



Environment  
Canada

Environnement  
Canada

Guidance for responding to the *Notice with respect  
to certain **priority petroleum substances** on the  
Domestic Substances List*

Published in the *Canada Gazette*, Part I, on July 25, 2015

## TABLE OF CONTENTS

<b>1. OVERVIEW .....</b>	<b>3</b>
1.1- PURPOSE OF THE NOTICE .....	3
1.2- REPORTABLE SUBSTANCES .....	3
<b>2. WHO DOES THE NOTICE APPLY TO? .....</b>	<b>5</b>
2.1- REPORTING CRITERIA .....	5
2.2- EXCLUSIONS .....	6
2.3- FLOWCHART .....	7
<i>Figure 1: Reporting Diagram for Petroleum substances.</i> .....	7
2.4- EXAMPLES OF HOW TO DETERMINE WHETHER THE REPORTING CRITERIA ARE MET .....	8
2.5- DO I IMPORT? .....	8
2.6- DO I USE? .....	9
2.7- WHAT IS A MIXTURE? .....	9
2.8- WHAT IS A PRODUCT? .....	10
<b>3. INFORMATION REQUIRED .....</b>	<b>11</b>
3.1- NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM CODES .....	11
3.2- SUBSTANCE FUNCTION CODES AND CONSUMER AND COMMERCIAL CODES .....	11
3.2.1- Code numbering system for substance function codes and consumer and commercial codes .....	12
3.2.2- Substance Function Codes and Corresponding Descriptions .....	13
3.2.3- Consumer and Commercial Codes and Corresponding Descriptions .....	18
3.3- INFORMATION TO WHICH YOU MAY REASONABLY BE EXPECTED TO HAVE ACCESS .....	25
<b>4. SECTIONS OF THE NOTICE TO BE COMPLETED .....</b>	<b>25</b>
<i>Table 1: Applicable sections based on activity</i> .....	25
4.1- SECTION 3 OF SCHEDULE 3 .....	25
4.2- SECTION 4 OF SCHEDULE 3 .....	27
<b>5. REQUEST FOR CONFIDENTIALITY .....</b>	<b>27</b>
<b>6. BLIND SUBMISSION .....</b>	<b>28</b>
<b>7. DECLARATION OF STAKEHOLDER INTEREST .....</b>	<b>30</b>
<b>8. DECLARATION OF NON-ENGAGEMENT .....</b>	<b>30</b>
<b>9. SUBMISSION OF VOLUNTARY INFORMATION .....</b>	<b>30</b>
<b>10. RESPONDING TO THE NOTICE .....</b>	<b>31</b>
<b>11. WHAT IF I NEED MORE TIME TO COMPLY WITH THE NOTICE? .....</b>	<b>31</b>
<b>12. CONTACT INFORMATION .....</b>	<b>31</b>

This document provides guidance for responding to the *Notice with respect to certain priority petroleum substances on the Domestic Substances List* (the Notice) published in the *Canada Gazette*, Part I, on **July 25, 2015**, pursuant to paragraph 71(1)(b) of the *Canadian Environmental Protection Act, 1999* (the Act). 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**

Petroleum substances are a key component of the Chemicals Management Plan. Originally addressed under a sectoral approach, approximately 160 high priority petroleum substances have undergone initial data collection, and are currently being assessed and will undergo risk management, if required.

There are approximately 210 remaining petroleum substances that have been identified as priorities to be assessed by 2020.

The purpose of the Notice is to gather qualitative information about the import and blending/formulation activities of a subset of the 210 remaining priority petroleum substances. The Notice will support a triage activity as well as help to better identify stakeholders for further engagement.

An electronic copy of the Notice is available at the following Web site:  
[www.chemicalsubstanceschimiques.gc.ca](http://www.chemicalsubstanceschimiques.gc.ca).

### **1.2- Reportable substances**

Schedule 1 of the Notice lists the reportable substances by their Chemical Abstracts Service Registry Number (CAS RN). There are a total of 70 petroleum substances included in the Notice, and they are listed below:

<b>CAS RN</b>	<b>Name of the substance</b>
8002-53-7	Montan wax
61789-60-4	Pitch
64475-85-0	Petroleum spirits
64741-43-1	Gas oils (petroleum), straight-run
64741-58-8	Gas oils (petroleum), light vacuum
64741-60-2	Distillates (petroleum), intermediate catalytic cracked
64741-72-6	Naphtha (petroleum), polymn.
64741-79-3	Coke (petroleum)

