

Municipal Reporting Under the Municipal Hazardous or Special Waste Program

In the Program Request Letter for the Municipal Hazardous or Special Waste (MHSW) Program, the Minister of the Environment required a tracking mechanism for MHSW from collection at a MHSW depot through to its final destination.

To meet this requirement, Stewardship Ontario has developed a Material Tracking System that is comprised of:

- an MHSW Bill of Lading, which is a five-part hard copy document to be completed by transporters for each pickup at a collection site with one of the five copies provided to the municipal, automotive or commercial collection location;
- an online Municipal MHSW Report, which will be completed on a quarterly basis by municipalities providing MHSW collection services;
- an online MHSW Transported Report, which will be completed by transporters of MHSW; and
- an online MHSW Received Report, which will be completed by processors of MHSW.

These four sources of MHSW data will be utilized by Stewardship Ontario:

- to reconcile reported tonnage data from collection, transportation and processing activities;
- as the basis for payments to municipalities, and, under the commercial incentive payment system, to transporters and processors;
- as the basis for periodic audits of municipalities, transporters and processors; and
- as the source documents for Stewardship Ontario's annual audit of its financial statements.

Municipal MHSW Report Schedule

Municipalities will be asked to submit an MHSW Report four times per year. For the first 12 months of the MHSW Program, the MHSW Report will be available online via the Waste Diversion Ontario website on the following dates:

- October 1, 2008 to report data for the period July 1 to September 30, 2008
- January 1, 2009 to report data for the period October 1 to December 31, 2008
- April 1, 2009 to report data for the period January 1 to March 31, 2009
- July 1, 2009 to report data for the period April 1 to June 30, 2009

Starting with the 2009 Municipal Datacall, when four quarterly reports have been submitted for 2009, the MHSW Report data will automatically populate the MHSW screens in the Municipal Datacall, relieving municipalities from entering the data twice. This cannot be implemented for the 2008 Municipal Datacall as only Quarter 3 (July 1 to September 30) and Quarter 4 (October 1 to December 31) reports will have been submitted in 2008. Municipalities will have to enter 2008 MHSW data in the 2008 Municipal Datacall.

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Unlike the Municipal Datacall, there is no submission deadline for the Municipal MHSW Report. When a municipality completes and submits the MHSW Report, a summary document will be generated which municipalities may use to prepare an invoice to Stewardship Ontario for Phase 1 post-collection costs and any applicable “value added” collection costs for the quarter. The timing of the payment from Stewardship Ontario to the municipality will be based on the date of the invoice, in accordance with the Shared Responsibility Agreement between Stewardship Ontario and the municipality.

Municipalities may complete the Q1 report in advance of signing the Shared Responsibility Agreement with Stewardship Ontario. However, Stewardship Ontario will withhold purchase order numbers on which municipal invoices must be based until the Shared Responsibility Agreement is signed.

The Certification Form must be faxed to Waste Diversion Ontario within five business days of the submission on the Municipal MHSW Report.

Municipal MHSW Report

The Municipal MHSW Report is based on screens from the annual Municipal Datacall with revisions and new screens to reflect the additional information required to support a request for payment from Stewardship Ontario.

The *Primary Contact Information* and *Certification Form* screens will be used without revision.

The *Population and Households Served* screen will be modified to request the number of households and small businesses served by MHSW curbside, depot, events.

The *Program Information* screen will be modified to ask whether a municipality charges householders or small businesses for the MHSW collection service and, if yes, the amount of the fee.

The existing *Depots/Events* screen will be modified to include new questions on the number of residential and small business vehicles delivering MHSW to depots and events and Stewardship Ontario’s Bill of Lading numbers used to ship materials from each depot and event. Entering Stewardship Ontario’s Bill of Lading numbers will be mandatory in order to submit the Municipal MHSW Report. If your service provider cannot provide you with Bill of Lading numbers under Stewardship Ontario’s Material Tracking System, please direct your service provider to contact Stewardship Ontario

To ensure that Stewardship Ontario’s interactive collection site information website remains current, information on events and changes to depots planned for the next six months will be requested. The Depots/Events screen will also include a question on the trucking time required to mobilize and demobilize events. Stewardship Ontario’s event mobilization cost share will be calculated based on 50% of total truck travel time at \$110 per hour.

