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.

If you have submitted information on Part 2 substances of this Notice under the [Notice with respect to substances included as part of the 2017 Inventory Update](#) (2017 IU), you are not required to respond to this Notice for these substances. However, if the previously submitted information is not applicable for the 2017 collection year, you are encouraged to submit updated information for the 2017 calendar in a [Declaration of Stakeholder Interest](#).

2. Reportable Substances – Schedule 1 of the Notice

Schedule 1 of the Notice lists 809 reportable substances subject to this Notice. Based on different information requirements for the various substances, Schedule 1 is divided into two separate parts.

- Part 1 contains 742 substances (includes masked substances)
- Part 2 contains 67 substances (found on the Revised in Commerce List)

It is important to note that Part 2 substances are found on the [Revised In Commerce List. As mentioned above, these substances](#) are reportable under the Notice ONLY if the information was not previously provided under the [Notice with respect to substances included in the 2017 Inventory Update](#).

3. Persons Required to Provide Information – Schedule 2 of the Notice

3.1. Reporting Criteria

To determine whether a company is required to respond, the following factors must be considered:



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

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

- **Manufactured** a total quantity greater than 100 kg of a substance listed in Schedule 1 to the Notice;
- **Imported** a total quantity greater than 100 kg of a substance listed in Schedule 1 to the Notice, whether the substance is:
 - alone; or
 - in a mixture, product or reportable manufactured item at a concentration above 0.1% by weight (w/w %).

The 3 categories of reportable manufactured items are listed, with examples, in [section 3.4.3](#).

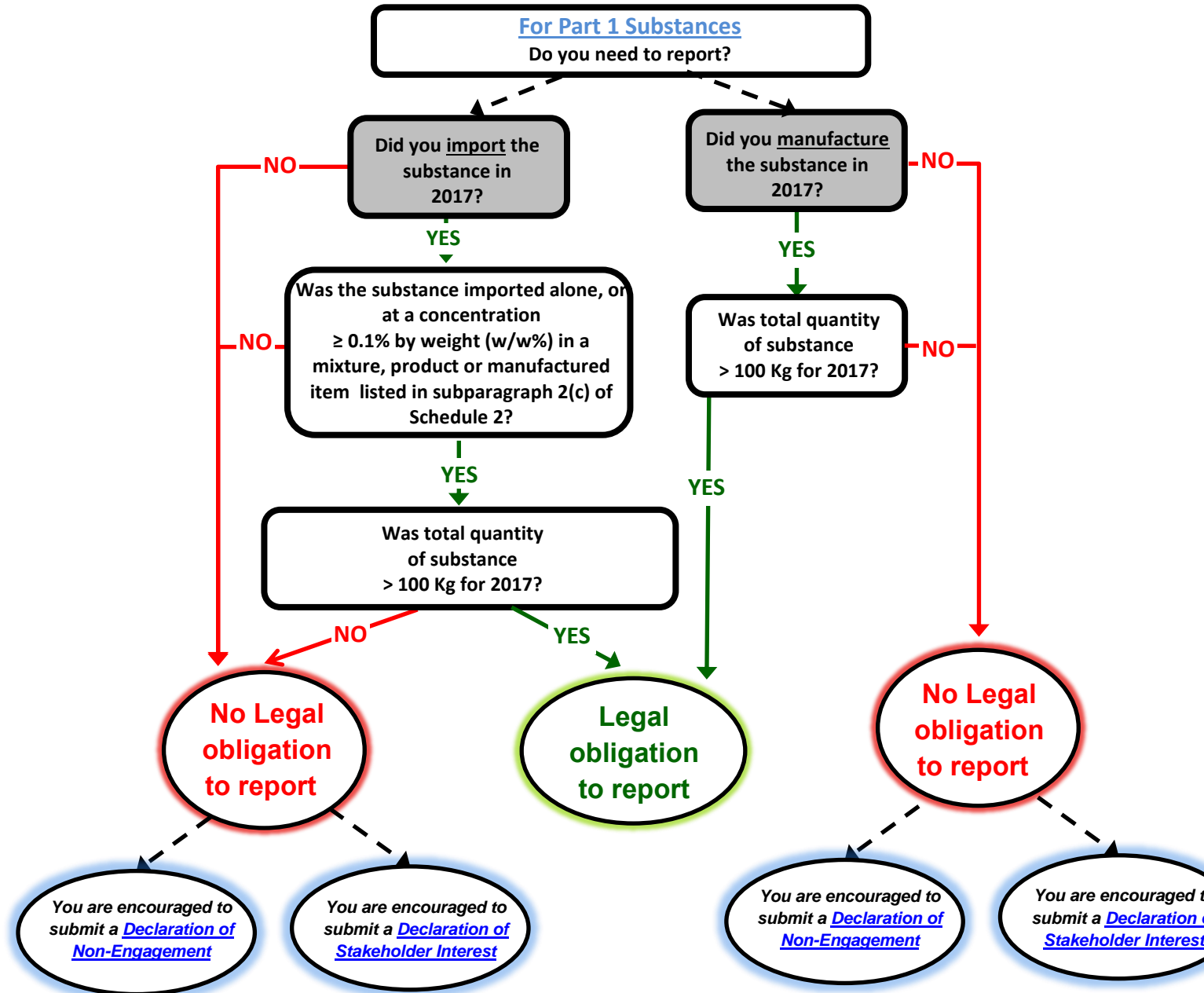
If your company owns more than one facility, you must consider the reporting criteria on a company-wide basis. Your response for each question must be an amalgamated response that includes information from **all facilities** owned by the company, except for section 6 of the Notice which requires an individual response per facility.

For example, your company owns four facilities. A reportable substance is being imported from a foreign supplier and is shipped directly to each of your facilities. The facilities receive 20 kg, 15 kg, 50 kg, and 40 kg of the reportable substance respectively. You imported a total of 125 kg of the substance on a company-wide basis and have therefore met the quantity threshold for responding to the Notice.

The following reporting diagrams can be used to determine whether you are required to respond to the Notice.