64741-83-9	Naphtha (petroleum), heavy thermal cracked
64741-85-1	Raffinates (petroleum), sorption process
64741-92-0	Naphtha (petroleum), solvent-refined heavy
64741-98-6	Extracts (petroleum), heavy naphtha solvent
64741-99-7	Extracts (petroleum), light naphtha solvent
64742-03-6	Extracts (petroleum), light naphthenic distillate solvent
64742-06-9	Extracts (petroleum), middle distillate solvent
64742-14-9	Distillates (petroleum), acid-treated light
64742-31-0	Distillates (petroleum), chemically neutralized light
64742-38-7	Distillates (petroleum), clay-treated middle
64742-67-2	Foots oil (petroleum)
64742-78-5	Residues (petroleum), hydrodesulfurized atmospheric tower
64742-81-0	Kerosine (petroleum), hydrodesulfurized
64742-86-5	Gas oils (petroleum), hydrodesulfurized heavy vacuum
64742-91-2	Distillates (petroleum), steam-cracked
64742-96-7	Solvent naphtha (petroleum), heavy aliph.
64743-05-1	Coke (petroleum), calcined
67891-79-6	Distillates (petroleum), heavy arom.
68131-77-1	Distillates (petroleum), steam-cracked, polymd.
68187-58-6	Pitch, petroleum, arom.
68333-26-6	Clarified oils (petroleum), hydrodesulfurized catalytic cracked
68333-81-3	Alkanes, C4-12
68333-88-0	Aromatic hydrocarbons, C9-17
68410-00-4	Distillates (petroleum), crude oil
68410-98-0	Distillates (petroleum), hydrotreated heavy naphtha, deisohexanizer overheads
68425-31-0	Gasoline (natural gas), natural
68425-35-4	Raffinates (petroleum), reformer, Lurgi unit-sepd.
68425-94-5	Residues (petroleum), catalytic reformer fractionator, sulfonated, polymers with formaldehyde, sodium salts
68475-70-7	Aromatic hydrocarbons, C6-8, naphtha-raffinate pyrolyzate-derived
68476-44-8	Hydrocarbons, C>3
68476-55-1	Hydrocarbons, C5-rich
68477-30-5	Distillates (petroleum), catalytic reformer fractionator residue, intermediate-boiling
68478-15-9	Residues (petroleum), C6-8 catalytic reformer
68512-62-9	Residues (petroleum), light vacuum
68512-78-7	Solvent naphtha (petroleum), light arom., hydrotreated
68513-03-1	Naphtha (petroleum), light catalytic reformed, arom.-free
68516-20-1	Naphtha (petroleum), steam-cracked middle arom.
68527-21-9	Naphtha (petroleum), clay-treated full-range straight-run
68527-22-0	Naphtha (petroleum), clay-treated light straight-run

68647-60-9	Hydrocarbons, C>4
68782-99-0	Extracts (petroleum), heavy clarified oil solvent, condensed-ring-arom.-contg.
68783-03-9	Extracts (petroleum), light clarified oil solvent, condensed-ring-arom.-contg.
68814-87-9	Distillates (petroleum), full-range straight-run middle
68814-89-1	Extracts (petroleum), heavy paraffinic distillates, solvent-deasphalted
68815-10-1	Petroleum, sulfurized
68915-96-8	Distillates (petroleum), heavy straight-run
68915-97-9	Gas oils (petroleum), straight-run, high-boiling
68920-06-9	Hydrocarbons, C7-9
68921-07-3	Distillates (petroleum), hydrotreated light catalytic cracked
68921-08-4	Distillates (petroleum), light straight-run gasoline fractionation stabilizer overheads
68955-36-2	Residues (petroleum), steam-cracked, resinous
69013-21-4	Fuel oil, pyrolysis
70693-06-0	Aromatic hydrocarbons, C9-11
70913-85-8	Residues (petroleum), solvent-extd. vacuum distilled atm. residuum
90641-09-1	Extracts (petroleum), light paraffinic distillate solvent, hydrotreated
92704-36-4	Gas oils (petroleum), straight-run, clay-treated
93924-32-4	Foots oil (petroleum), clay-treated
128683-24-9	Bitumens
128683-26-1	Distillates (petroleum), full-range atm.
129893-09-0	Residues (petroleum), vacuum, hydrocracked, vacuum gas oil fraction
129893-21-6	Natural gas condensates, C4-12 distillate
129893-22-7	Natural gas condensates, C5-12 distillate

## 2. Who does the Notice apply to?

### 2.1- Reporting criteria

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

- Type of activity
- Calendar year
- Concentration
- Quantity
  - This is the quantity of the substance itself, and not the quantity of the product or mixture containing the substance.

The Notice applies to any person who, during the 2014 calendar year, satisfied any of the following criteria:

- **Imported** a total quantity greater than 1 000 kg of a reportable substance, at a concentration equal to or above 1% by weight (w/w%), whether alone, in a mixture or in a product.
- **Used** a total quantity greater than 1 000 kg of a reportable substance, at a concentration equal to or above 1% by weight (w/w%) whether the substance is used alone or in a mixture, to formulate or blend into a mixture or product.

Please note that the Notice **does not apply** to domestic manufacturers of a reportable substance.

## 2.2- Exclusions

The following are excluded from the Notice:

- Import of CAS RN 64742-14-9 or CAS RN 68131-77-1 in a product intended to be used by consumers;
- A substance listed in the Notice, whether alone, in a mixture or in a product that:
  - is in transit through Canada;
  - 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 in 2014 pursuant to a permit issued under those Regulations;
  - is, or is contained in, a pest control product within the meaning of subsection 2(1) of the *Pest Control Products Act* where that pest control product is registered under the *Pest Control Products Act*;
  - is, or is contained in, a fertilizer or supplement within the meaning of section 2 of the *Fertilizers Act* where that fertilizer or supplement is registered under the *Fertilizers Act*;
  - is, or is contained in, a feed within the meaning of section 2 of the *Feeds Act* where that feed is registered under the *Feeds Act*;
  - is mixed with, or attached to, a seed within the meaning of section 2 of the *Seeds Act* where that seed is registered under the *Seeds Act*;
  - is imported by a petroleum refining facility, upgrading facility or natural gas processing facility for uses other than formulation or blending into a mixture or product;
  - is a fuel or fuel additive or contained in a fuel or fuel additive;
  - is imported within an internal combustion engine;
  - is imported within a closed hydraulic system or closed functional fluid system; or
  - is imported in an engine oil, brake fluid, steering fluid or other functional fluid.

