



## **MHSW Program**

### **2008-9 MHSM Guidebook 1: *Stewards' Overview of Ontario's Municipal Hazardous or Special Waste Program***

May 6, 2009

## 2008 MHSM Guidebook 1

This is the first guidebook written by Stewardship Ontario to provide guidance for companies that are obligated under Ontario's new waste diversion program for Municipal Hazardous or Special Waste (MHSW) as directed in the Ontario *Waste Diversion Act*, 2002 (WDA).

If your organization is a resident-in-Ontario Brand Owner, First Importer and/or Franchisor that sells or distributes in the Ontario marketplace products that are designated as Phase One Municipal Hazardous or Special Materials (MHSM), it is considered to be an "MHSM steward."

All organizations that are or may be MHSM stewards are encouraged to review this guidebook to determine if they are obligated under Phase One of the MHSW program.

### Information update

The MHSW program commenced July 1, 2008. Information about the MHSW program is available to stewards through:

- future versions of this guidebook (Guidebook 1)
- [Guidebook 2](#) - Filing an MHSM Steward Quarterly Report
- Stewardship Ontario's MHSW website—<http://www.stewardshipontario.ca/mhsw>
- Interpretive memoranda as published by Stewardship Ontario from time to time and posted on the MHSW website
- [Need-to-Know](#)—Stewardship Ontario's electronic newsletter for stewards.

If you do not currently receive *Need-to-Know* and would like to, please contact [mhsmsteward@stewardshipontario.ca](mailto:mhsmsteward@stewardshipontario.ca) to be added to its distribution list.

*For more Information:*

- MHSM Steward Enquiries: [mhsmsteward@stewardshipontario.ca](mailto:mhsmsteward@stewardshipontario.ca) or 416-594-1289
- General Enquiries [customerservice@stewardshipontario.ca](mailto:customerservice@stewardshipontario.ca) or 888-288-3360

Stewardship Ontario  
26 Wellington Street East, Suite 601, Toronto, Ontario M5E 1S2  
1-888-288-3360; Fax: 416-594-3463  
[www.stewardshipontario.ca](http://www.stewardshipontario.ca)

This MHSM Guidebook is in effect from its date of publication until December 31, 2009. If a subsequent version of MHSM Guidebook 1 is published prior to that date, it will supersede the contents of this document. This publication provides guidance for MHSM stewards but does not constitute a legal document. The legal obligations of MHSM stewards are described in the MHSM [Rules](#) set out in Stewardship Ontario's MHSW Program Plan. Stewardship Ontario reserves the right to change MHSM guidebooks at any time.

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## 1.0 Introduction

Ontario's Municipal Hazardous or Special Waste (MHSW) Program Plan came into effect on July 1, 2008. From this date forward, all 'stewards' of specified Municipal Hazardous or Special Materials (MHSW) are legally obligated to fulfill their obligations as outlined in the MHSW program plan and MHSW Program Rules (2008/2009).

The MHSW program plan was developed by Stewardship Ontario on behalf of Waste Diversion Ontario (WDO), in consultation with stewards and stakeholders. Stewardship Ontario is the Industry Funding Organization (IFO) for MHSW Program Plan as set out in the Minister of the Environment's [Program Request Letter](#). The Minister approved the MHSW program plan in February 2008.

As defined by the Minister, MHSW encompasses a broad range of materials that are potentially hazardous or require special handling for safe end-of-life management. Stewards' obligations for these materials are being brought on-stream in two or more phases, as defined by material categories set out in the Minister's Program Request Letter.

All companies and organizations that are resident-in-Ontario Brand Owners, First Importers and/or Franchisors of Phase 1 MHSW sold or distributed in Ontario are designated as "stewards" under Ontario's MHSW program. Commencing July 1, 2008, all Phase 1 MHSW stewards are legally obligated under the Ontario Waste Diversion Act, 2002 (WDA) to register as an MHSW steward, and to file MHSW Steward Quarterly Reports of the quantities of MHSW sold or distributed in Ontario, and to pay fees on these materials.

The first quarter for reporting purposes was July 1, 2008 to September 30, 2008. The first filing (or "submission" deadline) on which Phase 1 stewards were required to submit their first MHSW Steward Quarterly Report and pay fees was October 31, 2008. The complete schedule for reporting is in Appendix D. See MHSW [Guidebook 2](#) for information on how to file an MHSW Steward Quarterly Report.

If you are a steward of any Municipal Hazardous or Special Material that is sold or distributed in Ontario, you are encouraged to review the MHSW guidebooks to determine if your organization is obligated under the MHSW diversion program plan, and to determine how best to fulfill your legal obligations under this program.

## 2.0 How to Use this Guidebook

This guidebook describes basic MHSW program features, providing information that you need to determine if your organization is obligated, and if so, what your legal obligations are under this program, and how to register. In this guidebook, you will find information about:

- MHSW program features;
- MHSW stewards;
- Stewards' responsibilities;
- Phase 1 MHSW;
- Comparison of Blue Box Waste (BBW) and MHSW program features;
- Registering with Stewardship Ontario to file MHSW Steward Quarterly Reports;
- Voluntary Remitter Agreement;

- MHSW program fees and timelines for 2008/2009;
- Next steps.

MHSW guidebooks will be regularly updated with additional program information. MHSM stewards will be notified of any publication updates through Stewards' Need to Know, an e-newsletter published by Stewardship Ontario.

### 3.0 Municipal Hazardous or Special Waste (MHSW) Program Features

The MHSW Program Plan was designed to meet the objectives stated in the Minister's Program Request letter which outlines requirements for a program to:

- address diversion of nine Phase 1 MHSW material categories;
- provide financial and other incentives to encourage waste reduction, reuse and recycling;
- establish and expand opportunities for reuse and recycling through increased convenience for Ontario residents (to meet accessibility targets set in the plan).
- invest in research and development and market development activities to increase Ontario's capacity to reuse and recycle MHSW;
- conduct communication and public education campaigns to encourage people to support 3Rs diversion of MHSW materials at the end of their useful life.

#### *Municipal Hazardous or Special Material (MHSM) Stewards*

The MHSW program is governed by a set of [MHSM Rules](#) which describe the obligations of an MHSM steward (including fees).

The MHSM [Rules](#) for this program (2008/2009) identify stewards as Brand Owners, First Importers and/or Franchisors with respect to all MHSM, that a company sells or distributes for use in Ontario. For clarification, MHSM stewards are those responsible as Brand Owners, First Importers and/or Franchisors for the "materials" that result in MHSW. An [online decision tool](#) is available to assist in determining your company's obligations.

All stewards are encouraged to carefully review the MHSM Rules for a complete description of their obligations. In practice, for the majority of stewards, their MHSW program obligations will focus on:

- registering with Stewardship Ontario as an MHSM steward;
- filing MHSM Steward Quarterly Reports with Stewardship Ontario detailing the

**A "Brand Owner" and/or "Franchisor"** is a company/organization or person that is a registered trademark holder or licensee of a trademark (brand); or a company or person that owns or is the licensee of intellectual property rights of a brand of a Municipal Hazardous or Special Material as defined in the Minister's Program Request Letter. (If you or your company's brand or trade mark is on any MHSM product or packaging, then you or your company is the brand owner of that product).

**A "Franchisor"** is designated as a steward with respect to all MHSM that it may use or apply at any point within its Franchise System.

**A "First Importer"** is a company or person that imports MHSM into the province where the Brand Owner(s) is/are not resident in Ontario. This might include products that are imported from other Canadian provinces or from other countries.

number of units or quantity of each type of Phase 1 MHSM sold for use in Ontario. The first reporting quarter was July 1, 2008 to Sept. 30, 2008 and the first report was to be filed by the end of October 2008;

- paying associated fees.

See [MHSM Guidebook 2](#) for information on how to file an MHSM Steward Quarterly Report.

### **Phase 1 Municipal Hazardous or Special Materials (MHSM)**

Phase 1 of the MHSW program addresses nine material groups identified by the Minister of the Environment. The groups are:

- architectural paints, coatings and stains;
- solvents such as thinners for paint, lacquer and contact cement; paint strippers and degreasers;
- used oil filters;
- oil containers of 30 litres or less (e.g. for products such as engine and marine oils, and hydraulic, power steering and transmission fluids);
- single use, non-rechargeable, dry cell batteries such as alkaline-manganese, zinc-carbon, lithium and button cell batteries;
- automotive antifreeze and ethylene or propylene glycol engine coolant;
- pressurized containers such as propane tanks and cylinders;
- fertilizers registered under the Fertilizers Act;
- fungicides, herbicides, insecticides and pesticides registered under the Pesticide Act.