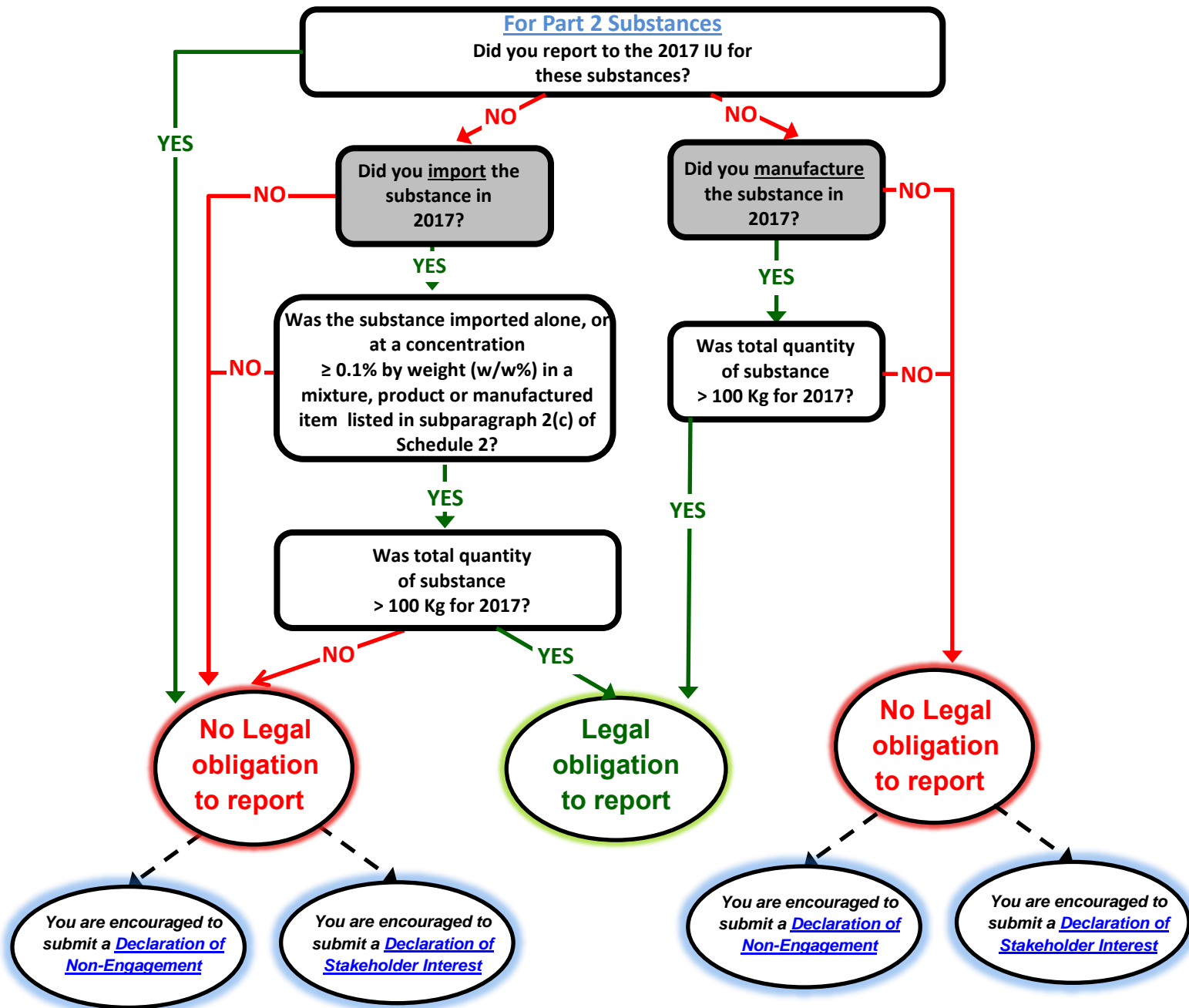
Figure 1: Reporting diagram for a substance listed in Part 1 of Schedule 1



Note: Companies must consider each activity (manufacture and import) separately



Figure 2: Reporting diagram for a substance listed in Part 2 of Schedule 1



Note: Companies must consider each activity (manufacture and import) 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 200 kg of a reportable substance. The quantity threshold (>100 kg) reporting criterion is met.
- in 2017, your company imported 500 kg of a mixture that contained 10% of a reportable substance and 300 kg of a product that contained 50% of the same reportable substance. The total quantity of the reportable substance imported is 200 kg. Both the concentration (>0.1%) and quantity threshold (>100 kg) reporting criteria are met.
- in 2017, your company imported 800 kg of a manufactured item listed under Schedule 2(2)(c), containing 20% of a reportable substance. The total quantity of the reportable substance is 160 kg. The quantity threshold (>100 kg) reporting criteria is met, as well as the application criterion for Schedule 2(2)(c).

Company does not meet the reporting criteria if:

- your company imported 1000 kg of a reportable substance during the 2016 calendar year. The reporting year criterion is not met. You are encouraged to provide the information on a voluntary basis, by filling out the [Declaration of Stakeholder Interest](#).
- in 2017, your company imported 6 000 kg of a product that contained 0.08% of a reportable substance. The quantity of the substance imported is 4.8 kg. Neither the quantity threshold nor concentration threshold (>0.1%) are met. You are encouraged to provide the information on a voluntary basis, by filling out the [Declaration of Stakeholder Interest](#).
- in 2017, your company used 200 kg of a mixture that contained 5% of a reportable substance in the manufacture of a mixture, a product or a manufactured item. Since the activity using a substance to make a mixture, product or manufactured item is not reportable under this Notice, the reporting activity is not met. The only activities targeted by this Notice are the import and manufacture of reportable substances. You are encouraged to provide the information on a voluntary basis, by filling out the [Declaration of Stakeholder Interest](#).
- Your records indicate that you do not have any commercial interest for any reportable substances. You are encouraged to submit a [Declaration of Non Engagement](#).
- Your company imported 3 000 kg of a product containing 4% of a Part 2 reportable substance in 2015. In 2017, your company imported 12 000 kg of this



same substance at the same concentration. Although the quantity and concentration reporting criteria are met for 2017, as you have previously responded to [Notice with respect to substances included in the 2017 Inventory Update](#) to provide information on this substance for the 2015 calendar year, you are excluded from responding to this Notice. However, you are encouraged to submit updated information for the 2017 calendar in a [Declaration of Stakeholder Interest](#).

3.2. Exclusions

There are several exclusions that apply to this Notice, which are found in Schedule 2:

- A substance that is in transit through Canada;
- A substance that is, or is contained in, a hazardous waste or hazardous recyclable material within the meaning of the [Export and Import of Hazardous Waste and Hazardous Recyclable Material Regulations](#) and that was imported pursuant to a permit issued under those Regulations.
- A substance that is, or is contained in, a pest control product registered under the [Pest Control Products Act](#);
- A substance that is, or is contained in, a fertilizer or supplement registered under the [Fertilizers Act](#);
- A substance that is, or is contained in, a feed registered under the [Feeds Act](#); or
- A substance that is mixed with, or attached to, a seed registered under the [Seeds Act](#).

Note, "in transit" refers to the portion of an international transboundary movement of a substance through the territory of a country that is neither the point of origin nor the final destination. Whether something is considered in transit has to do with shipping destinations of the goods at the time of entry into Canada. Cases where goods are warehoused and then sold/distributed to foreign customers are reportable.

The following two scenarios illustrate what may and may not be considered "in transit":

- Goods are shipped from Europe to the Port of Halifax, where they are transferred to trucks that transport them to Toronto, where the goods are transferred to rail cars that transport them to British Columbia before being transferred to another truck which transports them to their final destination in Seattle, Washington. While in Canada, these goods are considered to be "in transit".
- Goods are shipped from Europe to the port of Halifax, where they are transferred to trucks and transported to a Toronto-based destination. The goods remain on their pallets, shrink wrapped, and are stored in a distribution warehouse until



such time as they are sold internationally (for example, to a company located in Seattle, Washington) and subsequently shipped accordingly (exported). While in Canada, these goods **would not** be considered to be "in transit".