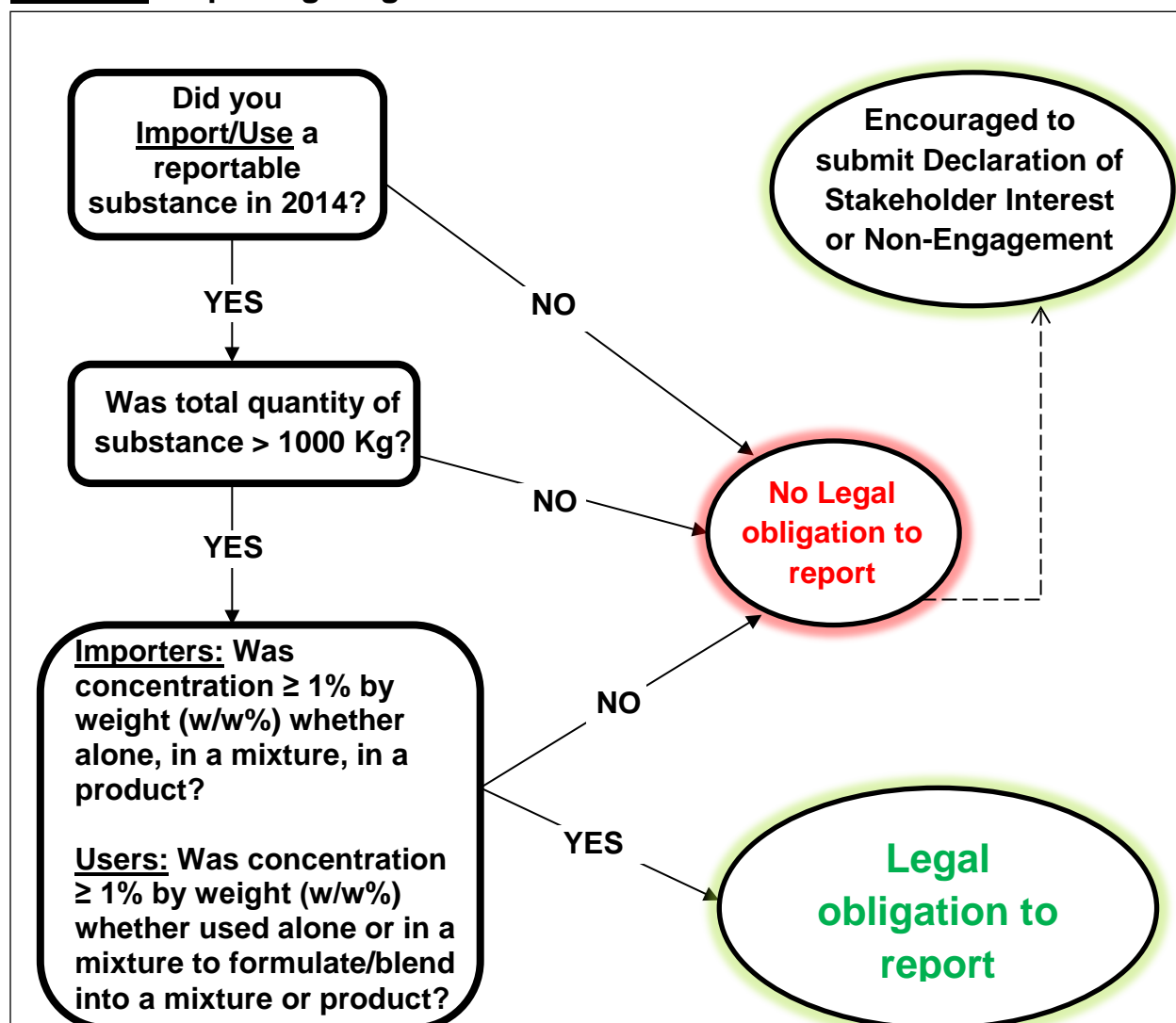
Note that for the purpose of the Notice, **fuel** refers to any form of matter that is combusted or oxidized for the generation of energy.

In addition, any person who submitted information for a reportable substance as part of the voluntary information gathering phase conducted in 2015 is not required to respond to the Notice **for that substance**. However, if a person was engaged with other substances listed in the Notice for which voluntary information was not provided, they are still required to respond for those substances.

### 2.3- Flowchart

The following flowchart can be used to determine whether a company is required to respond to the Notice:

**Figure 1: Reporting Diagram for Petroleum substances.**



## 2.4- Examples of how to determine whether the reporting criteria are met

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

1) Company **meets** the reporting criteria:

- In 2014, if your company imported 4 000 kg of Product X that contains 50% of a reportable substance, then a total quantity of 2 000 kg of the substance was imported. The reporting criteria are met.
- In 2014, if your company imported 5 000 kg of Product X that contains 10% of a reportable substance and 3 000 kg of Product Y that contains 50% of the same reportable substance, then a total quantity of 2 000 kg of the substance was imported. The reporting criteria are met.