For details about each material, please see: [MHSM Phase 1 Designated Material Definitions](#), also found in [Appendix A](#).

Potential stewards of this program are encouraged also to review [Appendix B](#) of this guidebook, which presents a series of questions that enables them to identify specific products that are included under the Phase 1 MHSM Rules. Please be aware that all products that are not specifically *excluded* are considered to be obligated<sup>1</sup>.

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<sup>1</sup> Stewards may appeal decisions concerning product obligations by providing a MSDS or equivalent, as well as a copy of the product label to substantiate a product appeal. Please forward this information to [mhsmsteward@stewardshipontario.ca](mailto:mhsmsteward@stewardshipontario.ca) for review.

### ***Comparison of Blue Box Waste (BBW) and MHSW Program Features***

Many MHSW stewards are already registered and reporting as stewards under the Stewardship Ontario's Blue Box Program. There are many similarities between the two programs as well as several notable differences. Foremost among these are questions regarding packaging associated with MHSW, specifically oil containers, and the reporting threshold under the BBW program.

With the exception of oil containers, fees on containers designated in Phase 1 (e.g., the containers in which paints and coatings, antifreeze and solvents are contained) continue to be paid through the Blue Box Program, if they are included in the Blue Box Program (which applies to residential sales in Ontario of most common packaging materials). Fees on the actual product, i.e., the paints and coatings, solvents, antifreeze are paid through the MHSW Program (which applies to residential sales and sales to IC&I small quantity generators).

Fees on oil containers that have the capacity to hold 30 litres or less of lubricating oil are paid through the MHSW Program from July 1, 2008. MHSW stewards that reported oil containers within the Blue Box Program may be eligible for an adjustment to their Blue Box reports for the last 6 months of 2008, should contact Paul Gill at 647-777-3365 or [pgill@stewardshipontario.ca](mailto:pgill@stewardshipontario.ca) for more information. Blue Box fees for 2009 will exclude oil containers.

Stewardship Ontario will continue to investigate and analyze opportunities for synergy within the delivery and administration of the two programs, particularly regarding the procedures for reporting and paying fees for MHSW containers within the two programs.

Additional points of comparison between the MHSW and BBW programs are shown below.

**Comparing Key Provisions: Ontario’s MHSW and BBW Program**

**Stewards are Brand Owners, First Importers and/or Franchisors of Products ...**

<b>MHSW</b>	that the steward introduces for use into Ontario and that result in the generation of waste designated in the MHSW Program Plan, <a href="#">Phase 1</a> , as outlined in the Minister's letter.
<b>BBW</b>	sold or distributed for residential use that have packaging and printed materials that are Designated Blue Box Waste (packaging and printed materials).

**Designated Materials**

<b>MHSW</b>	<b>Municipal Hazardous or Special Materials (MHSM)</b> refers to goods and products set out in <b>Appendix A</b> which are sold or delivered for use in Ontario to consumers, OR consumed/used by designated IC&I businesses, that result in the generation of municipal hazardous or special waste.
<b>BBW</b>	<b>Designated Blue Box Waste (DBBW)</b> means Packaging, Service Packaging and Printed Materials comprised of metal, glass, paper, plastics, textiles or any combination thereof. <b>DBBW excludes</b> Packaging or Printed Materials used exclusively for packaging products during shipment from their place of manufacture to distribution in Ontario, and packaging intended for continued use as packaging by consumers, for five years or more.

**Packaging**

<b>MHSW</b>	<p>Stewards with MHSM containers will pay both Blue Box stewards fees applicable to their MHSM containers for the 2007 data year captured in the 2008 BBW Steward's Report and MHSM fees applicable to their MHSM for 2008 captured in MHSM Steward's Reports for the third and fourth quarter of 2008.</p> <p>Designated Blue Box packaging associated with MHSM, i.e. paint and coatings, solvents, oil filters, single-use dry cell batteries, antifreeze, pressurized containers, fertilizers and pesticides <b>MUST</b> be included with your 2008 Blue Box Steward's Report and associated fees must be paid accordingly. See above regarding oil containers.</p>
<b>BBW</b>	<p>Stewards report DBBW packaging associated with Printed Materials and Packaging that are managed in the Ontario municipal waste system.</p> <p>Designated Blue Box packaging associated with MHSM, i.e. paint and coatings, solvents, oil filters, , single-use dry cell batteries, antifreeze, pressurized containers, fertilizers and pesticides <b>MUST</b> be included with your 2008 Blue Box Steward's Report and associated fees must be paid accordingly. See above regarding oil containers.</p>

**“De minimis” Exemption Threshold (Sales and Volume)**

<b>MHSW</b>	Every Brand Owner, First Importer and/or Franchisor of MHSM introduced into the Ontario market is obligated under this program regardless of their sales or volume quantity of obligated MHSM. There is no “de minimis” exemption for this program.
<b>BBW</b>	<p>Stewards that are obligated under the program sell or distribute Designated Blue Box Wastes (DBBW) <i>and</i> have gross Ontario revenues greater than \$2M in any or each of the program’s “data years” (2002, 2003, 2004, 2006 and/or 2007). Stewards that do not have \$2M in gross sales in a “data” year are not obligated for that associated obligation year.</p> <p>A steward, its Affiliates and/or Franchisees that have a combined quantity of less than 15,000 kilograms of BBW in a data year are exempt for remitting fees for that year.</p> <p>If a steward has less than 15,000 kg BBW, the steward must combine its Steward’s Report total DBBW with that of an affiliated entity to make a combined total of 15,000 kilograms or more DBBW.</p>

**Material Exemptions**

<b>MHSW</b>	Only Phase 1 materials are included in the July 1, 2008 program launch <sup>2</sup> . For more information: <a href="#">Phase 1 Designated Material Definitions</a> .
<b>BBW</b>	<p>The BBPP program outlines material exemptions for:</p> <ul style="list-style-type: none"> <li>• packaging that is not managed by municipal waste handling systems</li> <li>• transportation and distribution packaging</li> <li>• durable packaging</li> <li>• <a href="#">packaging materials</a> not covered by the BBW regulation (e.g. wood)</li> </ul>

**Reporting (Filing) Process**

<b>MHSW</b>	MHSM stewards file MHSM Steward’s Reports and pay fees quarterly. Exact payment and reporting timelines are linked with the time in which each steward was notified of its obligation. For details, please see: <a href="#">Information for MHSM Stewards</a> .
<b>BBW</b>	Ontario’s “Blue Box program” stewards file a single report, annually. For more information see Guidebook 4, p. 2: <a href="#">BBPP reporting</a> .

**Deductions**

<b>MHSW</b>	None
<b>BBW</b>	<p>BBPP allows stewards to claim certain deductions for:</p> <ul style="list-style-type: none"> <li>• DBBW that is handled exclusively by an establishment’s on-premise waste management program.</li> <li>• Food service DBBW packaging managed on-site</li> <li>• DBBW Packaging and/or Printed Material managed through an internal recovery program</li> </ul>

<sup>2</sup> Please review Appendices A and B of this guidebook for details about MHSM. You may also direct additional detailed questions to Stewardship Ontario MHSM Steward Representative by telephone at: 416-594-1289 or by email at [mhsmsteward@stewardshipontario.ca](mailto:mhsmsteward@stewardshipontario.ca).

Program Rules	
<b>MHSW</b>	<a href="#">MHSM Rules</a> effective from July 1, 2008 to December 31, 2009 (18 months)
<b>BBW</b>	<a href="#">BBPP Rules</a> effective from July 1, 2008 to December 31, 2008 (12 months)
Steward Fees	
<b>MHSW</b>	Program fees are updated annually. Stewards file MHSM Steward Quarterly Reports and make payments quarterly. To view the fee rates, please see Appendix C or click on: <a href="#">2008/2009 MHSM Steward Fees</a> .
<b>BBW</b>	Program fees are updated annually. Stewards file BBW Steward's Reports annually and make payments quarterly. For more information, click on: <a href="#">BBPP Fees</a> .
Special Reporting Agreements	
<b>MHSW</b>	All MHSM Stewards are eligible to enter into Voluntary Remitter's Agreements. A Voluntary Remitter's Agreement may be signed by an MHSM steward, Stewardship Ontario and a third party company that agrees to report and remit fees on behalf of the obligated steward. The steward is not relieved of the legal obligation and remains the steward for the product.
<b>BBW</b>	Includes provision for a Voluntary Steward designation that can only be for brand owners that are resident <u>outside</u> of Ontario and who apply and accepted for this arrangement may report and pay associated fees for packaging and printed materials on behalf of an obligated steward. A voluntary steward relieves the resident of Ontario first importer of the obligation as steward. For more information: <a href="#">BBPP Voluntary Steward</a> .
Reporting Units of Measurement	
<b>MHSW</b>	MHSM stewards file MHSM Steward Quarterly Reports using measurements that may include litres, kilograms and/or units, as determined by the Phase 1 material on which they are reporting. To view units of measurement please see Appendix C.
<b>BBW</b>	BBW stewards file reports using kilograms as the only unit of measurement.

