

Part 1 – Generator Identification

This report is (check one):

Generator Registration Number

- An initial generator registration report
- An annual generator registration report
- A supplementary generator registration report (revision)

 For Ontario generators, a Generator Registration Number will be issued by the Ministry. For generators located outside of Ontario, enter the Registration/Notification number assigned by your local environmental authority.

Company Details

Legal Company Name

Operating Company Name

Mailing Address

Address

Town/City

County

Province/State

Postal Code

Country

Site Location

- Check this box if your site location is the same as the mailing address above

Address

Town/City

County

Province/State

Postal Code

Country

Company Official Details

Company Official: must be a company employee or officer; do not list consultants, carriers or other third parties

Mr./Mrs./Ms.

First Name

Initials

Last Name

Position

Telephone No.

Email Address

User Name

Password

Additional HWIN Administrator

Mr./Mrs./Ms.

First Name

Initials

Last Name

Position

Telephone No.

Email Address

User Name

Password

Contact Person (choose one)

The Ministry requires you to designate one person to serve as the contact person who will receive all e-mail messages.

_____ Company Official Or _____ HWIN Administrator

GENERATOR REGISTRATION REPORT

Site Details	
Please identify the primary North American Industry Classification System (NAICS) six digit code which best describes the nature of your business. NAICS Codes may be found in the "Registration Guidance Manual for Generators of Liquid Industrial and Hazardous Waste" or at the HWIN web page www.hwin.ca/hwin/NAICS1.html . _____	
Is your site an approved Ontario Liquid Industrial/Hazardous Waste Receiver site?	(Yes / No)
If so, include the corresponding MOE Environmental Compliance Approval number: _____	
Does your organization store, process or dispose of subject waste on-site?	(Yes / No)
Is your site a Municipal Hazardous or Special Waste depot operated by or exclusively for a municipality or the Crown?	(Yes / No)
If so, include the corresponding MOE Environmental Compliance Approval number: _____	
Is your site a contaminated facility and all waste results from activities carried on at the site for the purpose of remediating contaminated soil or other contaminated materials located on, in, or under the site?	(Yes / No)

GENERATOR REGISTRATION REPORT

Part 2A – Waste Identification

(Please complete Part 2A for each waste stream to be registered)

Waste Class ____	Primary Characterization _____	Hazardous Waste Number corresponding to Primary Characterization (if applicable) _____
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Description of waste

Waste stream and description of generating process

Physical State (Solid - S, Liquid - L, Gas - G) _____	Specific Gravity _____ (if physical state is liquid)
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On-site Processing and Storage, if applicable (Ontario generators only)

Waste is processed or stored on-site

Waste Management Method*	ECA # (if applicable)	Actual quantity for previous year	Est. quantity for current year	kg	or	L
_____	_____	_____	_____	_____	or	_____

- * Waste Management Method (choose one of the following):
1. Processing (Waste ECA)
 2. Processing (Waste ECA exempt under S.17.1)
 3. Storage (i.e., PCBs or subject waste in accordance with a waste ECA)

For subject waste that will be shipped off-site or further managed on-site after processing, identify the waste number (waste class and primary characterization) that will be registered for further management of the processed waste or residual (not required for stored waste)

Waste Number : _____

On-site Disposal, if applicable (Ontario generators only)

Waste is disposed on-site by any of the methods listed below

Waste Management Method*	ECA # (if applicable)	Actual quantity for previous year	Est. quantity for current year	kg	or	L
_____	_____	_____	_____	_____	or	_____

- * Waste Management Method (choose one of the following):
1. Incineration
 2. Thermal destruction (non-incineration)
 3. Landfill
 4. Landfarm
 5. Discharge to sanitary sewer
 6. OWRA on-site treatment facility
 7. Use as a waste-derived fuel
 8. Other on-site disposal – Please specify _____

If the on-site disposal method is 3. Landfill or 4. Landfarm; confirm that the on-site management method has been conducted in accordance with all applicable land disposal restrictions requirements in Regulation 347. (Yes / No)

Part 2A is continued on the next page.