3.3. Calendar year targeted by the notice

The Notice applies to the 2017 calendar year.

If you do not meet the reporting requirements for 2017, you are not legally obligated to respond to the Notice. However, if you have activity with a reportable substance for a different calendar year, the information may be of interest to the Government, and you are encouraged to provide information on a voluntary basis via the [Declaration of Stakeholder Interest](#).

3.4. Reportable activities

Manufacture and import are the two activities reportable under the Notice.

3.4.1. 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.

Possible situations where you **are considered** to manufacture a reportable substance include, but are not limited to, the following examples:

- You reacted *substance A* with *substance B* to produce *substance C*. You manufactured *substance C*.
- You blended *substance D* with *substance E*, and *substance F* was produced as a reaction by-product. You manufactured *substance F*.

Sometimes there is confusion between the terms "use" and "manufacture". Typically, utilizing a reportable substance to fabricate another product or mixture is **NOT** considered "manufacture" for the purposes of reporting to Environment and Climate Change Canada as you are not creating the substance. In this case, the activity would



be considered "use", which is not a reportable activity under this Notice. However, your activity with the substance may still be of interest to the Government and you are encouraged to provide this information on a voluntary basis via the [Declaration of Stakeholder Interest](#).

3.4.2. Import

"Import" relates specifically to the movement into Canada from another country of any substance listed in the Notice, whether it is imported alone, or in a mixture, a product or a manufactured item.

Examples of activities that meet the definition of "import":

- Your Canadian company purchased a substance 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 a reportable substance 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 a reportable substance 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 a reportable substance from a warehouse located in Canada.
- Your Canadian company transferred a mixture containing a reportable substance across provincial borders to be stored in a different warehouse.
- Your Canadian company purchased or received a reportable substance alone, or in a mixture, a product or a manufactured item listed in Schedule 2 subsection (2)(c) that was already located in Canada.

Importers of record and foreign suppliers

"Importer of Record" 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 a reportable substance into Canada from another country. For the purposes of the Notice, the person responsible for responding to the Notice is the company who "caused" the substance (whether alone, in a mixture or in a product or in a manufactured item) to come into Canada. In other words, the substance came into Canada on their request.



Suppliers located outside of Canada (i.e. “non-resident importers”) are encouraged to inform their customers that they import a reportable substance and may meet the reporting requirements of the Notice. Foreign suppliers can also choose to submit information and respond to the notice 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 7 of this document for information on the blind submission process. This process allows foreign suppliers and Canadian customers to collaborate and provide all the information required in the Notice while still protecting CBI.

3.4.3. Import of Mixtures, Products and Manufactured Items

The reporting criteria may differ whether the substance is alone, in a mixture or in a product, or if it is in a manufactured item.

Tip: For this Notice, you do not have to differentiate between mixture and product since the reporting criteria are consistent for both. However, you will have to identify if your substance is found in a manufactured item as reporting requirements for these differ.

Mixtures

A **mixture** is a combination of substances that does not produce a substance that is different from the substances that were combined. Mixtures include, but are not limited to:

- prepared formulations;
- homogenous and heterogeneous alloys;
- hydrates; and
- reaction mixtures that are characterized in terms of their constituents.

Products

A **product** is anything that does not meet the definition of a mixture or manufactured item. Products include, but are not limited to:

- paints and coatings
- ink refills and colourants
- cosmetics and personal care products (e.g. toothpaste, mouthwash, creams, and lotions)
- cleaning or antimicrobial liquids, gels or sprays
- Laundry or dishwashing liquids or gels



- adhesives and glues

Manufactured Items

A **manufactured item** is an item that is formed into a specific physical shape or design during manufacture and has, for its final use, a function or functions dependent in whole or in part on its shape or design.

Three categories of manufactured items are reportable, targeting items that are considered to be key sources of exposure to the general population. Schedule 1 substances imported in other manufactured items are not reportable under the Notice.

Tip: For a specific substance, one or more of the categories identified in Table 1 can be applicable.

Table 1: Categories of reportable manufactured items and examples

Categories of reportable manufactured items	Examples of manufactured items
Manufactured items intended to be used by or for children under the age of 6 years	Reportable: Foam play mats; pacifiers; toys for babies and toddlers; board books NOT reportable: Toys and furniture intended for children over the age of 6 years
Manufactured items intended to come into contact with the mucosa of an individual (other than eyes)	Reportable: Cotton-tipped applicators; mouth guards; dentures; orthodontic equipment (e.g. braces) hearing aids; nasal sprays; thermometers; tissue; tampons and condoms NOT reportable: Contact lenses
Items intended to release the substance during conditions of use such that the substance may be inhaled or come into dermal contact with an individual	Reportable: Scented paper items; air fresheners, scented candles; scented markers; dryer sheets; cleaning wipes; lipstick; ink toner

Important definitions to consider:

- **Mucosa** is defined as a group of mucous membranes that line parts of the body which lead to the outside and are exposed to air (i.e., mouth and digestive tract, urogenital tract (urethra and vagina), respiratory tract (including the nose) and ears).



- **Inhalation or dermal contact** is reasonably expected to occur if the substance is intentionally released when the manufactured item is used in accordance with instructions or as intended by the manufacturer.

3.5. Quantity and concentration thresholds for responding to the Notice

You are required to respond to the Notice for any substance that was manufactured or imported in a quantity greater than 100 kg in the 2017 calendar year. This is the quantity of the substance itself, and not the quantity of the product, mixture or manufactured item containing the substance.

Quantities reported in the Notice should be:

- for the **substance itself** reported in **kilograms (kg)** and not the quantity of the mixture, product or manufactured item containing the reportable substance
- for the concentration of the reportable substance, reported in **weight % (w/w %)**
- **rounded to 2 significant digits**. For example:
 - 0.0368 should be reported as 0.037
 - 831.29 should be reported as 830
 - 541 231 should be reported as 540 000

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

When importing a reportable 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 reportable substances at a concentration greater than or equal to 0.1% by weight are required to be included in your response.

Possible situations where you meet the reporting criteria for quantity and/or concentration include, but are not limited to, the following examples:

- In 2017, your company imported 4 000 kg of Product X that contains 50% of a reportable substance. A total quantity of 2 000 kg of the substance was imported, and the quantity threshold of 100 kg is met. Additionally, the concentration of 50% exceeds the concentration threshold of 0.1%; therefore, the concentration threshold is also met.
- In 2017, your company imported 500 kg of Mixture X that contains 10% of a reportable substance and 300 kg of Product Y that contains 20% of the same substance. A total quantity of 110 kg of the substance was imported, and the



quantity threshold is met. Additionally, the concentrations of 10% and 20% exceed the concentration threshold of 0.1% therefore the concentration threshold is also met for both the mixture and the product.