## 4.0 Registering with Stewardship Ontario as an MHSM Steward

All MHSM Stewards are required to register with Stewardship Ontario, file an MHSM Steward Quarterly Report and pay fees. Procedures for registering are described in the Next Steps section below. Details about how to file a MHSM Steward Quarterly Report and pay fees are found in [Guidebook 2](#).

### ***Registering with Stewardship Ontario's MHSW Program***

Stewards are required to register online for this program, at: [www.mhsmreporting.ca](http://www.mhsmreporting.ca). MHSM Stewards who are existing Blue Box program stewards must still register **separately** for the MHSW program.

When you enter the online reporting system [www.mhsmreporting.ca](http://www.mhsmreporting.ca), you will be asked to provide:

- 1) general company information (name, billing address etc.);
- 2) information about your company's Primary Contact for this program;
- 3) confirmation that your company is obligated as an MHSM steward i.e. a resident-in-Ontario Brand Owner, First Importer and/or Franchisor of products that result in the generation of Phase 1 MHSM in any of the nine material categories
- 4) whether you are registering as a [Voluntary Remitter](#) on behalf of an MHSM steward - some companies (that may or may not be obligated as MHSW stewards) may agree to report on behalf of a Steward.

### ***Not Responsible for Phase 1 MHSM***

If your company has received notification from Stewardship Ontario, but is not a resident-in-Ontario brand owner or first importer of any Phase 1 MHSM sold or distributed in Ontario during the program period, then it is not legally required to register with Stewardship Ontario as an MHSM steward. However, companies that do register as being exempt will:

- 1) receive an acknowledgment of their declaration of exemption for the initial program period July 1 2008 to December 31, 2009 (note that Stewardship Ontario does not issue exemption numbers);
- 2) receive electronic updates on the program and be aware of changes to the Rules.

### ***What if my company is responsible for Phase 1 materials in some periods but not others?***

It is possible that an MHSM steward will have no sales of obligated Phase 1 materials during a quarterly reporting period. In this case, the steward is still required to be registered and to file a "nil" report for that quarter.

## 5.0 Steward Reporting Requirements and Steward Reporting Options

The MHSM Rules require stewards and voluntary remitters to include information in their MHSM Steward Quarterly Reports as follows, in:

- Steward Reports
  - quantity of MHSM sold or distributed in Ontario in the reporting period, based on units, litres or kilograms of product, depending on the MHSM material (see Appendix C for unit type and fee rates)
  - brands or trademarks covered in the report (what brands are you reporting on as Brand Owner, First Importer and/or Franchisor?);
  - description of exclusions or deductions if applicable (indicated what has and has not been included in your MHSM Report);
  - description of methodology and data used (how is reported data tracked by you);
  - list of affiliates and/or franchisees included in the report;
- Voluntary Remitter Reports
  - a separate report must be filed by a Voluntary Remitter for each MHSM steward represented, and the MHSM steward will have “read only” access to the filed reports.

In addition to the minimum reporting requirements described above, Stewards may be asked to provide additional information about the number of units, product size and packaging type, relating to the MHSM that they are reporting. This information will assist in future planning for program operations and fee setting including:

- assessing options for setting fees within volume or size ranges;
- information on MHSM container generation and recovery;
- assessing options and opportunities for further reporting and program integration.

Additional information on filing an MHSM report is found in [Guidebook 2](#).

### ***Voluntary Remitter Agreement***

The MHSM Rules provide that an MHSM steward and a third party may enter into a “Remitter Agreement” with Stewardship Ontario. This agreement allows a third party company (possibly a supplier, distributor or customer of the MHSM steward) to report and pay fees on behalf of an MHSM steward for some or all of the MHSM steward’s sales of MHSM. Pursuant to this arrangement, the “Remitter” files an MHSM Quarterly Report and remits MHSM fees on MHSM for which the Steward would otherwise report and remit. A standard form Voluntary Remitter Agreement has been prepared that sets out the terms and conditions. The Remitter Agreement can be viewed at: [http://www.stewardshipontario.ca/mhsw/pdf/remitters/Remitters\\_Agreement.pdf](http://www.stewardshipontario.ca/mhsw/pdf/remitters/Remitters_Agreement.pdf).

Note that under a Voluntary Remitter Agreement:

- Stewardship Ontario must approve and sign the standard form of Voluntary Remitter agreement (changes are not permitted)
- A remitter may also be (but is not required to be) an MHSM Steward
- A remitter may enter into more than one Voluntary Remitter Agreement

- A remitter must file a separate MHSM quarterly report for each steward represented, as well as a separate report in the case that the remitter is also an MHSM steward.
- Each steward has “read only” access to the reports filed by a remitter on its behalf (but does not have access to information filed by a remitter for other stewards, or filed by the remitter as a steward itself)
- The Steward on whose behalf the remitter is reporting remains legally liable under the MHSW program.

For more information see Voluntary Remitter Agreements on the Stewardship Ontario website. Contact Stewardship Ontario at [mhsmsteward@stewardshipontario.ca](mailto:mhsmsteward@stewardshipontario.ca) if you are interested in entering into a Voluntary Remitter Agreement.

## 6.0 MHSM Program Fees and Timelines for 2008/2009

The current MHSW program plan covers the third and fourth quarter of 2008 and the four quarters of 2009. Quarterly reports are based on calendar quarter data periods, and the reports and payments are due by the end of the month following the data period, as shown below.

**2008/2009 MHSW Reporting and Payment Timelines**

Obligation	Data Period	Reporting and Payment Due Date
<b>2008</b>		
Q3	July 1 to September 30, 2008	October 31, 2008
Q4	October 1 to December 31, 2008	January 31, 2009
<b>2009</b>		
Q1	January 1 to March 31, 2009	April 30, 2009
Q2	April 1 to June 30, 2009	July 31, 2009
Q3	July 1 to September 30, 2009	October 31, 2009
Q4	October 1 to December 31, 2009	January 31, 2010

In certain instances, a steward’s actual reporting and payment timelines may vary according to its date of notification. For details, please see Appendix D.

Stewards who fail to report and pay fees as set out in the installment schedule are required to pay a penalty of 10%, and interest at the reference interest rate plus 3% on any overdue amount.

### ***The 2008-09 Fee Schedule***

MHSM Rules and fees are in effect for the 18-month period from July 1, 2008 to December 31, 2009 and will be updated annually thereafter. It is recommended that you read the Rules (including the fee schedule) for each obligation year prior to filing an MHSM Steward Quarterly Report.

The fee rates for the 2008 obligation period July 1, 2008 to December 31, 2009 are set out in Appendix C. Detailed information about how the fees were calculated is available in Section 4 of the [MHSW Program Plan](#).

Note that the first reporting deadline for this program was October 31, 2008 covering the quarter July 1 to September 30, 2008. If you are, or may be a steward, we recommend that you take steps now to meet this obligation.

**Step 1: Register to confirm your company's obligation**

- Navigate to the MHSM stewards section of Stewardship Ontario's website by opening an internet browser, then type in:  
<http://www.stewardshipontario.ca/mhsw/stewards/stewards.html>
- Click on the yellow <[Steward Registration & Reporting System](#)> button to be directed to the secure reporting site: <https://www.mhsmreporting.ca/>
- You will then see the MHSM Steward reporting system log in page (part of which is shown below). This is where existing users can log in with their user name and password or new users can click on the <Create a New Account> button.

Note: Navigate the pages by using the buttons located at the bottom of the pages. Using your browser buttons could cause an error. Also, if no entries have been made in 15 minutes, a "Runtime error" will result and the temporary account will be closed by the system. In this case, you will need to start again and progress through the system until you reach the Steward Registration page where you choose a user name and password. You must complete the set up of your account in one session to obtain a user id and password, otherwise you will have to start again.