2) Company **does not meet** the reporting criteria:

- If your company imported >1 000 kg of a reportable substance in product at a concentration  $\geq 1\%$  during the **2013 calendar year** only, then the reporting year is not met.
- In 2014, if your company **manufactured** >1 000 kg of a reportable substance, then the reportable activity type is not met.
- In 2014, if your company used >1 000 kg of a reportable substance at a **concentration <1%** to formulate a mixture of product then the concentration threshold of  $\geq 1\%$  is not met.
- In 2014, if your company **used a total quantity of 900 kg** of a reportable substance alone to formulate a mixture or product, then the quantity threshold of >1 000 kg is not met.

## 2.5- Do I import?

Import relates specifically to the movement into Canada from another country of any substance identified in the Notice, whether alone, in a mixture, or in a product.

For the purposes of the Notice, possible situations where **you are considered** to import include, but are not limited to, the following examples:

- You purchased a reportable substance from a foreign supplier, and the substance was shipped directly from the foreign supplier to your location in Canada.
- You ordered a mixture containing a reportable substance from a foreign source, and the mixture containing the substance was shipped directly from the foreign source to a distribution warehouse in Canada, on your request.
- You received a product containing a reportable substance as an internal company transfer from a location outside of Canada.

Your activities do not meet the definition of import if you purchased or received a reportable substance whether alone, in a mixture, or in a product that was already located in Canada.



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

- You purchased a substance from a Canadian company.
- You ordered a product from a warehouse located in Canada.
- You transferred a product containing a reportable substance across provincial borders to be stored in a different warehouse.

## **2.6- Do I use?**

Use relates specifically to using a reportable substance, whether alone or in a mixture, to formulate or blend into a mixture or product.

Your activities do not meet the definition of use if your activity with a reportable substance, or with a mixture containing a reportable substance, is an end-use.

Possible situations where **you are considered** to use include, but are not limited to, the following examples:

- You blend a reportable substance with other components to make Mixture Z.
- You react a reportable substance with Substance C to formulate Product Y.
- You blend a mixture containing a reportable substance as an impurity, present at 5% concentration, with other components to make another mixture.
- You use a mixture containing a reportable substance in the process of formulating a product.

Possible situations where you **are NOT considered** to use include, but are not limited to, the following examples:

- You use Product X, which contains a reportable substance, to service machinery and equipment, including machinery and equipment used in the formulation of your products. You are not required to report since you are considered an end-user of Product X.
- You load a reportable substance onto a carrier and ship the substance to three other companies.
- You purchase Mixture Y which contains a reportable substance from your supplier in Canada, and distribute the mixture to your customers.

## **2.7- What is a mixture?**

A **mixture** is a combination of substances that does not produce a substance that is different from the substances that were combined (i.e., does not result in the formation of a new substance with its own CAS RN). For the purposes of the Notice, mixtures include, but are not limited to, the following examples:

- prepared formulations
- reaction mixtures that are characterized in terms of their constituents

For the purposes of the Notice, mixtures that **may contain reportable substances** may include, but are not limited to, the following examples:

- fragrance mixtures
- printing inks
- gelling agent mixtures and solvent mixtures

## ***2.8- What is a product?***

A **product** is anything that does not meet the definition of a mixture or manufactured item. A substance alone is not considered to be a product.

- Note that 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. Manufactured items include sporting goods, furniture, appliances, electronics, batteries, medical devices, etc. For the purpose of the Notice, manufactured items are not reportable.

For the purpose of the Notice, products that **may contain reportable substances** may include, but are not limited to, the following examples:

- petroleum blends that do not result in the formation of a new substance
- adhesives and sealants
- plastics and rubber additives
- plasticizers
- stabilizers
- dispersants
- binders
- emulsifying agents
- suspending agents
- agriculture adjuvants
- cosmetics and personal care products such as creams, lotions, perfumes, nail polish, and shampoo
- cleaning liquids, gels or sprays
- detergents and surfactants
- paints and coatings
- pharmaceuticals

### 3. Information required

The type of information requested in the Notice includes:

- CAS RN and name of the substance
- North American Industry Classification System (NAICS) codes
- Substance function codes and consumer and commercial codes
- Customer information

#### **3.1- North American Industry Classification System codes**

The North American Industry Classification System (NAICS) is an industrial classification system established to identify production processes by grouping similar activities. The codes were developed by Statistics Canada, the U.S. Office of Management and Budget, and Mexico's Instituto Nacional de Estadística Geografía e Informática, to enable the national agencies to collect comparable statistical data.

You are required to report each applicable six-digit NAICS code with respect to each substance, or the mixture, or product containing the substance. You should report the code(s) that best describes your involvement with the substance, or the mixture or product containing the substance. The code(s) will provide general information on the number and types of sectors involved with the substances listed in the Notice.

To determine which NAICS code applies to your activity with the substance on which you are reporting, the [NAICS 2012](#) list of codes is available at the Statistics Canada Web site.

#### **3.2- Substance function codes and consumer and commercial codes**

Substance function codes and consumer and commercial codes are an accepted list of codes used to describe the function or use of a substance in a consistent manner. Substance function codes and consumer and commercial codes were developed jointly among the United States Environmental Protection Agency, Health Canada and Environment Canada in order to facilitate the exchange of information between the United States and Canada and to encourage consistency in reporting on chemical substances by industry.

