

Information submitted via online form to be sent to: pgpc-dppc-cmp-cpd@ec.gc.ca.

Appendix 1: Evaluation Checklist

Code of Practice for the Environmentally Sound Management of Chemical Substances in the **Chemicals, Plastics and Rubber Sectors**

Please note that there is important information included in the Privacy Notice Statement found in section 4 of this appendix.

1. Identification

Company Name:
Facility Address:
Contact Name and Title
Email Address:
Date:

2. Program Participation

Please indicate if you are implementing one or more of the programs listed below. If applicable, please indicate the last date that the facility was verified as required under that program.

	Participation (√)	Date of last verification
Responsible Care®		
Operation Clean Sweep (OCS)		
ISO 14001		
RC 14001®		
Responsible Distribution®		

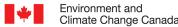
3. Implementation of Best Management Practices

Please indicate whether your facility has implemented each of the best practices described in the Code.

If you are not participating in one of the programs listed in Section 2 of this Appendix, please complete the column titled "Not participating in a program".

If you are participating in one of the programs, please complete the column for the relevant program. Prepopulated sections indicate that the program includes the corresponding best practice. You are only required to complete sections that are not pre-populated.

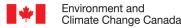
¹ Note that pre-populated sections do not necessarily imply a complete overlap between programs and the Code of Practice.



Best practices	Implemented								
(with corresponding section of the code)	partic	Not cipating rogram	Responsible Care®	Operation Clean Sweep TM (OCS)	ISO 14001	RC 14001®	Responsible Distribution®	Comments	
3.1 Environmental Management System	Yes No N/A		Ø	V	✓	☑	Ø		
3.1 Training program that include environmental best practices	Yes No N/A		Ø	Ø	V	☑	Ø		
3.1 Pollution Prevention Assessment recently done	Yes No N/A		Ø	V	✓	Ø	☑		
3.2 Continuous improvement process led by senior management	Yes No N/A		Ø	V	✓	Ø	☑		
3.3 Record-keeping system that include environmental best practices	Yes No N/A		Ø	V	✓	Ø	Ø		
4.2 Design and layout considerations for facility area	Yes No N/A		Ø	V	✓	Ø	☑		
4.3 Receipt of packaged and bulk material	Yes No N/A		Ø	Ø	V	☑	Ø		
4.4 Receipt and unloading of bulk solid and liquid shipments	Yes No N/A		Ø	V	✓	☑	Ø		
4.5 Receipt of gas cylinders	Yes No N/A		V	Yes		☑	V		
5.1 Purchasing and inventory of chemical substances	Yes No N/A		V	Yes	V	☑	V		
5.2 General storage of chemical substances	Yes No		Ø	Yes		V	☑		



Best practices	Implemented								
(with corresponding section of the code) No		Not cipating program	oating Care®		Operation Clean Sweep TM (OCS)		RC 14001®	Responsible Distribution®	Comments
	N/A			N/A					
5.3 Storage of packaged chemical substances	Yes No N/A		Ø	Yes No N/A			Ø	V	
5.4 Storage of FIBCs	Yes No N/A		Ø	Yes No N/A			Ø	Ø	
5.5 Storage of bulk chemical substances	Yes No N/A		Ø		✓	✓	Ø	☑	
5.6 Storage of chemical substances in gas cylinders	Yes No N/A		Ø				Ø	V	
6.1 General best practices for transfer of chemical substances	Yes No N/A		Yes	Yes No N/A		☑	Ø	Ø	
6.2 Transfer of chemicals from FIBCs	Yes No N/A		Yes	Yes No N/A			Ø	Ø	
6.3 Transfer of chemicals from bags	Yes No N/A		Yes	Yes No N/A		☑	Ø	Ø	
6.4 Transfer of chemicals from drums, pails and IBCs	Yes No N/A		Yes	Yes No N/A		✓	Ø	☑	
6.5 Gas cylinders and related equipment	Yes No N/A		Yes	Yes No N/A		Ø		V	
7.1 Preventing chemical substances releases to air	Yes No N/A		Ø	Yes No N/A		V	Ø	Ø	