Welcome to the Stewardship Ontario MHSW Program on-line system for MHSM Steward reporting.

The Stewardship Ontario MHSW Program began on July 1, 2008. Using the MHSM Steward reporting system you can register as an MHSM Steward, as a remitter only or indicate that you are exempt.

Once registered, you can use the MHSM Steward reporting system to file or review your quarterly MHSM reports.

New Users	Existing Users
<p>You first need to set up your on-line account in order to register as an MHSM Steward or Remitter or to claim an exemption. Click on the button below to register.</p> <div style="text-align: center; margin-top: 20px;"> <span style="background-color: #e6f2e6; padding: 5px 15px; border: 1px solid #ccc; display: inline-block;">Create a New Account</span> </div>	<div style="background-color: #e6f2e6; padding: 5px; text-align: center; font-weight: bold; margin-bottom: 5px;">Log In for Existing Users</div> <p style="text-align: center; margin-bottom: 5px;"><i>Stewardship Ontario MHSM reporting system</i></p> <p style="text-align: center;">User Name:</p> <div style="text-align: center; margin-bottom: 5px;"> <input style="width: 150px; height: 20px;" type="text"/> *         </div> <p style="text-align: center;">Password:</p> <div style="text-align: center; margin-bottom: 5px;"> <input style="width: 150px; height: 20px;" type="password"/> </div> <p style="text-align: center; margin-bottom: 5px;"><input type="checkbox"/> Remember me next time.</p> <div style="text-align: right; margin-top: 5px;"> <span style="background-color: #e6f2e6; padding: 2px 10px; border: 1px solid #ccc;">Log In</span> </div>
<p><b>Forgot Password?</b></p> <p>You can <a href="#">recover your password</a> by confirming your private information.</p>	

If you click on the <**Create a New Account**> button you will be taken to the MHSM Steward Registration Information page (top part shown below). The top portion of this page summarizes the information needed to determine if you are obligated as an MHSM steward.

## MHSM Steward Registration Information

You may be obligated under the [Waste Diversion Act](#) and Stewardship Ontario's MHSW Program as a steward of [Municipal Hazardous or Special Materials](#) (MHSM) if you are resident in Ontario and the Brand Owner or First Importer or Franchisor of products that generate MHSW.

You can find out if you are obligated by referring to the:

- [MHSW Program Plan](#)
- [MHSW Program Rules](#) (which include the definitions of "Brand Owner, First Importer and Franchisor of MHSM, as well as "resident of Ontario")
- [MHSM Guidebook 1](#)
- [MHSM Steward Obligation Decision Tool](#)

**If Obligated:** If you determine that your organization is obligated as an MHSM Steward, you need to:

- appoint a "[primary MHSM contact](#)" and
- have the primary MHSM contact complete the MHSM Steward registration form (below) and then indicate "yes" to the question on the MHSM Steward Obligation Confirmation page.
- if desired, appoint a "secondary contact".

Following this MHSM registration process, Stewardship Ontario will email a confirmation to the primary MSHM contact and provide your "MHSM Steward Number". Your MHSM Steward Numbers will be different from your Blue Box Program Steward Number, if you are also a Blue Box Steward.

**If Not Obligated:** If you determine that your organization is not obligated (i.e. you are not a resident-in-Ontario Brand Owner or First Importer or Franchisor of MHSW), we suggest that you provide your contact information below, and then indicate "no" to the question "Are you obligated?" on the MHSM Steward Obligation Confirmation page. You will receive an email acknowledging your statement of exemption and you will receive any updates on future phases that might change your obligation status.

**If Registering as a Remitter Only:** If your organization is not obligated but has a Remitter Agreement with a steward, you will need to register as a remitter only in order to be able to file reports. Please fill out the information below and check the "Registering as a Remitter only" at the bottom of this page. Following the completion of this registration process, the primary contact will receive an email confirming your status and providing you with your "MHSM Steward Number".

For MHSM steward questions and information, please call **416-594-1289** or email: [mhsmsteward@stewardshipontario.ca](mailto:mhsmsteward@stewardshipontario.ca)

Proceed down the page in order to enter your company information in the fields provided(see below). Use your company's complete legal name. All fields with asterisks need to be completed before you can click on the **<Continue>** button to proceed.

Only a primary contact is required but you may wish to provide a secondary contact. The "primary MHSM contact" is the individual who will coordinate MHSM reporting for your company, and whom Stewardship Ontario can contact for information when necessary. The primary MHSM contact is someone in your organization who:

- will act on behalf of your organization with respect to your legal obligations under the MHSW Program
- can authorize payment of MHSM fees to Stewardship Ontario
- is authorized to bind your organization to a Voluntary [Remitter Agreement](#) (optional)

The primary contact may set up a "secondary contact," who will have a unique login ID and password. Secondary contacts can enter data into the MHSM Steward Reporting System and "save" the report; however only the primary contact can actually submit the report.

"Registering as a Remitter Only" –only check this box if your company is **NOT** obligated as a steward but will be reporting on behalf of one or more MHSM stewards pursuant to a [Remitter Agreement](#). If your company is obligated as an MHSM steward and will also be reporting as a remitter for other stewards then DO NOT check this box.

*Please ensure that all fields marked with an asterisk (\*) are completed and please do not use all capitals.*

### Company Information

\* Company Name:

\* Address:

Address 2:

\* City:

\* Province/State:

\* Postal/Zip Code:

\* Country:

Company Website:

\* Main Company Phone: (  )  -

\* Fax Number: (  )  -

### Primary MHSM Contact Information

\* Last Name:

\* First Name:

\* Title:

\* Phone Number: (  )  -  Ext:

\* Email Address:

### Secondary MHSM Contact Information (Optional)

Last Name:

First Name:

Title:

Phone Number: (  )  -  Ext:

Email Address:

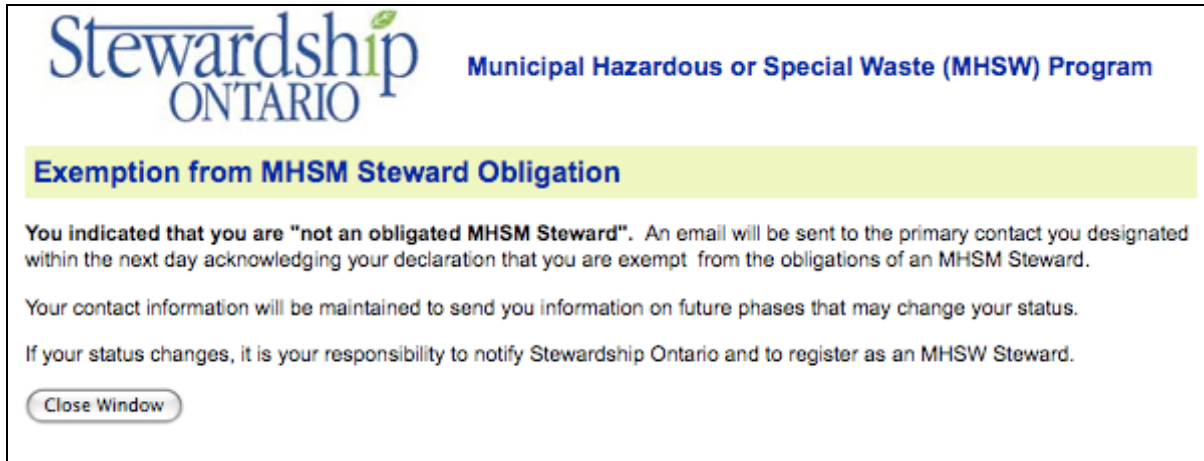
Registering as a Remitter Only

### Resident in Ontario

If the address that you enter in the “Company Information” fields is not in Ontario (and you did not check Remitter Only), the next screen will ask you to confirm your Ontario residency. If your address was in Ontario or you checked Remitter Only, you will not see this screen. Appendix D of the [Rules](#) explains how to determine Ontario residency.

Choose **Yes** if your company is resident in Ontario and you will proceed to the **MHSM Steward Obligation Confirmation** screen below.