The following is an example where one of two imported mixtures does not meet the concentration threshold of 0.1%:

- In 2017, your company imported 1,000 kg of Mixture X that contains 5% of a reportable substance (equal to 50 kg of substance) and 500,000 kg of Product Y that contains 0.05% of the same substance (equal to 250 kg of substance). Although you imported a total of 300 kg of reportable substance, Product Y does not meet the concentration threshold of 0.1%. Therefore you are not required to take Product Y into account in your calculations. As a result, the quantity threshold of 100 kg is not met since you are only required to report on Mixture X (equal to 50 kg of substance). However, you are encouraged to provide information on a voluntary basis via the [Declaration of Stakeholder Interest](#).

4. Reportable Codes

When submitting your response to the Notice, you may be required to consider 3 sets of codes:

- North American Industry Classification System (NAICS) codes
- Substance Function Codes
- Application Codes (*formerly Consumer and Commercial 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.

4.1. North American Industry Classification System (NAICS) codes

In your response to the Notice, for each of your facilities where reportable substances were manufactured or to which they were imported for purposes other than distribution or warehousing, you will be required to provide the applicable NAICS codes. You should report the code(s) that best describes the activities taking place at each facility. 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 Version 2.0](#) list of codes is available at the Statistics Canada web site.



4.2. Substance Function Codes

Substance Function Codes, beginning with the letter U, are used to describe the function of a substance. The codes refer to the function of the substance itself with regards to the intended physical or chemical characteristic for which a chemical substance is consumed as a reactant; incorporated into a formulation, mixture, product, or manufactured item; or used.

For example, if the substance function is to:

- Polish a surface, then Substance Function Code “U001 – Abrasives” should be selected;
- Dissolve oils from a textile, then Substance Function Code “U029 – Solvents (for cleaning or degreasing)” should be selected;
- Adjust the thickness of a hair shampoo, then Substance Function Code “U032 - Viscosity adjustors” should be selected;
- Control a pest, then Substance Function Code “U061 – Pest Control” should be selected.

Tip: Code U999 can only be used when there is no other code to match the function of the substance. When selecting this code, a concise written description of the substance function must be provided.

The Substance Function Codes are listed in [Appendix 1](#) with their descriptions and some examples.

4.3. Application Codes

Application Codes, formerly called Consumer and Commercial Codes, begin with the letter C and 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 toothpaste, then Application Code “C108 – Personal care (specify)” should be selected and a description must be provided;
- A floor paint, then Application Code “C202.01 – Paints and coatings” should be selected;



- A glue product, then Application Code “C201 – Adhesives and sealants” should be selected.
- An antimicrobial product, then Application Code “C461 – Pest Control” should be selected.
- A cleaning product, the Application Code “C105 - Cleaning and furnishing care (specify)” should be selected and a description must be provided.

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

Note that certain Application Codes that capture multiple types of applications have been subdivided. For example, code C202 “Paints and Coatings” has been divided into C202.01 “Paints and Coatings” and C202.02 “Paint thinners and removers” since exposure to the substance in these applications differs.

As with U999, C999 can only be used when there is no other code to match the application of the substance. When selecting this code, a concise description must be provided.

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

4.3.1. 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 the substance that is offered for sale. Final goods can be a substance alone, or a mixture, a product or a manufactured item.

Not everyone responding to the Notice will have information on the final goods containing the substance. You may need to contact your customers to determine the “known or anticipated final goods containing the substance”. When responding to the Notice, respond using the most complete and accurate information available to you.

For example, Company A imports a pure substance and formulates a disinfectant, 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 disinfectant product is being used on household appliances, Company A should provide code C205 (Electrical and Electronics) as the appropriate Application Code for this situation. If Company A does not know what the known or anticipated final goods containing the disinfectant products are, they should contact their customers. In the case where Company A cannot determine or cannot anticipate what the customer will do with the disinfectant, C105 (Cleaning and Furnishing Care - Specify) should be used to reflect the application of the substance.

As another example, if Company A imports the pure substance, sells it as is, and does not have any knowledge of what its customers do with the substance or have no way of obtaining this information, C999 (Other) should be used, with a written description that the known or anticipated final goods is the substance itself.

When providing information on the intended application of the known or anticipated final goods, you will also need to consider if the goods are destined for commercial use, consumer use, or use by or for children 14 years of age or younger.

Commercial activity refers to the use of a substance or the use of a mixture, product or manufactured item containing a substance, by a commercial enterprise providing saleable goods or services.

For example:

- Substance is contained in a mixture sold to a company as an automotive cleaning product.
- Substance is contained in a product used by a company when providing their painting services to other persons or companies.

Consumer activity refers to the use of a substance that is directly, or as part of a mixture, a product, or a manufactured item, sold to or made available to consumers for their use in or around a permanent or temporary household or residence, a school, or a recreational area.

For example:

- Substance is contained in an imported manufactured item (e.g., mouthing toys or disinfectant wipes) that is sold or made available to consumers.
- Substance is contained in a product (e.g., sealant) sold or made available to consumers for do-it-yourself home maintenance.

Intended to be used by or for children also refers to a substance, or mixture, product or manufactured item intended for use by or for children 14 years of age or younger.



For example:

- Paint that will be used to make children's toys.
- Sporting equipment intended for school aged children.
- Reusable beverage containers depicting popular cartoon characters.
- Wipes that are meant to be used to clean infant genitalia, noses, mouths and/or hands.

5. 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 your activity.

In the [online reporting tool](#), you will be asked to indicate your involvement with each reportable substance. Based on your responses, the tool will select the sections that apply to you.

Table 2: Information required based on activity

Activity	Section 4	Section 5	Section 6	Section 7	Section 8	Section 9
	Basic Company Information	2017 Activity	Facilities, NAICS	Total Quantity	Uses and Applications	Manufactured Items Applications
Manufactured	✓	✓	✓	✓	✓	
Imported alone, in a mixture or in a product	✓	✓	✓	✓	✓	
Imported in a reportable manufactured item	✓	✓				✓

5.1. Section 5 – Activity with the substances alone, or in mixtures, products or manufactured items

This section requires you to indicate whether you manufactured greater than 100 kg of the substance, or imported greater than 100 kg of the substance whether alone, or in a mixture, in a product, or in a manufactured item at a concentration equal to or greater than 0.1% by weight (w/w%).

- You are required to provide a “yes” or “no” to each of the activities for 2017.



Example:

In 2017, your company imported 278 kg of a mixture containing a reportable substance at a concentration of 90% to manufacture a product. The response to manufacture would be “no” and the response to import would be “yes”.

Tip: If concentration information is not available to you, but you know that the quantity threshold is met, you are encouraged to respond to the Notice.

Tip: If you had activities with a reportable substance below threshold, it is still valuable information that you are encouraged to report to the Program. You can either include the information with your submission and indicate that your activity was below threshold or submit the information via a [Declaration of Stakeholder Interest](#).

5.2. Section 6 – Facilities

Section 6 of Schedule 3 requires information on facilities where a substance listed on Schedule 1 is manufactured or imported, whether alone, or at a concentration equal to or above 0.1% by weight (w/w%) in a mixture or a product.