**Substance Function Code** refers to the function of the substance 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.

- All substance function codes begin with the letter **U** followed by 3 numbers.

**Consumer and Commercial Code** refers to the application of a substance alone, or in a mixture, product, or manufactured item containing the substance with regards to its

purpose in a consumer (end application) or commercial setting (i.e., the anticipated application of the substance, item or product).

- All consumer and commercial codes begin with the letter **C**, followed by three numbers.
- Refer first to the group descriptions to determine which subset of codes would be most applicable to your substance.
- Although the codes are entitled “Consumer and Commercial Codes”, these codes do apply to substances, mixtures, products, and manufactured items that may only be used in an industrial setting or for an industrial application.

It is important to note that number 999 is reserved for the “Other” code in both substance function codes (**U999**) and consumer and commercial codes (**C999**). **These codes should only be used when there is no existing code match for the application or function of the substance.** When selecting this code, a written description of the substance function or the consumer and commercial application of a substance alone, or of the mixture, product, or manufactured item containing a substance must be provided, and the description should be as concise as possible.

- If the substance is an impurity, select code **U999- Other (impurity)**, which will be available as an option to select in the online reporting tool.

If a substance has more than one function or application, you should report all the applicable codes. For each code selected, additional information to describe the function or your application with the substance in more detail, can be provided in the “Notes” field of the online reporting form.

### **3.2.1- Code numbering system for substance function codes and consumer and commercial codes**

All code numbers consist of one letter followed by a three-digit number. A basic structure of **[Type][Group #][Subgroup #]** is applied to all codes where:

**[Type]** is expressed by either the letter “U” for substance function or the letter “C” for consumer and commercial use.

**[Group #]** is a one-digit number to indicate a grouping of chemical substances or products having similar uses. Substance function codes are listed in alphabetical order and are not separated into different groups; therefore, all substance function codes have a group number 0. Consumer and commercial codes use six different group numbers (groups 1 – 5 and group 9).

**[Subgroup #]** is a two-digit number to indicate a specific use or function (within each group for consumer and commercial codes).

Please refer to the **code names and descriptions** below to determine if any of the pre-set codes applies to your substance. Wording in the description may indicate the use or function of the substance.

**Example 1:**

<b>If the substance function is to...</b>	<b>Example substance function codes</b>
Polish a surface	U001 – Abrasives
Give colour to a mixture	U021 – Pigments
Dissolve oils from a textile	U029 – Solvents (for cleaning or degreasing)

<b>If the substance is contained in a...</b>	<b>Example commercial and consumer codes</b>
Toothpaste	C108 – Personal care
Floor paint	C202 – Paints and coatings
Glue product	C201 – Adhesives and sealants

**3.2.2- Substance Function Codes and Corresponding Descriptions**

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

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 fall into one of two groups:</p> <ol style="list-style-type: none"> <li>1. Chlorine containing bleach agents: chlorine, hypochlorites, N-chloro compounds and chlorine dioxide</li> <li>2. Peroxygen bleaching agents: hydrogen peroxide, potassium permanganate, and sodium perborate</li> </ol>
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. This code also includes substances incorporated into metal working fluids.</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 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 or 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. This code includes fluorescent agents, luminescent agents, whitening agents, pearlizing agents, and opacifiers.</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 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 fluids or other drilling extraction and processing fluids to control foaming, corrosion, alkalinity and pH, microbiological growth or hydrate formation, or used to improve the operation of equipment during drilling, extraction and processing 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 of laboratory chemicals include 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 or formulants 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>
U999	Other (specify)	Substances with a substance function not otherwise described in this table.

### 3.2.3- Consumer and Commercial Codes and Corresponding Descriptions

#### *List of Consumer and Commercial Code Groups*

Group #	Group Description
1	Chemical substances in furnishing, cleaning, treatment or care
2	Chemical substances in construction, paint, electrical or metal
3	Chemical substances in packaging, paper, plastic or hobby
4	Chemical substances in automotive, fuel, agriculture or outdoor use
5	Chemical substances in items for food, health or tobacco
9	Substances in products, mixtures or manufactured items not described by other codes

**Table 1: Furnishings, cleaning, treatment or care**

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

<b>Consumer and commercial codes</b>	<b>Title</b>	<b>Description</b>
C105	Cleaning and furnishing care	<p>Substances contained in products, mixtures or manufactured items that are used to remove dirt, grease, stains, and foreign matter from furniture and furnishings, or to cleanse, sanitize, bleach, scour, polish, protect, or improve the appearance of surfaces. This code does not include laundry and dish washing products.</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	<p>Substances contained in personal care products, mixtures or manufactured items that are used for cleansing, grooming, improving or altering skin, hair, or teeth.</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	<p>Substances contained in products, mixtures or manufactured items that are used to odorize or deodorize indoor air in homes, offices, motor vehicles, and other enclosed spaces.</p> <p>Examples: aerosol sprays, liquid/solid/gel diffusers, air fresheners, scented candles and incense.</p>
C110	Apparel and footwear care	<p>Substances contained in apparel and footwear care products, mixtures or manufactured items that are applied post-market.</p> <p>Examples: footwear polishes/waxes, garment waterproofing sprays, and stain repellents.</p>
C160	Pet care	<p>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.</p> <p>Examples: bath products, hair product and oral care products.</p>