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The existing Quantities Managed screen will be renamed *Recycled/Disposed* and will be modified to include new questions on the management method for each material (e.g. recycled, sanitary landfill, hazardous landfill, incineration, blended for fuel, physically/chemically treated) and whether Phase 1 materials have been commingled with non-Phase 1 for shipment. Where Phase 1 materials have been commingled with non-Phase 1 materials, the following labpack factors will be applied to calculate the quantity of Phase 1 material:

Datacall MHSW Categories	Labpack Factor
Paints (145B)	94%
Paints (145H)	94%
Paints (145L)	94%
Paints (145I)	94%
Aerosols (331I)	37%
Organic Chemicals (263A)	44%
Organic Chemicals (263B)	44%
Organic Oxidizers (263A)	44%
Inorganic Oxidizers (148A)	27%
Inorganic Oxidizers (148B)	27%
Inorganic Oxidizers (148C)	27%
Inorganic Oxidizers (148L)	27%
Inorganic Oxidizers (148T)	27%
Pesticides (242A)	22%
Pesticides (269A)	22%
Dry Cell Batteries - Mixed Primary & Secondary (121C)	71%
Dry Cell Batteries - Mixed Primary & Secondary (122)	71%
Dry Cell Batteries - Mixed Primary & Secondary (148)	71%

A new screen titled *Empty Containers Managed* will be added to collect information on empty MHSW containers managed at municipal depots and events in the following categories: steel, plastic, glass, boxboard and other. Units of measurement will include kilograms or cubic metres with a default conversion factor. Questions include whether the empty containers were recycled or disposed, who marketed or disposed of the materials, associated costs and material revenues and Bill of Lading numbers for shipments from municipal sites. Oil and antifreeze containers may be picked up from municipal sites by transporters registered with Stewardship Ontario under the Transporter Incentive payment system at no charge to municipalities. Under this circumstance, municipalities will not be reporting cost or revenue information.

Another new screen titled *Post-Collection Costs* will be added to collect contractor costs for shipping containers, packaging material and MHSW management by management method (e.g. recycled, sanitary landfill, hazardous landfill, incineration, blended for fuel, physically/chemically treated). Post-collection costs will be calculated using the quantities of Phase 1 materials from the *Recycled/Disposed* screen.

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Another new screen titled *Value Added Services* will be added to calculate municipal reimbursement for specified collection services such as reuse of antifreeze, fertilizer, paint, 1 lb propane cylinders and solvent. The number of containers reused, reported in two size categories of ≤ 3 litres and > 3 litres, will be multiplied by the value added fee of \$0.60 for ≤ 3 litre containers and \$1.00 for > 3 litre containers. Municipalities will also be asked if antifreeze was bulked. If yes, the bulking value added fee will be calculated by multiplying the quantity of antifreeze bulked by the value added fee of \$0.075 per litre.

Summary of Additional MHSW Data Required for Municipal MHSW Report

To prepare to complete the Municipal MHSW Report for the period July 1 to September 30, 2008, please compile the following information as of July 1, 2008:

- number of households and small businesses served by curbside, depot and events
- number of residential and small business vehicles serviced at depots and events and number of hours required to mobilize and demobilize events
- Stewardship Ontario's Bill of Lading numbers used to transport materials from depots and events
- whether the municipality charges householders or small businesses for the MHSW collection service and, if yes, the amount of the fee
- events and changes to depots planned for the next six months
- management method for each material (e.g. recycled, sanitary landfill, hazardous landfill, incineration, blended for fuel, physically/chemically treated)
- whether Phase 1 materials have been commingled with non-Phase 1 commingled for shipment
- quantity of empty MHSW containers managed at municipal depots and events in kilograms or cubic metres
- contractor costs for post-collection costs including shipping containers, packaging material and MHSW management by management method (e.g. recycled, sanitary or hazardous landfill, incineration, fuel blending, physically/chemically treated)
- quantity of containers reused in two size categories: ≤ 3 litres and > 3 litres
- if antifreeze was bulked

Questions may be directed to:

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