Tip: This section does **not** apply to:

- Schedule 1 substances that are imported in manufactured items

You are required to provide the CAS RN or the Confidential Accession Number of the substance, the name and the address of each facility where you manufactured or to which you imported the substance during 2017 and any applicable six-digit North American Industry Classification System (NAICS) code. You should report the code(s) that best describes the activities taking place at each facility. 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](#) Version 2.0 list of codes is available on the Statistics Canada web site.

You are not required to provide the name and address of facilities where the only activities that occurred with the reportable substances during your reporting year were distribution and warehousing. Note that this section applies to your facilities, not any customer facilities.

Tip: The online reporting tool will allow you to generate your own list of facilities that you will be able to use for reporting on other substances, if applicable.



Example:

Your company owns two facilities in Canada: a warehouse located in Halifax, Nova Scotia, and a manufacturing plant located in Mississauga, Ontario.

Substance A is imported to the Mississauga plant and is used on-site to clean surfaces. *Substance A* is also used to make a toilet and bathroom cleaning gel. *Substance B* is manufactured at this plant since it is incidentally produced during the making of the toilet and bathroom cleaning gel. Since you manufactured *Substance B* at this plant and your activity with *Substance A* goes beyond distribution and warehousing, you are required to provide the information for this facility. The NAICS code that applies to the manufacture of cleaning compounds is [325610](#) (Soap and cleaning compound manufacturing).

Substances C and *D* are imported in manufactured items to the Halifax warehouse where they are later distributed to customers in Canada. *Substances C* and *D* are imported in manufactured items, which are not reportable in this section. Furthermore since your activity with these substances is solely warehousing and distribution, you are not required to provide any information on this warehouse.

Required information for Section 6

	Substance A	Substance B
Name and address of the facility where the substance was manufactured or to which it was imported alone, in a mixture or in a product	Mississauga Plant 2332 Lakeside Road Mississauga, ON	Mississauga Plant 2332 Lakeside Road Mississauga, ON
CAS RN or the Confidential Accession Number of the substance	aa-aa-a	bb-bb-b
Each applicable six-digit North American Industry Classification System (NAICS) code	325610	325610

5.3. Section 7 – Total quantity

Section 7 of Schedule 3 applies to all reportable substances, whether manufactured or imported alone, or at a concentration equal to or above 0.1% by weight (w/w %) in a mixture or in a product.

Tip: This section does not apply to substances that are imported in manufactured items.



For each reportable substance, you are required to provide the total quantity of the substance that you manufactured, imported and exported in kilograms (rounded to two significant digits).

Tip: Export alone is not an activity that triggers reporting to the Notice. Reporters who also export a reportable substance are required to provide the quantity of substance exported, regardless of the quantity of substance exported.

Example:

In 2017, your company imported 400 kg of an industrial surface cleaner containing *Substance A* at a concentration of 5% (equal to 20 kg of *Substance A*). You also imported 800 kg of a mixture containing *Substance A* at a concentration of 20% (equal to 160 kg of *Substance A*). The total quantity of *Substance A* imported in 2017 is 180 kg.

In 2017, your company incidentally manufactured 125 kg of *Substance B* during the manufacturing of a specialty coating. The total quantity of *Substance B* manufactured is 125 kg. The contaminant remains in the coating, which is primarily sold to customers in Canada, but some coating containing 15 kg of *Substance B* was sold to customers outside of Canada. The total quantity of *Substance B* exported is 15 kg.

Required information for section 7		
	Substance A	Substance B
CAS RN or the Confidential Accession Number of the substance	aa-aa-a	bb-bb-b
Total quantity of the substance, reported in kilograms (<u>rounded to two significant digits</u>), that the person:		
• manufactured	0	130
• imported	180	0
• exported	0	15

5.4 Section 8 - Uses and applications of the substance alone, in mixtures or in products

Section 8 of Schedule 3 applies to all reportable substances, whether manufactured or imported alone, or at a concentration equal to or above 0.1% by weight (w/w%) in a mixture or in a product.

Tip: This section does not apply to substances that are imported in manufactured items.



For each reportable substance, you are required to provide all applicable Substance Function Codes. For each Substance Function Code, you will need to provide all applicable Application Code(s) that describe the known or anticipated final goods containing the substance.

Finally, for each Application Code, you are required to provide the quantity of the substance that was manufactured or imported, reported in kilograms (rounded to two significant digits) and indicate whether any known or anticipated final goods containing the substance is intended for use in commercial activities, in consumer activities, and for use by or for children 14 years of age or younger.

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

Example:

In 2017, your company imported 180 kg of *Substance A*, of which 20 kg was in an industrial surface cleaner that you used on site, and 160 kg was in an ingredient mixture that you used to manufacture interior latex paint. The function of *Substance A* is “solvent which becomes part of a formulation” (U030) in both cases. The applicable Application Codes for the known or anticipated final goods is C105 (Cleaning and furnishing care) for the cleaner, and C202.01 (Paints and Coatings) for the ingredient mixture. Since C105 is a category for which a written description is required, you will indicate that the known final goods is an industrial surface cleaner.

The industrial surface cleaner is marketed for industrial and commercial use only and not intended for consumer use or children use. The paint is intended for commercial and consumer use, but not for use by or for children 14 years of age or younger.

In 2017, you manufactured 125 kg of *Substance B* as a contaminant (U064) during the manufacturing of a specialty coating (C202.01). The coating is intended for commercial use only.

Required information for section 8			
	Substance A		Substance B
CAS RN or the Confidential Accession Number of the substance	aa-aa-a		bb-bb-b
Substance Function Code(s) that apply to the substance	U030		U064
For each Substance Function Code, the Application Code(s) that describe the known or anticipated final goods containing the substance	C105	C202.1	C202.1
Written description of the known or anticipated final goods for codes C105, C108, C304 and C999	Industrial surface cleaner		



For each Application Code provided, the quantity of the substance (rounded to two significant digits)	20	160	130
For each Application Code provided, whether any known or anticipated final goods containing the substance are intended for use:			
(a) in commercial activities	Yes	Yes	Yes
(b) in consumer activities	No	Yes	No
(c) by or for children 14 years of age or younger	No	No	No

5.5 Section 9 - Uses and applications of the substance in manufactured items

Section 9 of Schedule 3 applies to all reportable substances when imported in a reportable manufactured item at a concentration equal to or above 0.1% by weight (w/w%).

Tip: This section does not apply to reportable substances when manufactured or imported alone, in mixtures or in products.

For all reportable substances, you are required to identify each manufactured item category that applies to the reportable substance.

For each substance, you are required to provide the applicable Application Code(s) that describe the manufactured item containing the substance.

Tip: The Substance Function Codes do not have to be reported in this section.

For each Application Code, you then have to indicate whether the manufactured item containing the substance is intended for use in commercial activities, in consumer activities, and for use by or for children 14 years of age or younger.