**Table 2: Construction, paint, electrical or metal**

<b>Consumer and commercial codes</b>	<b>Title</b>	<b>Description</b>
C201	Adhesives and sealants	<p>Substances contained in adhesive or sealant products or mixtures used to fasten other materials together or prevent the passage of liquid or gas.</p> <p>Examples: glues, binders, adhesives, pastes, sealants, fillers, putties, and caulking compounds.</p>
C202	Paints and coatings	<p>Substances contained in paints or coatings.</p> <p>Examples: interior and exterior architectural and marine paints, bridge/iron coatings, varnishes, lacquers, paint thinners, removers, wood stains</p>
C203	Building or construction materials — Wood and engineered wood	<p>Substances contained in building and construction materials made of wood and pressed or engineered wood products, mixtures or manufactured items.</p> <p>Examples: lumber, posts and timbers, exterior siding, molding, mill work, cabinetry, paneling, veneer, flooring, stair parts, plywood and sheathing, railings and decking.</p>
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**

<b>Consumer and commercial codes</b>	<b>Title</b>	<b>Description</b>
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. This code does not include paper used in food packaging.</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	Plastic and rubber materials not otherwise covered in this table	<p>Substances contained in rubber and plastic products, mixtures or manufactured items not otherwise covered in this table.</p> <p>Examples: tires, shower curtains, non-metal cookware (non-electric), non-food specific containers (bags, bottles, and jars), rubber bands, and waders.</p>
C304	Toys, playground and sporting equipment	<p>Substances contained in toys, playground, and sporting equipment made of wood, metal, plastic or fabric.</p> <p>Examples: toys (dolls, cars, puzzles, and games), playground equipment (gym sets, playhouses and structures, swing sets) and sporting equipment (bicycles, skates, balls, team sports equipment) intended for indoor or outdoor use, and playground surfaces (rubber, mulch).</p>
C305	Arts, crafts and hobby materials	<p>Substances contained in arts, crafts, and hobby materials.</p> <p>Examples: art/hobby paints and dyes, markers and other writing and drawing materials; natural and synthetic clays used in pottery, ceramics and sculpture; jewellery-making supplies including glass, stone and lapidary materials; stained-glass making supplies; picture framing supplies; and, building and science hobby kits.</p>
C306	Ink, toner and colourants	<p>Substances contained in ink, toners and colourants used for writing, printing, creating an image on paper; and substances contained in other substrates, or applied to substrates to change their colour or hide images. This code does not include pigments or colorants added to paints and coatings which should be reported under the paints and coatings code.</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>

<b>Consumer and commercial codes</b>	<b>Title</b>	<b>Description</b>
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**

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

**Table 5: Items for food, health or tobacco**

<b>Consumer and commercial codes</b>	<b>Title</b>	<b>Description</b>
C562	Food and beverage	<p>Substances contained in food and beverage products, mixtures or manufactured items.</p> <p>Examples: food additives such as colouring agents, anti-caking agents, preservatives, emulsifiers; spices, seasoning, flavouring preparations and natural extractives; unavoidable residues of processing aids specific for food manufacturing such as antifoaming, fining or sanitizing agents.</p>
C563	Drugs	<p>Substances contained in prescription and non-prescription drugs intended for humans or animals.</p> <p>Examples: biologically derived products (such as vaccines, serums and blood derived products), sterilization and sanitation products and radiopharmaceuticals.</p>
C564	Natural health	<p>Substances contained in natural health products, mixtures or manufactured items intended for humans or animals.</p> <p>Examples: homeopathic medicine, traditional medicine, vitamins and minerals, and herbal remedies</p>
C565	Medical devices	<p>Substances contained in products, mixtures or manufactured items used for either the diagnosis, treatment, mitigation or prevention of a disease, disorder, or an abnormal physical state; or those used in restoring, correcting or modifying organic functions in humans or animals. This code excludes products covered under drugs.</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**

<b>Consumer and commercial codes</b>	<b>Title</b>	<b>Description</b>
C999	Other (specify)	Substances contained in products, mixtures or manufactured items that are not described within any other consumer and commercial code.



### 3.3- 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 reasonably be expected to have access. For example, when importing a substance, mixture or product, you may reasonably be expected to have access to import records and the relevant Safety Data Sheet (SDS). A SDS is an important source of information on the composition of a purchased product. Note that the goal of the SDS is to protect the health of the workers, not the environment. Therefore, a SDS may not list all product ingredients on which the Minister of the Environment is requiring information under the Notice. You may wish to contact your supplier for more detailed information on product composition.

Also, a company may have access to information from its parent company regarding substances, mixtures or products.

You are not required to conduct tests to comply with the Notice.

## 4. Sections of the Notice to be completed

If a person meets the reporting criteria, they must respond to the Notice by completing the sections of Schedule 3 applicable to their activity:

**Table 1: Applicable sections based on activity**

Activity	Applicable section(s) of Schedule 3	
	3	4
Imported	✓	✓
Used	✓	✓

If you are a company who owns more than one facility, then you must respond to the Notice on a **company-wide basis**, and your response for each applicable question in the Notice should be an amalgamated response to include information from **all facilities** owned by the company.