GENERATOR REGISTRATION REPORT

Part 2A (Continued)

Off-site shipment, if applicable

Declaration of Waste Streams Subject to Land Disposal Restrictions

When renewing the registration, you will need to determine, for each waste stream being registered, whether the following questionnaire in Part 2A needs to be completed. Completion of the questionnaire (if required) will indicate to the generator whether additional information about the waste stream needs to be provided in Part 2B (LDR Notification Form) during registration. REGISTRATION RENEWAL MUST BE COMPLETED ON OR BEFORE FEBRUARY 15 IN EVERY YEAR, INCLUDING COMPLETING THE QUESTIONNAIRE IN PART 2A AND THE LDR NOTIFICATION FORM IN PART 2B, IF NECESSARY.

Is the primary characterization of this waste stream liquid industrial (L), PCB (D) or pathological (P)? (Yes / No)

If Yes, go to Question 8.

If No, go to Question 1.

1. Is this waste stream being shipped out of Ontario to a facility **NOT** listed on the HWIN list of recycling facilities? (Yes / No)

If Yes, go to Part 2B to complete the LDR Notification Form.

If No, go to Question 2.

2. Does your waste stream require LDR treatment and you would like to go directly to the LDR requirements? (Yes / No)

If Yes, go to Part 2B to complete the LDR Notification Form.

If No, go to Question 3.

3. Are you unsure of any applicable exemptions or where your waste stream will be managed? (Yes / No)

If Yes, go to Part 2B to complete the LDR Notification Form.

If No, go to Question 4.

4. Is the primary characterization of this waste stream acute hazardous waste chemical (A) or severely toxic waste (S)? (Yes / No)

If Yes, go to Question 5.

If No, go to Question 4a.

4a. Does your facility qualify as a small quantity generator (SQG) under S.80 of Regulation 347? (Yes / No)

(The sum of all hazardous wastes with primary characterization B, H, C, I, R, or T generated at your facility must be less than 100 kg in any one month).

If Yes, go to Question 4b.

If No, go to Question 5.

4b. Estimated total quantity of B, H, C, I, R & T wastes generated in kg in any one month _____ kg

Registration for this waste stream is complete.

Go to Question 8.

5. Is this waste stream a Municipal Hazardous or Special Waste (MHSW formerly called household hazardous waste (HHW)) that is exempt under Section 81 of Regulation 347 or waste received at your transfer station that is a small quantity generator (SQG) waste in a sealed container that is exempt under Section 80 of Regulation 347?

Not a MHSW exempt under Section 81 of Regulation 347 nor a SQG waste in a sealed container received at your transfer station that is exempt under Section 80 of Regulation 347.

Go to Question 6.

SQG waste in a sealed container received at your transfer station that is exempt under Section 80 of Regulation 347.

Registration for this waste stream is complete. Go to Question 8.

Waste stream is a MHSW exempt under Section 81 of Regulation 347.

Enter the MHSW depot ECA number. _____

Registration for this waste stream is complete. Go to Question 8.

Part 2A is continued on the next page.

GENERATOR REGISTRATION REPORT

Part 2A (Continued)

6. Will this waste stream be managed at a facility listed on the HWIN list of recycling facilities without being processed at another off-site facility prior to receipt at the HWIN recycling facility? (Note that you may answer "Yes" if the waste will be bulked with like wastes, but you must answer "No" if any processing of the waste will occur). (Yes / No)

If Yes, enter the HWIN recycling facility's ECA number. _____

Registration for this waste stream is complete. Go to Question 8.

If No, go to Question 7.

7. Will this waste stream be managed at any of the following facilities in Ontario without being processed at another off-site facility prior to receipt at the facility listed below? (Note that you may answer "Yes" if the waste will be bulked with like wastes, but you must answer "No" if any processing of the waste will occur):

OWRA facility Yes ___ No ___ ECA # _____

Incineration facility Yes ___ No ___ ECA # _____

Waste-derived fuel site Yes ___ No ___ ECA # _____

If Yes, enter the applicable ECA number of the facility(ies) where the waste stream will be managed in the space provided above.

Registration for this waste stream is complete. Go to Question 8.

If No, go to Part 2B to complete the LDR Notification Form.

8. Do you have another waste stream to register? (Yes / No)

If Yes, complete a new Part 2A for the next waste stream.