If you indicate **No** to the question of Ontario residency, the system will consider that your company is not obligated. You will not be able to complete registration as an MHSM steward and will be directed to the following screen:



### ***MHSM Steward Obligation Confirmation***

To complete registration as an MHSM Steward you must fully complete the **MHSM Steward Obligation Confirmation screen** (shown below in two parts):

- indicate Yes or No to the question “Responsible for designated MHSM?” for the period July 1, 2008- December 30, 2009. If you select No, you will not be registered and you will be directed to the Exemption from MHSM Steward Obligation screen (see above)
- indicate the MHSM products for which you are an MHSM steward
- scroll to the bottom of the MHSM Steward Obligation Confirmation screen and click on the <submit> button. DO NOT close the browser or click enter as your registration will not be completed.

Assistance in determining if you are obligated is available by using the [Steward Obligation Decision tool](#) or by contacting MHSM Steward Enquiries (see For More Information section of this Guidebook)



Municipal Hazardous or Special Waste (MHSW) Program

**MHSM Steward Obligation Confirmation**

**Warning:** To complete your registration, fill out all the sections and press **SUBMIT** button at the bottom of the page. Closing the browser before clicking **SUBMIT** will result in incomplete registration.

An MHSM Steward is a corporation which is a resident-in-Ontario Brand Owner, First Importer or Franchisor, of Phase 1 Municipal Hazardous or Special Material (MHSM) sold or distributed in Ontario that results in the generation of Phase 1 Municipal Hazardous or Special Wastes (MHSW). The Phase 1 products are:

- paints and coatings, and containers in which they are contained;
- solvent, and containers in which they are contained;
- oil filters, after they have been used for their intended purpose;
- containers that have a capacity of 30 litres or less and that were manufactured and used for the purpose of containing lubricating oil;
- single use dry cell batteries;
- antifreeze, and containers in which they are contained;
- pressurized containers such as propane tanks and cylinders; and
- fertilizers, fungicides, herbicides, insecticides, or pesticides and containers in which they are contained.

You can find out if you are obligated by referring to the:

- [MHSW Program Plan](#)
- [MHSM definitions](#)
- [MHSW Program Rules](#) (which include the definitions of "Brand Owner", "First Importer" and "Franchisor" of MHSM, as well as "resident in Ontario") and
- [MHSM Guidebook 1](#)

**\* Required Information**

Obligation Period	* Responsible for Designated MHSM?		Obligation Status
	Yes	No	
July 1, 2008 - December 31, 2009	<input type="radio"/>	<input type="radio"/>	

See [MHSM Guidebook 1](#) for information on the obligations of an obligated MHSM Steward.

If you answer "yes" to the question above, when you submit this form, you will be directed to the "MHSM Steward Registration" page where you will create your user ID and password for the MHSM reporting system.

If you answer "no" to the question above, when you submit this form, you will be directed to a "confirmation of exemption" page.

**MHSM Product Information**

Please indicate the categories of obligated MHSM for your company. This information can be updated by you at a later date if required. In your quarterly MHSM steward reports you will be required to report quantities of MHSM sold or distributed in Ontario.

- Paint and Coatings
- Solvents
- Oil Filters
- Oil Containers
- Single-Use Dry Cell Batteries
- Antifreeze
- Pressurized Containers
- Fertilizers
- Pesticides

Please provide additional information about the MHSM products for which you are obligated (e.g. "we are first importer for XX brand oil filters")

**Submit**

## Choosing a User Name, Password and Security Question

Obligated stewards will be directed to the **MHSM Steward Registration** page (shown below)

**MHSM Steward Registration**

**You confirmed that you are an "obligated MHSM Steward or a Remitter only".** You can now set up your User ID and password for the MHSM reporting system (see below). We recommend that you use a different User ID and password from the Blue Box reporting system, if you are a Blue Box Steward as well.

After you submit your User ID and password below, your primary contact will receive an email within the next day that contains your MHSM Steward number, Log-in ID name and password. This number will enable you to file your quarterly Steward's Report with Stewardship Ontario.

Reporting: The Program started July 1, 2008. You may need to file outstanding reports for previous quarters if you introduced MHSM into Ontario since that date. Please contact us if you have questions about this.

If you are a remitter only, your agreement will need to be approved and processed before you are able to file a report on behalf of a steward. Once that has happened, you will see the option to report for the steward appear when you log in.

**Please enter your login information below in order to complete registration as an MHSM Steward!**

**Sign Up for Your New Account**

User Name:

Password:

Confirm Password:

E-mail:

Security Question:

Security Answer:

Choose a user name and password. These should be different from your Blue Box user name and passwords (if you are also registered in that system) to reduce the possibility of logging into the wrong reporting system.

By entering a security question and security answer known only to you, you will be able to recover your password should you forget it.

Once you click the <Continue> button, your registration is complete and you will see the screen below.



The primary contact will receive a confirmation email with an “MHSM Steward Number”. If a secondary contact has been named, he or she will receive an email with a temporary user name and password.

You must record your user ID and password in a safe place, as you will need them to access the MHSM reporting system at a later time in order to file or view an MHSM Steward Quarterly Report.

### ***Step 2: If obligated, get ready to file an MHSM Steward Quarterly Report***

Information on filing an MHSM Quarterly Report is found in [MHSM Guidebook 2](#). All stewards are encouraged to contact Stewardship Ontario with any questions about this program and/or to discuss program details that may apply to your company or organization.

*For more Information:*

- MHSM Steward Enquiries: [mhssteward@stewardshipontario.ca](mailto:mhssteward@stewardshipontario.ca) or 416-594-1289
- General Enquiries [customerservice@stewardshipontario.ca](mailto:customerservice@stewardshipontario.ca) or 888-288-3360

Please also be sure to review the MHSW section of the Stewardship Ontario website, available at: [www.stewardshipontario.ca/mhsw](http://www.stewardshipontario.ca/mhsw) and all editions of the *Need-to-Know* which are available at: <http://www.stewardshipontario.ca/corporate/enews.html>.

Stewardship Ontario  
26 Wellington Street East, Suite 601  
Toronto, Ontario M5E 1S2  
Tel.: 1-888-288-3360  
Fax: 416-594-3463  
Email: [customerservice@stewardshipontario.ca](mailto:customerservice@stewardshipontario.ca)

**Appendices**

**Appendix A: MHSM Phase 1 Designated Material Definitions**

The following table presents MHSM definitions as posted on Stewardship Ontario’s website. The table may be updated from time to time. Please note that (\*) represent products that have been added to list of inclusions and exclusions based on questions received from stewards.

Recent updates to this table are highlighted as follows:

- July 2008 updates are highlighted in blue.
- August 2008 updates are highlighted in yellow.
- October 2008 updates are highlighted in green.

**Municipal Hazardous or Special Materials Definitions**

MHSM Definitions	Inclusions	Exclusions
<p><b>Paints and Coatings</b> – Means latex, oil and solvent-based architectural coatings, including paints and stains, whether tinted or untinted.</p>	<p>All architectural paints and coatings for household and industrial use</p> <ul style="list-style-type: none"> <li>• Architectural coatings-mean organic coatings intended for onsite applications at ambient temperatures to interior or exterior surfaces of residential, commercial, institutional, industrial, or government structures include; exterior and interior house paints, stains, undercoaters primers and sealers</li> <li>• Non-bitumen based driveway sealer, roof coatings and sealers</li> <li>• Textured spray paint</li> <li>• Concrete and floor sealers, sanding and grout sealers</li> </ul>	<ul style="list-style-type: none"> <li>• Paints containing pesticides that would be included in the pesticide category</li> <li>• Products sold in containers with a volume greater than 30 litres</li> <li>• Bitumen based driveway and roof coatings and sealers</li> <li>• Automotive product paint</li> <li>• Liquid sandpaper and wallpaper sizing</li> <li>• Stucco and spackling compounds</li> <li>• Products used for patching</li> <li>• High heat BBQ or appliance paint or high heat aerosol paint</li> <li>• Waxes and polishes</li> <li>•</li> </ul>
<p><b>Solvents</b> – Means liquid products that are intended to be used to dissolve or thin a compatible substance and,</p> <ol style="list-style-type: none"> <li>1. are comprised of 10% or more of water-immiscible liquid hydrocarbons, including halogen-substituted liquid hydrocarbons; or,</li> <li>2. are flammable as described in part (c) of “municipal hazardous waste” in Ontario Reg. 542.</li> </ol>	<p>Based on this definition, products sold as solvents contain (but not limited to) materials as turpentine, alcohols (methanol, isopropanol, ethanol), ketones (acetone, methyl ethyl ketone), xylene, toluene, mineral spirits, linseed oil, naphtha and methylene chloride. Such products are marketed as paint thinners, lacquer thinners, automotive body resin solvents, contact</p>	<ul style="list-style-type: none"> <li>• Products sold as fuels</li> <li>• Products sold in containers with a volume greater than 30 litres</li> <li>• Cleaning products that are not sold as solvents</li> <li>• Products used inside a vehicle part * ie. Aerosol or liquid lubricants/penetrants</li> <li>• Removers such as creosote remover, wax remover, nail polish remover, aerosol stop leak product or rust control</li> </ul>

\* Refers to products that have been added to the list of Inclusions and Exclusions as of June 26, 2008. This will continue to be updated by Stewardship Ontario from time to time.