### 4.1- Section 3 of Schedule 3

For each substance listed in the Notice that a person **imported** or **used** during the 2014 calendar year, for which the reporting criteria have been met, the person shall provide the following information:

- in (a) the CAS RN and name of the substance;
- in (b) each applicable six-digit North American Industry Classification System (NAICS) code(s) with respect to the substance, or the mixture or product containing the substance reported in (a);

- in (c) each substance function code that applies to the function of the substance;
  - Choose the substance function code(s) that are consistent with the most complete and accurate information available to you.
  - If the substance has a function that is not described in any of the substance function codes provided, then code U999 should be used. A written description of the function of the substance must be provided when using this code and the description should be as concise as possible.
  - Not all persons may know the intended function of the substance. Therefore, a substance function code may be difficult to identify. However, when completing this section of the Notice, respond using the most complete and accurate information available to you.
- in (d) each consumer and commercial code that applies to the known or anticipated final substance, mixture, or product containing the substance;
  - Choose the consumer and commercial code(s) that are consistent with the most complete and accurate information available to you.
  - If none of the consumer and commercial codes provided apply, then code C999 should be used. A written description of the application of the substance, or of the mixture or product containing the substance, must be provided when using this code and the description should be as concise as possible.

### Example 2:

In 2014, you imported a total of 20 670 kg of a reportable substance (CAS RN 69013-21-4), at a concentration of 1.3 w/w% within a product. Of the total quantity of the substance imported (CAS RN 69013-21-4), 6 500 kg were used at your facility in Ontario (Canada). The remaining quantity was kept as inventory. You use this substance as a viscosity adjustor (substance function code U032) to blend with other mixtures in order to make a personal care product (consumer and commercial code C108). The NAICS code related to your activity with the substance (i.e. blending to make a personal care product) will be toilet preparation manufacturing (NAICS code 325620).

Required information	Response
CAS RN and name	69013-21-4, Fuel oil, pyrolysis
NAICS code(s)	325620
Substance Function Code(s)	U032
Consumer and Commercial Code(s)	C108

## 4.2- Section 4 of Schedule 3

For each substance listed in Schedule 1 that a person **imported** or **used** during the 2014 calendar year, for which the criteria set out in Schedule 2 have been met, the person shall provide the following information:

- in (a), the CAS RN of the substance;
- in (b), the name, city and province of a maximum of 20 persons in Canada, other than petroleum refining facilities, upgrading facilities or natural gas processing facilities, to whom the largest quantity of the substance above 100 kg was sold.

### Example 3:

In 2014, you imported 5 000 kg of a reportable substance (CAS RN 68425-31-0) and sold it to three companies in Canada (3 150 kg to **Company A Inc.** in Big Town ON, 1 775 kg to **Company B Inc.** in Hometown BC, and 75 kg to **Company C Inc.** in Snowyville, PEI). The three companies do not operate petroleum refining, upgrading or natural gas processing facilities.

Required information	Response
CAS RN	68425-31-0
Name, city and province of a maximum of 20 persons in Canada to whom the largest quantity of the substance above 100 kg was sold	Company A Inc. Big Town, ON
	Company B Inc. 751 Main street, Hometown, BC

Note that Company C Inc. is not included, since you sold the company <100 kg of the substance.

## 5. Request for confidentiality

Pursuant to section 313 of the Act, any person who provides information in response to the Notice may submit, with the information, a written request that it be treated as confidential. A request for confidentiality may be submitted for all or part of the information provided.

A request should only be made for information that is truly confidential.

When submitting a request for confidentiality, the following criteria should be considered:

- the information is confidential to your company and has consistently been treated as such by your company;
- your company has taken, and intends to continue to take, measures that are reasonable in the circumstances to maintain the confidentiality of the information;
- the information is not, and has not been, reasonably obtainable by third persons by use of legitimate means, except with the consent of your company;
- the information is not available to the public;
- disclosure of the information may reasonably be expected to cause substantial harm to the competitive position of your company; or
- disclosure of the information may reasonably be expected to result in a material financial loss to your company or a material financial gain to your company's competitors.

Upon receipt of a request for confidentiality under section 313 of the Act, in relation to information submitted pursuant to the Notice, the Minister of the Environment shall not disclose that information, except in accordance with the law.

Any person who provides information in response to the Notice, and requests that the information be treated as confidential is encouraged to include a rationale indicating the reason for requesting confidentiality. The rationale is requested for each substance on which the person has reported in their response to the Notice. Through the online reporting tool, the rationale is provided by selecting at least one of the following criteria that applies to the information identified as confidential:

- a) it is a trade secret of the submitter;
- b) it is information of a financial, commercial, scientific or technical nature that is treated consistently in a confidential manner by the submitter;
- c) its disclosure could reasonably be expected to result in material financial loss or gain to, or could reasonably be expected to prejudice the competitive position of the submitter; or
- d) its disclosure could reasonably be expected to interfere with contractual or other negotiations of the submitter.

## **6. Blind submission**

A "Blind Submission" is a two-part submission where customers and their suppliers collaborate to meet the obligation to respond to the Notice.

The customer responds to the Notice, completing as much information as they can. If customers do not possess some information, they may ask their suppliers if the mixtures or products they purchase contain substances listed in Schedule 1 to the Notice.