If a substance has more than one application, you are required to report all the applicable codes. Note that for codes C105 (Cleaning and furnishing care), C108 (Personal care and cosmetics), C304 (Toys, Playground and Sporting Equipment) and C999 (Other), a description of the manufactured item containing the substance is required. A written description needs to be clear and concise. While a description is not required for any other code, you are strongly encouraged to provide one where applicable to increase the precision of information being submitted.

Example:

In 2017, your company imported *Substance C* in makeup cleaning wipes that were distributed to various pharmacies and grocery stores. These wipes are reportable manufactured items therefore you will identify the manufactured item category as “items intended to release the substance during conditions of use such that the substance may



be inhaled or come into dermal contact with an individual”. The Application Code applicable to the wipes is C108 (Personal Care and Cosmetics - Specify). The wipes are intended for commercial and consumer use, but not for use by or for children 14 years of age or younger.

Your company also imported *Substance D*, in medical digital thermometers that were distributed to various retailers. Thermometers are considered reportable manufactured items. The Application Code applicable to the thermometers is C565 (Medical devices). The thermometers are intended for consumer use and use for children 14 years of age or younger.

Required information for section 9		
	Substance C	Substance D
CAS RN or the Confidential Accession Number of the substance	cc-cc-c	dd-dd-d
Each applicable category of manufactured item	items intended to release the substance during conditions of use such that the substance may be inhaled or come into dermal contact with an individual	Manufactured items intended to come into contact with the mucosa of an individual (other than eyes)
The Application Code(s) that describe the manufactured item containing the substance	C108	C565
For each Application Code provided, whether the manufactured item containing the substance is intended for use:		
in commercial activities	Yes	No
in consumer activities	Yes	Yes
by or for children 14 years of age or younger	No	Yes

6. Request for confidentiality

Pursuant to section 51 of the Act, 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 are required to provide the reason for requesting confidentiality based on the following criteria:



- the information constitutes a trade secret;
- the disclosure of the information would likely cause material financial loss to, or prejudice to the competitive position of, the person providing the information or on whose behalf it is provided; and
- the disclosure of the information would likely interfere with contractual or other negotiations being conducted by the person providing the information or on whose behalf it is provided.

Additional clarifications can be required to justify your request for confidentiality. If that is the case, you will be notified and given 20 days to provide further written justification for your request.

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

7. Blind submissions

To determine whether you meet the reporting criteria of the Notice, and in order to fill out your response, communicating your needs up the supply chain is critical, including requesting 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 directly to the Substances Management Coordinator, allowing you to meet your reporting obligation, while protecting the supplier's trade secrets.

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 the reportable substance in the product). Your supplier confirms that Product 123 contains a reportable substance 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, intended use). Along with your submission, you should provide a cover letter to clearly explain the situation and identify your foreign supplier via the online reporting system.
- Your supplier provides the confidential information required to complete your submission directly into the online reporting system (e.g., CAS RN, concentration of the reportable substance in the product and applicable Substance Function Code). 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.

8. Declaration of Stakeholder Interest

Persons not subject to the Notice, but who have a past, current, or future interest in a reportable substance(s), 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. When completing the declaration, you should specify your activity or potential activity with the reportable substance(s) (e.g., import, manufacture, or use) and any other information you deem beneficial.

9. Declaration of Non-Engagement

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

10. 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 activity in another calendar year, you are encouraged to provide information deemed



beneficial for the alternate calendar years voluntarily by completing a [Declaration of Stakeholder Interest](#).

Voluntary data supplementing a response to this Notice can be submitted online in any “Notes” fields of the Section 46 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 and provide a rationale.

Additional information can be helpful in further supporting prioritization and decision-making related to these substances.

11. Reporting Deadline

Responses to the Notice must be provided no later than **April 24, 2019, 3 p.m., Eastern Daylight Saving 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. You will receive an automatically generated confirmation email when your submission has been successfully transmitted. If you do not receive an email, please confirm that the submission has been correctly submitted.

12. Online Reporting Tool

[Environment and Climate Change Canada’s Single Window](#) is an online data reporting system. Those reporting to the Chemical Management Plan (CMP) can use the system to provide responses to section 46, section 70 and section 71 of CEPA and New Substances notifications as well as calls for voluntary data. 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 system (SWIM) 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.

13. Extensions

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

- the company name;
- contact information;
- CAS RN of substances involved; and
- the reason for the request.

It is important to note that you must request an extension of time in writing before **April 24, 2019, 3 p.m., Eastern Daylight Saving Time**. No extensions will be granted after the deadline has expired. It is recommended that any request for an extension be submitted at least five (5) business days before the deadline.

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

14. Questions?

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

Indicate in the subject line "Section 46 Quaternary Ammonium Compounds Inquiry"



Appendix 1: Substance Function Codes and Corresponding Descriptions

Substance function codes	Title	Description
U001	Abrasives	<p>Substances used to wear down or polish surfaces by rubbing against the surface.</p> <p>Examples: sandstones, pumice, silex, quartz, silicates, aluminum oxides, and glass</p>
U002	Adhesives and sealant substances	<p>Substances used to promote bonding between other substances, promote adhesion of surfaces, or prevent seepage of moisture or air.</p> <p>Examples: epoxides, isocyanates, acrylamides, phenol, urea, melamine, and formaldehyde.</p>
U003	Adsorbents and absorbents	<p>Substances used to retain other substances by accumulation on their surface or by assimilation.</p> <p>Examples (adsorbents): silica gel, activated alumina, and activated carbon.</p> <p>Examples (absorbents): straw oil, alkaline solutions, and kerosene.</p>
U004	Agricultural substances (non-pesticidal)	<p>Substances used to increase the productivity and quality of farm crops.</p> <p>Examples: phosphates, lime, nitrates, potash compounds, alum, ammonia and ammonia salts, urea and mineral supplements.</p>
U005	Anti-adhesive agents	<p>Substances used to prevent bonding between other substances by discouraging surface attachment.</p> <p>Examples: anti-adherents, antiblock agents, dusting agents, mould release agents, and parting agents.</p>



U006	Bleaching agents	<p>Substances used to lighten or whiten a substrate through chemical reaction, usually an oxidative process which degrades the color system.</p> <p>Examples: Chlorine containing bleach agents: chlorine, hypochlorites, N-chloro compounds and chlorine dioxide.</p> <p>Peroxygen bleaching agents: hydrogen peroxide, potassium permanganate, and sodium perborate.</p>
U007	Corrosion inhibitors and anti-scaling agents	<p>Substances used to prevent or retard corrosion or the formation of scale.</p> <p>Examples: phenylenediamine, chromates, nitrates, phosphates, and hydrazine.</p>
U008	Dyes	<p>Substances used to impart color to other materials or mixtures by penetrating into the surface of the substrate.</p> <p>Example types: azo, anthraquinone, amino azo, aniline, eosin, stilbene, acid, basic or cationic, reactive, dispersive, and natural dyes.</p>
U009	Fillers	<p>Substances used to provide bulk, increase strength, increase hardness, or improve resistance to impact.</p> <p>Examples: calcium carbonate, barium sulfate, silicates, clays, zinc oxide and aluminum oxide.</p>
U010	Finishing agents	<p>Substances used to impart such functions as softening, static-proofing, wrinkle resistance, and water repellence.</p> <p>Examples: quaternary ammonium compounds, ethoxylated amines, and silicone compounds.</p>
U011	Flame retardants	<p>Substances used on the surface of or incorporated into combustible materials to reduce or eliminate their tendency to ignite when exposed to heat or a flame.</p> <p>Examples: inorganic salts, chlorinated or brominated organic compounds, and organic phosphates/phosphonates.</p>