MHSM Definitions	Inclusions	Exclusions
<p><b>Water-miscibility</b> – Means the ability of a material (or mixture) to mix uniformly with water, without separating. A 1:5 ratio of material to water, at 20°C does not display visible separation in less than 1 hour. This includes mixing by dissolving, reacting, suspending, or dispersing. [ref. CSA Z752]</p>	<p>cement thinners, paint strippers and degreasers sold into the retail market</p> <ul style="list-style-type: none"> <li>• Degreasers</li> <li>• Aerosol products that meet the solvent definition</li> <li>• Methyl Hydrate and ABS solvent</li> <li>• Products with a toxic symbol that meet the definition of solvent such as liquid sandpaper solvent, brush cleaner, cleaner for PVC</li> <li>• Furniture strippers</li> <li>• Used on the outside a vehicle part that meets the definition of solvent</li> <li>• Products that contain both consumer and workplace labelling (WHIMS) sold to consumers or IC&amp;I that meet the definition of solvent</li> </ul>	<p>product</p>
<p><b>Oil Filters</b> – Means filters produced and/or arriving into the province, and which are for sale, directly or as part of a product, in Ontario.</p>	<p><b>Applicable Filter List</b></p> <ul style="list-style-type: none"> <li>• Spin-on or element style filter that is used in hydraulic, transmission or internal combustion engine applications including diesel fuel filters</li> <li>• Household furnace fuel filter</li> <li>• Coolant filter</li> <li>• Storage tank diesel fuel filter</li> <li>• Sump type automatic transmission filter</li> <li>• Plastic/paper element style filter</li> </ul> <p>Diesel fuel filter used at retail &amp; commercial pump islands</p>	<ul style="list-style-type: none"> <li>• Gasoline fuel filter</li> <li>• Air filter</li> <li>• Household furnace air filter</li> <li>• Sock-type filter</li> </ul>
<p><b>Oil Containers</b> – Means, oil containers with a volume of 30 litres or less, which are used for the containment of lubricating oil products including:</p> <ul style="list-style-type: none"> <li>• Petroleum-derived or synthetic</li> <li>• Crankcase, engine and gear oils, and hydraulic, transmission and heat transfer fluids, and</li> <li>• Fluids used for lubricating purposes in machinery or equipment.</li> </ul>	<p><b>Applicable Oil Container List</b></p> <ul style="list-style-type: none"> <li>• Synthetic crankcase or engine oil</li> <li>• Hydraulic fluid</li> <li>• Polyolester fluids</li> <li>• Circulating oil or turbine oil</li> <li>• Paper machine oil</li> <li>• Transmission fluid</li> <li>• Power steering fluid</li> <li>• Gear oil</li> <li>• Vegetable oil for lubrication</li> <li>• Re-refined oil</li> <li>• Electrical insulating oil</li> <li>• Refrigeration system oil</li> <li>• Compressor oil</li> <li>• Mineral heat transfer fluid</li> <li>• Marine engine oil for vessels operating domestically</li> <li>• Metal working oil</li> <li>• Form release oil</li> <li>• Textile oil</li> </ul>	<p><b>Excluded Oil Container List</b></p> <ul style="list-style-type: none"> <li>• Ethylene glycol heat transfer fluid</li> <li>• Propylene glycol heat transfer fluid</li> <li>• Silicone heat transfer fluid</li> <li>• Synthetic aromatic hydrocarbon heat transfer fluid</li> <li>• Glycol-based heat transfer fluid</li> <li>• Water glycol hydraulic fluid</li> <li>• Phosphate ester hydraulic fluid</li> <li>• Hydraulic oil dye</li> <li>• Polyglycol synthetic compressor oil</li> <li>• Base oil, including re-refined base oil</li> <li>• Grease</li> <li>• Oil additive</li> <li>• Oil treatment</li> <li>• Diesel fuel treatment</li> <li>• Cleaning/flushing fluids for</li> </ul>

MHSM Definitions	Inclusions	Exclusions
	<ul style="list-style-type: none"> <li>• Chain oil</li> <li>• Rock drill oil</li> <li>• 2-cycle engine oil</li> <li>• Gasoline / 2-cycle engine oil mixes</li> <li>• Saw guide oil</li> <li>• Drawing, stamping and shaping oil</li> <li>• Process oil</li> <li>• Dedusting oil</li> <li>• Marine cylinder oil</li> <li>• Machine tool and slideway lubricant</li> <li>• Natural gas compressor oil</li> <li>• Conveyor lube</li> <li>• Dripless lube</li> <li>• Quenching oil</li> <li>• Pneumatic system oil</li> <li>• Rustproof oil</li> <li>• Food grade white mineral oil</li> </ul>	<p>motors/equipment</p> <ul style="list-style-type: none"> <li>• Winter start fluid</li> <li>• Brake fluid</li> <li>• Undercoating</li> <li>• Penetrating oil</li> <li>• Hydraulic jack oil</li> <li>• 3-in-1 household oil</li> <li>• Aerosol propelled lubricant</li> <li>• Gun oil</li> <li>• Kerosene</li> <li>• Urethane coating</li> <li>• Sewing machine oil</li> <li>• Export oil sales</li> <li>• Cooking oil</li> <li>• Windshield washer fluid</li> <li>• Emulsified oil</li> </ul>
<p><b>Single Use Dry Cell Batteries</b> – Means batteries that are one or more cells, including case, terminals and markings. The source of electrical energy is obtained by the direct conversion of chemical energy that is not designed to be charged by any other electrical source.</p>	<p>Easily removable batteries according to the following chemistry:</p> <ul style="list-style-type: none"> <li>• Alkaline-Manganese</li> <li>• Zinc-Carbon</li> <li>• Lithium batteries</li> <li>• Button Cells (a variety of chemistries such as those used in hearing aids, watches)</li> </ul> <p>Includes batteries provided within other products such as toys, electronics.</p>	<ul style="list-style-type: none"> <li>• Secondary batteries that are designed to be recharged</li> </ul>
<p><b>Antifreeze</b> – Means ethylene or propylene glycol used or intended for use as a vehicle engine coolant.</p>	<p>Includes premixed (water diluted) and concentrated product</p>	<ul style="list-style-type: none"> <li>• Factory Fill initial charge of vehicle antifreeze</li> <li>• Plumbing antifreeze</li> <li>• Vehicle windshield antifreeze</li> <li>• Product marketed as industrial heat transfer fluid</li> <li>• Fuel (gasoline &amp; diesel) antifreeze</li> <li>• Lock De-Icer &amp; Antifreeze</li> <li>• Air Brake antifreeze</li> <li>• Antifreeze which does not contain ethylene or propylene glycol</li> <li>• products sold in containers with a volume greater than 30 litres</li> </ul>