If No, go to Part 3.

GENERATOR REGISTRATION REPORT

Part 2B – Land Disposal Restrictions (LDR) Notification Form

(Please complete Part 2B for each waste stream in Part 2A that is subject to the LDR reporting and notification requirements)

Generator Registration Number (from Part 1) _____ Waste Number (waste class and primary characterization, from Part 2A) _____ Waste Description (from Part 2A) _____	Completion Date for Part 2B _____
Is the waste an aqueous waste? _____ Is the waste a non-aqueous waste? _____ (choose one)	
Will the alternate treatment standards be used to meet LDR requirements? _____ (Yes / No) If "Yes", is the waste a soil or soil mixture? _____, or is the waste a debris or debris mixture? _____ If the waste is debris or debris mixture, list the type(s) of debris present in the waste.	

Hazardous Waste Numbers

Characterization (A, B, C, H, I, R, S, T, U)	Hazardous Waste Number (Schedules – col. 1)	Waste (Sch. 1, 5 - col. 2), Generic Name (Sch. 2A, 2B - col. 3), or Contaminant (Sch. 3 - col. 3)	CAS# (if applicable, Sch. 2A, 2B, 3 - col. 2)	Treatment Subcategory (if applicable)
Primary (from Part 2A)				
Additional (if applicable)				

Regulated Constituents (if additional space is needed, please attach additional page(s))

Hazardous Waste Number (from above)	Regulated Constituents (Sch. 1, 5 - col. 3, Sch. 2A, 2B, 3 - col. 4, Sch. 6 - col. 1) including characteristic, if applicable	CAS# (Sch. 1, 5 - col. 4, Sch. 2A, 2B, 3 - col. 5, Sch. 6 - col. 2)	Has the constituent or characteristic been treated to meet the requirement?

Part 2B is continued on the next page.

GENERATOR REGISTRATION REPORT

Part 2B (Continued)

Variations (if applicable)

Check method used to approve variance:

- Environmental Compliance Approval
 Director's Letter
 Regulatory Exemption

Enter appropriate approval reference number:

ECA Number _____
Letter Reference Number _____
Amending Regulation _____

Enter dates the variance is in effect:

Start Date _____
End Date _____
Not time-dependent _____

If an equivalent treatment method has been approved, identify the approved treatment method.

Confirmation of Treatment Status

For characteristic wastes, choose one of the following:

- Waste is being sent offsite to meet the land disposal treatment requirements for the regulated constituents identified above.
- Waste has been fully treated to remove the hazardous characteristic and meets the underlying hazardous constituent (UHC) standards in Schedule 6.
- Waste has been treated to remove the hazardous characteristic, but requires further treatment to meet the underlying hazardous constituent (UHC) standards in Schedule 6 for UHC(s) identified above.
- Waste has been partially treated for the regulated constituents identified above and will be shipped offsite for further treatment.
- Waste is being shipped out of Ontario.

For listed wastes, mixtures that include a listed waste, or waste derived from a listed waste, choose one of the following:

- Waste is being sent offsite to meet the land disposal treatment requirements for the regulated constituents identified above.
- Waste has been treated and meets the land disposal treatment requirements for regulated constituents identified above.
- Waste has no regulated constituents present or all regulated constituents are already below the land disposal treatment requirements.
- Waste has been partially treated for the regulated constituents identified above and will be shipped offsite for further treatment.
- Waste is being shipped out of Ontario.

GENERATOR REGISTRATION REPORT

Part 3 – Request For Information

The following information is voluntary. The Ministry would like to collect information on the types and quantities of waste being sent for recycling. The reporting of these waste quantities is not a regulatory requirement.

	Waste Description	Annual Quantity Recycled (kg)
Waste recycled in accordance with subsection 3(2) of Regulation 347		

Part 4 – Payment

Options: Cheque or money order: payable to “The Minister of Finance”; attach to the Generator Registration Report and note your generator registration number on the cheque or money order.

Credit and debit cards are accepted online only at www.hwin.ca.