Suppliers looking to protect their formulations as confidential business information may be reluctant to provide the information to their customers. In this case, the customer submits all information in their possession and the supplier submits the remainder of the information directly to the Substances Management Coordinator, to complete the submission. A cover letter or note should be provided with each submission indicating that the supplier's submission completes the customer's submission.

If a supplier knows/suspects that a customer should report, based on quantities purchased, the supplier may choose to inform the customer of this.

#### **Example 4:**

During 2014, *Company A* imported *Product 123* into Canada from *Company B*. *Company A* follows up with *Company B* to obtain information on the composition of *Product 123* to determine whether any substance listed in Schedule 1 is present in *Product 123*. *Company B* confirms that *Product 123* contains a substance listed in Schedule 1 to the Notice and that based on the total quantity of *Product 123* sold to *Company A* in 2014, *Company A* would meet the reporting criteria outlined in Schedule 2 to the Notice for that reportable substance. However, *Company B* is reluctant to share their product composition information with *Company A* which would identify a substance listed in Schedule 1 is contained in *Product 123*, since their formulation is confidential.

*Company A* can submit a "Blind Submission" jointly with *Company B*, in which:

- Based on information in their possession, *Company A* responds to the Notice providing as much information as they can (e.g., information on the known or anticipated final mixture, etc.). Along with their submission, *Company A* should provide a cover letter to clearly explain the situation and identify *Company B* as their direct foreign supplier.
- *Company B* provides the confidential information required to complete *Company A*'s submission directly to the Substances Management Coordinator (e.g., the CAS RN, substance name and the substance function). Along with their submission, *Company B* should provide a cover letter to clearly indicate that their information is confidential and that it completes *Company A*'s submission.

The Substances Management Coordinator makes the necessary connection between the two submissions in order to complete the submission of *Company A*, while keeping all information confidential.

Please note that blind submissions **cannot** be submitted online via Environment Canada's Single Window. For further information on how to submit a blind submission, contact the Substances Management Information Line (see section 12 of this document).

## 7. Declaration of Stakeholder Interest

Persons not subject to the Notice, but who have a current or future interest in a substance listed in Schedule 1 of the Notice or other substances of interest, are encouraged to identify themselves as a “stakeholder” for the substance by completing the voluntary **Declaration of Stakeholder Interest** using the online reporting system via Environment Canada’s Single Window. The online reporting system is available from the Chemical Substances Web site.

Interested stakeholders may be contacted for further information regarding their interest in these substances. When completing the declaration, you should:

- identify the substance(s) of interest to you, and
- specify your activity or potential activity with the substance(s) (e.g., import, manufacture, or use)

## 8. Declaration of Non-Engagement

Persons who do not meet the requirements to respond to the Notice and have no commercial interest in the substances covered by the Notice may submit a **Declaration of Non-Engagement** for the Notice using the online reporting system via Environment Canada’s Single Window. The online reporting system is available from the Chemical Substances Web site at:

<http://www.chemicalsubstanceschimiques.gc.ca/plan/resources/S71-eng.php>

## 9. Submission of voluntary information

Interested stakeholders are encouraged to submit additional information that is deemed beneficial on any of the reportable substances **voluntarily**, through a **Declaration of Stakeholder Interest** using the online reporting system via Environment Canada’s Single Window. The online reporting system is available from the Chemical Substances Web site at:

<http://www.chemicalsubstanceschimiques.gc.ca/plan/resources/S71-eng.php>

For example, if you did not have activity with a substance in 2014, but had activity in alternate calendar years, you are encouraged to provide information deemed beneficial for the alternate calendar years voluntarily by completing a Declaration of Stakeholder Interest.

When providing voluntary information, please clearly indicate that the information is voluntary and provide the calendar year for which it applies.

This information will help the Government of Canada improve decision making for these substances and ensure all activities are considered before moving forward with further actions regarding these substances.

## 10. Responding to the Notice

Responses to the Notice must be provided no later than **October 20, 2015, 5 p.m. Eastern Daylight Time**, using the online reporting system available through Environment Canada's Single Window at:

<http://www.chemicalsubstanceschimiques.gc.ca/plan/resources/S71-eng.php>

## 11. What if I need more time to comply with the Notice?

If you require more time to comply with the Notice, you may submit a request in writing for an extension of time. The request should include the CAS RN of the substance(s) on which information will be reported and the reason for the request.

It is important to note that you must request an extension of time before the **October 20, 2015, 5 p.m. Eastern Daylight Time** deadline. No extensions will be granted after the deadline has expired. It is recommended that any request for an extension be submitted at least five business days before **October 20, 2015, 5 p.m. Eastern Daylight Time**, so that a request can be processed by the Minister of the Environment before expiry of the deadline.

Requests for an extension of time should be sent to the Minister of the Environment, to the attention of:

Substances Management Coordinator  
Chemicals Management Plan  
Gatineau QC, K1A 0H3  
E-mail: [Substances@ec.gc.ca](mailto:Substances@ec.gc.ca)

## 12. Contact information

Inquiries concerning the Notice may be directed to the following numbers or email address:

- Telephone: 1-800-567-1999 (Toll-free in Canada) or 819-938-3232 (Outside of Canada)
- E-mail: [Substances@ec.gc.ca](mailto:Substances@ec.gc.ca) (Indicate in the subject line "Petroleum Substances Inquiry")