MHSM Definitions	Inclusions	Exclusions
<p><b>Pressurized containers –</b> Means:</p> <ul style="list-style-type: none"> <li>• Seamless Cylinders and Tubes: TC-3AAM, TC-3AAXM, TC-3ALM, TC-3AM, TC-3ANM, TC-3ASM, TC-3AXM, TC-3EM, and TC-3HTM.</li> <li>• Welded Cylinders and Spheres: TC-4AAM-33, TC-4BM, TC-4BM17ET, TC-4BAM, TC-4BWM, TC-4DM, TC-4DAM, TC-4DSM and TC-4EM</li> <li>• Non-refillable Containers: TC-39M</li> <li>• Composite Cylinders: TC-3FCM and TC-3HWM.</li> <li>• Insulated Cylinders: TC-4LM</li> <li>• Cylinders for Acetylene Service: TC-8WM, TC-8WAM</li> </ul>	<p>This includes:</p> <ul style="list-style-type: none"> <li>• Refillable and non-refillable containers for domestic applications (for example, breathing air supply cylinders, single use non-refillable cylinders, portable refillable propane cylinders)</li> </ul>	<ul style="list-style-type: none"> <li>• Aerosols</li> <li>• Butane Lighters</li> <li>• Reservoir tanks intended for use with an air compressor</li> <li>• Cylinders that must be punctured for use (e.g. small CO<sub>2</sub> )</li> <li>• Cylinders over 100 kilogram</li> <li>• All industrial gas cylinders</li> <li>• All medical gas cylinders</li> <li>• All laboratory gas cylinders</li> <li>• All Beverage gas cylinders</li> <li>• All Specialty gas cylinders</li> </ul>
<p><b>Fertilizers</b> - Means packaged products regulated under the Fertilizers Act (Canada)</p>	<p>All N-P-K fertilizers, micronutrients, supplements that are registered under the Fertilizers Act (Canada), and therefore would bear a Fertilizers Act Registration Number and are packaged in 30 kilogram quantities or less.</p> <ul style="list-style-type: none"> <li>• Includes products that have a registration number and are used by homeowners, commercial applicators, or agricultural operations*</li> <li>• Herbicide and fertilizer combination products (weed and feed)</li> <li>• Crabgrass control and fertilizer combination products, other fertilizer and pesticide combination products</li> <li>• Micronutrient mixes if contain micronutrients only such as chelated iron, or chelated copper</li> <li>• Fertilizers that are growth regulants such as rooting hormones</li> </ul>	<ul style="list-style-type: none"> <li>• Compost (that do not make N-P-K claim)</li> <li>• Fertilizers and supplements exempted from registration including: <ul style="list-style-type: none"> <li>a) fertilizers and supplements set out in Schedule II (Fertilizer Regulations)</li> <li>b) farm fertilizers that do not contain pesticides and that satisfy section 10 of the Fertilizer Regulations;</li> <li>c) supplements sold only for correction of soil acidity or alkalinity;</li> <li>d) supplements referred to in subsections 10.2(3) and (5) (Fertilizer Regulations) – (i.e., seeds coated with inoculant);</li> <li>e) peat, peat moss, sphagnum moss, tree bark and other fibrous organic matter that is represented for use only in improving the physical conditions of the soil;</li> <li>f) customer-formula fertilizers;</li> <li>g) specialty fertilizers, other than those referred to in paragraph (b) of the definition "specialty fertilizers", that do not contain pesticides; and</li> <li>h) potting soils that contain supplements, if those supplements are registered under the Act.</li> </ul> </li> </ul>

MHSM Definitions	Inclusions	Exclusions
<p><b>Pesticides</b> – Means pesticides including fungicides, herbicides and insecticides registered under the Pest Control Products Act (Canada) that are required to display on the label the symbol shown in Schedule III of the Pest Control Products Regulation (Canada) the signal words “danger” or “warning”, and “poison” and represented by the skull &amp; crossbones inside the precautionary symbols diamond or octagon.</p>	<p>Pesticides meeting the definition include all Federal <b>Classification of Domestic pesticides. These pesticides will have the word “domestic” on the label</b>.            Classifications, i.e., Domestic, Commercial, Agricultural and Restricted pesticides. The definition ensures that pesticides that contain at least 10% petroleum distillates (and therefore pose an aspiration hazard) are included.</p> <ul style="list-style-type: none"> <li>• <b>Aerosol containers that meet the definition are included</b></li> </ul>	<ul style="list-style-type: none"> <li>• Insect repellents for personal use</li> <li>• Sanitizers and disinfectants</li> <li>• Pet products</li> <li>• Products regulated under the Food and Drugs Act (Canada)</li> <li>• Pool chemicals</li> <li>• Insecticidal soaps</li> <li>• Diatomaceous earth</li> <li>• Ant traps</li> <li>• <b>Federal Classifications of Commercial, Agricultural and Restricted pesticides. Pesticides without the word “domestic” on the label.</b></li> </ul>

**Appendix B: Phase 1 MHSM Decision Tree**

After reviewing the definitions in Appendix A, if you are still not clear if a product is obligated, the following is a decision-making tool to assist you in determining if a product is or is not obligated under the MHSM Rules. It is broken down by product type and asks a series of “Yes” and “No” questions through which you will progress to determine if a specific product is or is not obligated under the MHSM Rules. If your MHSM has not been specifically excluded it is considered obligated under the MHSM Rules. Stewards may formally appeal this decision by providing Material Safety Data Sheets (MSDS) or equivalent, as well as a copy of the product label to substantiate your claim. Please provide [mhsmsteward@stewardshipontario.ca](mailto:mhsmsteward@stewardshipontario.ca) with this information for our review.

*For Phase 1 Material Categories please consult [Phase 1 Designated Material Definitions](#). While it is not comprehensive, it does serve as a guideline.*

<p><b>Oil Containers</b></p> <ol style="list-style-type: none"> <li>1. Is the container greater than 30 liters? If yes, then the container is not a Phase 1 material and your company is not obligated to file a Steward’s Report for this material. If no, please proceed to the next question.</li> <li>2. Is the container used to contain; a petroleum-derived or synthetic lubricating oil product, or a crankcase, engine or gear oil? If yes, then the container is Phase 1 material and your company is obligated to file a Steward’s Report. If no, then proceed to the next question.</li> <li>3. Is the container used to contain a hydraulic, transmission or heat transfer fluid, or a fluid used for lubricating purposes in machinery or equipment? If yes, then the container is Phase 1 material and your company is obligated to file a Steward’s Report. If no, then proceed to the next question.</li> <li>4. Is the container used to contain any of the products on the Applicable Oil Container List in Appendix A of the MHSW Program Plan? If yes, then the container is a Phase 1 material and your company is obligated to file a Steward’s Report. If no, then the container is not included in Phase 1.</li> </ol>
<p><b>Fertilizers</b></p> <ol style="list-style-type: none"> <li>1. Is your product greater than 30 kg? If yes, then your product is not a Phase 1 material and your company is not obligated to file a Steward’s Report for this material. If no, then proceed to the next question.</li> <li>2. Does your product have a Fertilizers Act registration number? If yes, then your product is included in the Phase 1 material list and your company is obligated to file a Steward’s Report. If no, then your product is not included in Phase 1.</li> <li>3. Regardless of product use, i.e.; homeowners, commercial, agricultural, etc. below you will find examples of products that would require a Fertilizers Act registration number:             <ul style="list-style-type: none"> <li>– Weed and Feed combination products</li> <li>– Crabgrass control and fertilizer combination products</li> <li>– Other fertilizer and pesticide combination products</li> <li>– Moss control products for lawns that are part of a fertilizer blend</li> <li>– Micronutrient mixes that are micronutrients only (contain no nitrogen, no phosphorus, and no potash). Examples would be chelated iron or chelated copper.</li> <li>– Fertilizers that are growth regulants such as rooting hormones</li> </ul> </li> </ol> <p>This is <b>not</b> a comprehensive list, if your product has a Fertilizers Act registration number it is considered a Phase 1 material.</p>

<p><b>Antifreeze</b></p> <ol style="list-style-type: none"> <li>1. Is the product greater than 30 litres? If yes, then the product is not included in Phase 1 material list and your company is not obligated to file a Steward's Report for this material. If no, then proceed to the next question.</li> <li>2. Is the product used or intended for use as a vehicle engine coolant? If no, then the product is not a Phase 1 material and your company is not obligated to file a Steward's Report for this material. If yes, then proceed to the next question.</li> <li>3. Does the product contain ethylene or propylene glycol? If yes, then the product is included in Phase 1 and your company is obligated to file a Steward's Report for this material. If no, then the product is not included in Phase 1 and your company is not obligated to file a Steward's Report for this material.</li> </ol>
<p><b>Paints and Coatings</b></p> <ol style="list-style-type: none"> <li>1. Is the product greater than 30 litres? If yes, then the product is not considered a Phase 1 material and your company is not obligated to file a Steward's Report for this material. If no, then proceed to the next question.</li> <li>2. Is the product paint containing a pesticide? If yes, then the product might be included in the pesticides category. Please see the definition of pesticides below to determine your obligation. If no, then proceed to the next question.</li> <li>3. Is the product a bitumen based driveway sealer, bitumen based roof coating or bitumen based sealer? If yes, then the product is not included in Phase 1 materials and your company is not obligated to file a Steward's Report for this material. If no, then proceed to the next question.</li> <li>4. Is the product an architectural paint or coating? If yes, then the product is included in Phase 1 material list and your company is obligated to file a Steward's Report. If no, then the product is not included in Phase 1.</li> <li>5. Architectural coatings are intended for onsite applications to interior or exterior surfaces of residential (including decks, fences, play sets, railings etc.), commercial, institutional, industrial, or government structures include; exterior and interior house paints, stains, undercoaters primers and sealers</li> </ol> <p>If your MHSM has not been specifically excluded it is considered obligated under the MHSM Rules. Stewards may formally appeal this decision by providing the product formula, such as MSDS, as well as a copy of the product label to substantiate your claim. Please provide <a href="mailto:customerservice@stewardshipontario.ca">customerservice@stewardshipontario.ca</a> with this information for our review.</p>
<p><b>Pesticides</b></p> <ol style="list-style-type: none"> <li>1. Does the product have a Pest Control Product (PCP) number? If yes, then proceed to the next question. If no, then the product is not Phase 1.</li> <li>2. Is the product labeled as "Domestic" as required under the PCP Act? If yes, then proceed to the next question. If no, then the product is not Phase 1.</li> <li>3. Is the product labeled with a "skull and crossbones" inside an octagon or diamond? If yes, then proceed to the next question. If no, then the product is not Phase 1.</li> <li>4. Is the product labeled with the word "Danger" or "Warning" and "Poison"? If yes, then the product is Phase 1. If not, then the product is not Phase 1.</li> </ol>