U012	Fuels and fuel additives	<p>Substances used to create mechanical or thermal energy through chemical reactions, or which are added to a fuel for the purpose of controlling the rate of reaction or limiting the production of undesirable combustion products, or which provide other benefits such as corrosion inhibition, lubrication, or detergency.</p> <p>Examples of fuels: coal, oil, gasoline, and various grades of diesel fuel. Examples of fuel additives: oxygenated compound such as ethers and alcohols, antioxidants such as phenylenediamines and hindered phenols, corrosion inhibitors such as carboxylic acids, amines, and amine salts, and blending agents such as ethanol.</p>
U013	Functional fluids (closed systems)	<p>Liquid or gaseous substances used for one or more operational properties in a closed system. This code does not include fluids used as lubricants.</p> <p>Examples: heat transfer agents (e.g., coolants and refrigerants) such as polyalkylene glycols, silicone oils, liquified propane, and carbon dioxide; hydraulic/transmission fluids such as mineral oils, organophosphate esters, silicone, and propylene glycol; and dielectric fluids such as mineral insulating oil and high flash point kerosene.</p>
U014	Functional fluids (open systems)	<p>Liquid or gaseous substances used for one or more operational properties in an open system.</p> <p>Examples: antifreezes and de-icing fluids such as ethylene and propylene glycol, sodium formate, potassium acetate, and, sodium acetate.</p>
U015	Intermediates	<p>Substances consumed in a chemical reaction to produce other substances for commercial advantage.</p> <p>Examples: amines, nitriles, diols, polyalcohols, organic acids and acid chlorides, and organic chlorides and bromides.</p>



U016	Ion exchange agents	<p>Substances that are used to selectively remove targeted ions from a solution. This code also includes aluminosilicate zeolites.</p> <p>Examples generally consist of an inert hydrophobic matrix such as styrene-divinylbenzene or phenol-formaldehyde, cross-linking polymer such as divinylbenzene, and ionic functional groups including sulfonic, carboxylic or phosphonic acids.</p>
U017	Lubricants and lubricant additives	<p>Substances used to reduce friction, heat, or wear between moving parts or adjacent solid surfaces, or that enhance the lubricity of other substances.</p> <p>Examples of lubricants: mineral oils, silicate and phosphate esters, silicone oil, greases, and solid film lubricants such as graphite and PTFE.</p> <p>Examples of lubricant additives: molybdenum disulphide and tungsten disulphide.</p>
U018	Odor agents	<p>Substances used to control odors, remove odors, mask odors, or impart odors.</p> <p>Examples: benzenoids, terpenes and terpenoids, musk chemicals, aliphatic aldehydes, aliphatic cyanides, and mercaptans.</p>
U019	Oxidizing and reducing agents	<p>Substances used to alter the valence state of another substance by donating or accepting electrons or by the addition or removal of hydrogen to a substance.</p> <p>Examples of oxidizing agents: nitric acid, perchlorates, hexavalent chromium compounds, and peroxydisulfuric acid salts.</p> <p>Examples of reducing agents: hydrazine, sodium thiosulfate, and coke produced from coal.</p>
U020	Photosensitive substances	<p>Substances used for their ability to alter their physical or chemical structure through absorption of light, resulting in the emission of light, dissociation, discoloration, or other chemical reaction.</p> <p>Examples: sensitizers, fluorescents, photovoltaic agents, ultraviolet absorbers, and ultraviolet stabilizers.</p>



U021	Pigments	<p>Substances used to impart color to other materials or mixtures by attaching themselves to the surface of the substrate through binding or adhesion.</p> <p>Examples: metallic oxides of iron, titanium, zinc, cobalt, and chromium; metal powder suspensions; lead chromates; vegetable and animal products; and synthetic organic pigments.</p>
U022	Plasticizers	<p>Substances used in plastics, cement, concrete, wallboard, clay bodies, or other materials to increase their plasticity or fluidity.</p> <p>Examples: phthalates, trimellitates, adipates, maleates, and lignosulphonates.</p>
U023	Plating agents and surface treating agents	<p>Substances applied to metal, plastic, or other surfaces to alter physical or chemical properties of the surface.</p> <p>Examples: metal surface treating agents, strippers, etchants, rust and tarnish removers, and descaling agents.</p>
U024	Process regulators	<p>Substances used to change the rate of a chemical reaction, start or stop the reaction, or otherwise influence the course of the reaction.</p> <p>Examples: noble metal catalysts such as platinum, palladium, and gold, transition metal catalysts such as iron, vanadium, and nickel, and organic monomers and epoxides used to initiate reactions.</p>
U025	Processing aids, specific to petroleum production	<p>Substances added to water, oil, or synthetic drilling muds or other petroleum production fluids to control foaming, corrosion, alkalinity and pH, microbiological growth or hydrate formation, or to improve the operation of processing equipment during the production of oil, gas, and other products or mixtures from beneath the earth's surface.</p> <p>Examples: components of hydraulic fracturing fluids(including proppants), weighting agents added to drilling fluids to increase their density, octal alcohol added to prevent foaming, production substances and substances added to inhibit the formation of hydrates of natural gas and water.</p>



U026	Processing aids, not otherwise covered in this table	<p>Substances used in applications other than the production of oil, gas, or geothermal energy to control foaming, corrosion or alkalinity and pH, or to improve the operation of processing equipment.</p> <p>Examples: buffers, dehumidifiers, dehydrating agents, sequestering agents, and chelators.</p>
U027	Propellants and blowing agents	<p>Substances used to dissolve or suspend other substances and either to expel those substances from a container in the form of an aerosol or to impart a cellular structure to plastics, rubber, or thermo set resins.</p> <p>Examples: compressed gasses and liquids and substances which release ammonia, carbon dioxide, or nitrogen.</p>
U028	Solids separation agents	<p>Substances used to promote the separation of suspended solids from a liquid.</p> <p>Examples: flotation aids, flocculants, coagulants, dewatering aids, and drainage aids.</p>
U029	Solvents (for cleaning or degreasing)	<p>Substances used to dissolve oils, greases and similar materials from textiles, glassware, metal surfaces, and other articles.</p> <p>Examples: trichloroethylene, perchloroethylene, methylene chloride, liquid carbon dioxide, and n-propyl bromide.</p>
U030	Solvents (which become part of formulation or mixture)	<p>Substances used to dissolve another substance to form a uniformly dispersed solution at the molecular level.</p> <p>Examples: diluents used to reduce the concentration of an active material to achieve a specified effect and low gravity materials added to reduce cost.</p>
U031	Surface active agents	<p>Substances used to modify surface tension when dissolved in water or water solutions, or reduce interfacial tension between two liquids or between a liquid and a solid or between liquid and air.</p> <p>Examples: carboxylates, sulfonates, phosphates, carboxylic acid, esters, and quaternary ammonium salts.</p>