Part 5 – Certification (User Agreement)

I certify that I am the contact person named on this registration form, that I have undertaken reasonable inquiry to satisfy myself as to the contents of this registration form and that all of the information contained on this form is accurate and complete to the best of my knowledge. I acknowledge that it is an offence under subsection 184 (2) of the *Environmental Protection Act* to give false or misleading information to the Ministry of the Environment. I confirm that I have been designated by my organization as the HWIN Administrator, and as HWIN Administrator I certify that I will keep HWIN registration information current. I acknowledge that the Ministry of the Environment will hold the users, including HWIN Administrators, of the Hazardous Waste Information system responsible for certifications and electronic signatures they make or cause to be made while using this system. Recognizing the importance of certifications and signatures, I certify that as HWIN Administrator I will implement the necessary management of user names and passwords to ensure the integrity of these certifications and signatures for use in the system by my organization.

HWIN Administrator (Please print)

Signature

Date

GENERATOR REGISTRATION REPORT

GENERATOR REGISTRATION REPORT: GENERAL INSTRUCTIONS

If you are registering multiple waste streams, please complete a separate Part 2A for each waste stream. If the waste stream in Part 2A is subject to LDR reporting and notification requirements you need to complete Part 2B. You may make as many copies of Part 2B of the Generator Registration Report (GRR) as required. Paper copies of the GRR may be returned to the generator if any errors or omissions are identified during the pre-screening or if the required fee is not included.

By completing the questionnaire for each hazardous waste stream, generators will determine if they need to complete the LDR Notification Form (Part 2B of the GRR). Notification is a one-time requirement that provides the receiver with information about the waste and the relevant treatment requirement, and states whether the waste has been partially or fully treated. Each waste-generating facility that ships a waste stream that requires a Part 2B to be completed, must provide the receiving facility with the information contained in the most recent Notification Form of the GRR. The notification must be done either before or on the first transfer of the waste.

It is important to note that you, as a waste generator, are responsible for the characterization of your wastes and for the information submitted. The Ministry will input information from your signed GRR on your behalf but it is your responsibility to ensure that the information entered is correct. Your submitted information will be posted on HWIN at www.hwin.ca. If your waste is found to be incorrectly characterized or the information supplied on the GRR is incorrect, you are liable for prosecution. For further information about completing the GRR, please review the "Registration Guidance Manual for Generators of Liquid Industrial and Hazardous Waste". The manual, including its appendices are available on the Business Hazardous Waste page of the Ministry's web site under Waste and Recycling. This link can be accessed through: www.ene.gov.on.ca/environment/en/subject/hazardous_waste/STDPROD_080435.html.

The annual fee associated with submitting a GRR consists of the following three components:

- Base Fee: All generators will be charged \$50 for each registered site at the time of registration
- Manifest Component: A manifest component will be calculated based on \$5 for each manifest used to ship waste off-site
- Tonnage Component: A tonnage component will be calculated based on \$10 per tonne of hazardous waste generated applicable only to the initial generator registered in Ontario

Details regarding your fees and payment options are available in the Manual or you may contact the HWIN help desk at 1-866-494-6663.

Please note that your annual Generator Registration Report for the calendar year is only valid until February 15 of the following year. To remain registered, you must renew your registration each year by February 15th. The \$50 base fee is due upon registration as is any outstanding fee balance from the previous year's activities.

Payment may be made by including a money order or cheque payable to: the **Minister of Finance** (all applicable taxes have been included in the fee amount). If paying by money order or cheque, simply attach it to the GRR. The cheque can include additional funds to pay for the current year's anticipated waste activities. These additional funds will be added to your pre-paid account. Please note that sufficient funds for all manifest and tonnage components of the generator registration fee must be available within your HWIN account prior to making any waste shipments. You are therefore encouraged to include additional funds when you register to pay for all or part of the current year's anticipated waste activities.

Credit and debit card payments are accepted online only at www.hwin.ca. Credit card payments received by email, fax or mail will be discarded and your registration will not be processed

Mailing Address:

Paper copies of the Generator Registration Report (GRR) along with the required fee are to be submitted to the Ministry of the Environment by mailing them to:

Environmental Monitoring & Reporting Branch, Area "M"
Ontario Ministry of the Environment
135 St. Clair Avenue West
Toronto, ON M4V 1P5

(Note: This is a mailing address only)