Best practices	Implemented								
(with corresponding section of the code)	Not participa in a prog	Responsible Care®	Operation Clean Sweep TM (OCS)	ISO 14001	RC 14001®	Responsible Distribution®	Comments		
7.2 Preventing chemical substances releases to water	Yes		Yes	Ø	V	Ø			
8.1 Package selection and means of transportation	Yes]	Yes	Ø	V	Ø			
8.2 Packaging, loading and securing small packaging containers	Yes		Ø	V	Ø	Ø			
8.3 Loading bulk shipments	Yes		Ø	Ø	Ø	Ø			
9.2 Container cleaning	Yes]	Yes	✓	Ø	Ø			
9.3 Tank cleaning	Yes		Yes	✓	Ø	Ø			
9.4 Cleaning of plastic pellet cars and trucks	Yes	$\begin{bmatrix} \mathbf{N_0} & \Box \\ \mathbf{N_0} & \Box \end{bmatrix}$	☑	Ø	Ø	Ø			
9.5 Cleaning of batch process equipment	Yes]	Yes	V	Ø	Ø			
10.1 Used packaging	Yes]	Yes	V	V	Ø			
10.2 Waste process materials	Yes]	Yes	V	Ø	Ø			
10.3 Management of waste	Yes L		Yes	Ø	Ø	Ø			



Part of C		Implemented								
Best practices (with corresponding section of the code)	Not participating in a program		Responsible Care®	Operation Clean Sweep TM (OCS)	ISO 14001	RC 14001®	Responsible Distribution®	Comments		
	N/A			N/A						
10.4 Waste storage	Yes No N/A		Ø	Yes	V	Ø	Ø			
10.5 Waste documentation	Yes No N/A		Ø	Yes	V	Ø	Ø			
11.1 Maintenance of equipment	Yes No N/A		Ø	Yes	V	Ø	Ø			
11.2 Preventing leaks	Yes No N/A		Ø	Ø	Ø	Ø	Ø			
11.3 Cleaning and housekeeping	Yes No N/A		Ø	Ø	V	Ø	Ø			
11.4 Personal protective equipment/clothing	Yes No N/A		Ø	Ø	Ø	Ø	Ø			
11.5 Vehicles	Yes No N/A		Ø	Ø	Ø	Ø	Ø			
11.6 Maintenance and housekeeping contractors	Yes No N/A		Ø	Ø	V	Ø	Ø			
12.1 Advanced planning for spill prevention and management	Yes No N/A		Ø	Ø	Ø	Ø	Ø			
12.2 Actions to take in the event of a spill	Yes No N/A		Ø	Ø	V	Ø	Ø			

By March 31st of each year, email checklist to the Chemical Production and Products Division of Environment and Climate Change Canada at the following address: pgpc-dppc-cmp-cpd@ec.gc.ca.

4. Privacy Act Notice Statement

Information is collected under the authority of subsection 7(1) of the *Financial Administration Act* and section 5 of the *Department of the Environment Act*.

ECCC will use information provided under this Code to assess the effectiveness of the Code in meeting its objectives, and to generate progress reports that will be published on the Government of Canada's website. The progress reports will highlight the number of facilities participating in the Code by sector and by region, and the extent to which they are following the Code. The progress reports will not include the name and title of the individual representatives of the company. Your participation and decision to provide information under this Code is voluntary.

Personal information created, held or collected by ECCC is protected under the *Privacy Act*. Information collected under this Code will be used, disclosed and retained in accordance with the conditions listed in the Personal Information Bank <u>Outreach Activities PSU 938</u>.

Any questions or comments regarding this privacy notice may be directed to ECCC's Access to Information and Privacy Division at ECATIP-ECAIPRP@ec.gc.ca. If you are not satisfied that we have adequately respected your privacy, you have a right to file a complaint. You may contact the Office of the Privacy Commissioner of Canada by calling their information center at 1-800-282-1376 or by visiting their contact page.