U032	Viscosity adjustors	<p>Substances used to alter the viscosity of another substance.</p> <p>Examples: viscosity index (VI) improvers, pour point depressants, and thickeners.</p>
U033	Laboratory substances	<p>Substances used in a laboratory for chemical analysis, chemical synthesis, extracting and purifying other chemicals, dissolving other substances, and similar activities.</p> <p>Examples: Substances that change color to indicate pH, redox potential or other endpoints, halogenated and non-halogenated solvents, chemicals used in titrations and chromatography, Grignard reagents used in organic synthesis, laboratory reagents, and inorganic acids and bases.</p>
U034	Paint additives and coating additives not otherwise covered in this table	<p>Substances used in a paint or coating formulation to enhance properties such as water repellence, increased gloss, improved fade resistance, ease of application or foam prevention.</p> <p>Examples: polyols, amines, vinyl acetate ethylene emulsions, and aliphatic polyisocyanates.</p>
U061	Pest control substances	<p>Substances used as active ingredients in products, mixtures or manufactured items used for directly or indirectly controlling, destroying, attracting or repelling a pest or for mitigating or preventing its injurious, noxious or troublesome effects.</p> <p>Examples: organophosphates, carbamates, organochlorines, pyrethroids, and triazines.</p>
U062	Active ingredients in health products	<p>Substances used as active ingredients in natural health products or prescription or non-prescription drugs.</p>
U063	Flavourants	<p>Substances used as non-medicinal ingredients or excipients in foods, natural health products, and drugs that impart a certain flavor to the food, natural health product or drug.</p>
U064	Contaminants	<p>Substances naturally present in a reactant or substances that are produced as a result of the manufacturing process and have no beneficial properties in the final product, mixture or manufactured item.</p>



U065	By-products	Substances resulting from the manufacturing process that can be partially or completely removed from the intended product, mixture or manufactured item and have commercial value on their own or when added to another product, mixture or manufactured item.
U066	Wastes	Substances that are removed from the final product, mixture or manufactured item during the manufacturing process and have no commercial value.
U999	Other (specify)	Substances with a function not otherwise described in this table. A written description must be provided when using this code.



Appendix 2: Application Codes and Corresponding Descriptions

Table 1: Furnishings, cleaning, treatment or care

Application codes	Title	Description
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</p>



Application codes	Title	Description
		products that are not covered elsewhere.
C105	Cleaning and furnishing care (specify)	<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. A written description must be provided when using this code</p> <p>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 Pest Control Products Act.</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 (specify)	<p>Substances contained in personal care products, mixtures or manufactured items that are used for cleansing, grooming, improving or altering skin, hair, or teeth. A written description must be provided when using this code.</p> <p>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	Substances contained in products, mixtures or manufactured items that are used to odorize or deodorize indoor air in



Application codes	Title	Description
		homes, offices, motor vehicles, and other enclosed spaces Examples: aerosol sprays, liquid/solid/gel diffusers, air fresheners, scented candles and incense.
C110	Apparel and footwear care	Substances contained in apparel and footwear care products, mixtures or manufactured items that are applied post-market. Examples: footwear polishes/waxes, garment waterproofing sprays, and stain repellents.
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

Application codes	Title	Description
C201	Adhesives and sealants	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 —	Substances contained in building and construction materials made of wood and pressed or engineered wood products, mixtures or manufactured items.



Application codes	Title	Description
	Wood and engineered 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	<p>Substances contained in building and construction materials not otherwise covered in this table.</p> <p>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.</p>
C205	Electrical and electronics	<p>Substances contained in electrical and electronic products, mixtures or manufactured items.</p> <p>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.</p>
C206	Metal materials not otherwise covered in this table	<p>Substances contained in metal products, mixtures or manufactured items not otherwise covered in this table.</p> <p>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).</p>
C207	Batteries	<p>Substances contained in non-rechargeable and rechargeable batteries including dry and wet cell units that store energy.</p> <p>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.</p>



Table 3: Packaging, paper, plastic or hobby

Application codes	Title	Description
C301	Food packaging	<p>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.</p> <p>Examples: containers, cartons, wrappers, bags, and other food packaging items (bottles, cans, boxes and trays).</p>
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 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 (specify)	<p>Substances contained in toys, playground, and sporting equipment made of wood, metal, plastic or fabric. A written description must be provided when using this code.</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</p>



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

Table 4: Automotive, fuel, agriculture or outdoor use

Application codes	Title	Description
C401	Automotive care	<p>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.</p> <p>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.</p>
C402	Lubricants and greases	<p>Substances contained in products, mixtures or manufactured items to reduce friction, heat generation and wear between solid surfaces.</p> <p>Examples: engine oils; transmission, brake and hydraulic</p>



Application codes	Title	Description
		fluids; gear oils; and, calcium, sodium, lithium, and silicone-based greases.
C403	Anti-freeze and de-icing	<p>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.</p> <p>Examples: antifreeze liquids, windshield de-icers, aircraft de-icers, lock release agents, ice melting crystals, and rock salt.</p>
C404	Fuels and related products, mixtures or manufactured items	<p>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.</p> <p>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.</p>
C405	Explosive materials	<p>Substances capable of producing a sudden expansion, usually 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 Feeds Act 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	Substances contained in lawn, garden, outdoor or potted plant and tree care products, mixtures or manufactured items.



Application codes	Title	Description
		Excludes any substance contained in pest control products as defined under the Pest Control Products Act. Examples: fertilizers and nutrient mixtures, soil amendments, mulches, pH adjustors, water retention beads, vermiculite, perlite.
C461	Pest control	Substances contained in any product, mixture or manufactured item for directly or indirectly controlling, preventing, destroying, mitigating, attracting, or repelling any pest. Examples: herbicides, insecticides, fungicides, antimicrobial agents, pool chemicals, microbials, material and wood preservatives, animal and insect repellents, and insect- and rodent-controlling devices.
C462	Automotive, aircraft and transportation	Substances contained in automobiles, aircraft and other types of transportation, or used in their manufacture. Examples: Substances contained in automobiles, aircraft and other types of transportation, or used in their manufacture.
C463	Oil and natural gas extraction	Substances that are, or are contained in, any mixtures, products or manufactured items, used for oil and natural gas drilling, extraction and processing. Examples: exploration, hydraulic fracturing and drilling fluids, and oilfield production chemicals.

Table 5: Items for food, health or tobacco

Application codes	Title	Description
C562	Food and beverage	Substances contained in food and beverage products, mixtures or manufactured items. 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



Application codes	Title	Description
		such as antifoaming, fining or sanitizing agents.
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: Products, mixtures or manufactured items not described by other codes

Application codes	Title	Description
C999	Other	Substances contained in products, mixtures or manufactured items that are not described within any other application code.