<p><b>Oil Filters</b></p> <ol style="list-style-type: none"> <li>1. Is the filter a spin-on or element style filter used in hydraulic, transmission or internal combustion engines including diesel fuel filters? If yes, then the product is Phase 1. If no, then proceed to the next question.</li> <li>2. Is the filter a household furnace fuel filter, coolant filter, or storage tank diesel fuel filter? If yes, then the product is included in Phase 1. If no, then proceed to the next question.</li> <li>3. Is the filter a sump type automatic transmission filter, plastic or paper element style filter, or diesel fuel filter used at retail and commercial pump islands? If yes, then the product is included in Phase 1. If no, then proceed to the next question.</li> <li>4. Is the filter a gasoline fuel filter, air filter, household furnace air filter, or sock-type filter? If yes, then the product is not Phase 1.</li> </ol>
<p><b>Solvents</b></p> <ol style="list-style-type: none"> <li>1. Is the product sold in containers greater than 30 litres? If yes, then the product is not included in Phase 1. If no, then proceed to the next question.</li> <li>2. Is the product sold as a fuel? If yes, then the product is not included in Phase 1. If no, then proceed to the next question.</li> <li>3. Is the product a liquid that is intended to be used to dissolve or thin a compatible substance? If no, then the product is not included in Phase 1. If yes, then proceed to the next question.</li> <li>4. Is the product comprised of 10% or more of water-immiscible liquid hydrocarbons, including halogen-substituted liquid hydrocarbons? If yes, then the product is included in Phase 1. If no, then proceed to the next question.</li> <li>5. Is the product flammable as described in part (c) of “municipal hazardous waste” in Ontario Reg. 542? If yes, then the product is included in Phase 1. If no, then the product is not included in Phase 1. <b>Note: Reg 542 references the CSA Z 752-03 standard. The 1L container size limit criteria referenced in section 7.2.2 of the CSA Z752-03 standard does not apply to the technical criteria for defining flammability, therefore containers &gt;1L meet the definition of flammable if the products meets the rest of the criteria stipulated in section 7.2.2.</b></li> <li>6. If your MHSM has not been specifically excluded it is considered obligated under the MHSM Rules. Stewards may formally appeal this decision by providing the product formula, such as MSDS, as well as a copy of the product label to substantiate your claim. Please provide <a href="mailto:customerservice@stewardshipontario.ca">customerservice@stewardshipontario.ca</a> with this information for our review.</li> </ol>
<p><b>Single-Use Dry Cell Batteries</b></p> <ol style="list-style-type: none"> <li>1. Are the batteries designed to be recharged? If yes, then the batteries are not included in Phase 1 materials and your company is not obligated to file a Steward’s Report for this material. If no, then proceed to the next question.</li> <li>2. Are the batteries easily removable? If no, then the batteries are not included in Phase 1 materials and your company is not obligated to file a Steward’s Report for this material. If yes, then proceed to the next question.</li> <li>3. Are the batteries alkaline-manganese, zinc-carbon, lithium, or button cells? If yes, then the batteries are considered Phase 1 materials and your company is obligated to file a Steward’s Report. If no, then proceed to the next question.</li> <li>4. Are the single-use dry cell batteries provided within other products such as toys, electronics? If yes, then the batteries are included in Phase 1 materials and your company is obligated to file a Steward’s Report. If no, then proceed to the next question.</li> </ol>

<b>Pressurized Containers</b>
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| <ol style="list-style-type: none"> <li>1. Is the cylinder greater than 100 kilograms? If yes, then the product is not included in Phase 1 material list and your company is not obligated to file a Steward's Report for this material. If no, then proceed to the next question.</li> <li>2. Is the pressurized container an industrial, medical, laboratory, beverage, or specialty gas cylinder? If yes, then the product is not included in Phase 1 materials and your company is not obligated to file a Steward's Report. If no, then proceed to the next question.</li> <li>3. Does the cylinder have to be punctured for use? If yes, then the product is not included in Phase 1 materials and your company is not obligated to file a Steward's Report. If no, then proceed to the next question.</li> <li>4. Is the product a seamless cylinder and tube? If yes, then the product is included in Phase 1 materials and your company is obligated to file a Steward's Report. If no, then proceed to the next question.</li> <li>5. Is the product a welded cylinder and sphere? If yes, then the product is included in Phase 1 materials and your company is obligated to file a Steward's Report. If no, then proceed to the next question.</li> <li>6. Is the product a non-refillable container? If yes, then the product is included in Phase 1 materials and your company is obligated to file a Steward's Report. If no, then proceed to the next question.</li> <li>7. Is the product a composite cylinder? If yes, then the product is included in Phase 1 materials and your company is obligated to file a Steward's Report. If no, then proceed to the next question.</li> <li>8. Is the product an insulated cylinder? If yes, then the product is included in Phase 1 materials and your company is obligated to file a Steward's Report. If no, then proceed to the next question.</li> <li>9. Is the pressurized container a breathing air supply cylinder, a single-use non-refillable cylinder or a portable refillable propane cylinder intended for domestic use? If yes, then the product is included in Phase 1 materials and your company is obligated to file a Steward's Report.</li> </ol> |
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**Appendix C: Steward Reporting Requirements, Units and Fee Rates**

The following are the minimum and requested reporting requirements for Stewards for Phase 1 MHSM. Please note the reporting system will have some options and calculation tools included to assist stewards.

Material	Fee Rate	Details of Reporting Requirements and Options
Paints and coatings	< = 250 mL \$0.024/unit	- Required: Enter the total number of units that are 250 ml or less - Requested: Enter information on container material type
	> 250 mL – 1 L \$0.089/unit	- Required: Enter the total number of units that are between 251 ml and 1,000 ml - Requested: Enter information on container material type
	> 1 – 5 L \$0.358/unit	- Required: Enter the total number of units that are between 1,001 ml and 5,000 ml - Requested: Enter information on container material type
	> 5 L \$1.789/unit	- Required: Enter the total number of units that are between 5,001 ml and 30,000 ml - Requested: Enter information on container material type
	aerosols \$0.028/unit	- Required: Enter the total number of units of aerosol paint and coatings of all sizes
Solvents	\$0.196/litre	- Required: Enter the total litres - Preferred Reporting Approach: stewards use online reporting tool to enter total number of units by each unique unit volume (ml) that calculates total litres and fees - Requested: Enter information on container material type
Antifreeze	\$0.073/litre	- Required: Enter the total litres - Preferred Reporting Approach: stewards use online reporting tool to enter total number of units by each unique unit volume (ml) that calculates total litres and fees - Requested: Enter information on container material type
Oil filters	\$0.499/unit	- Required: Enter the total number of units of oil filters that are 8 inches or less in length
	\$0.998/unit	- Required: Enter the total number of units of oil filters that are greater than 8 inches in length
Oil containers	\$0.045litre	- Required: Enter the total litres - Preferred Reporting Approach: stewards use online reporting tool to enter total number of units by each unique unit volume (ml) that calculates total litres and fees - Optional: Enter information on container material type is also requested
Pressurized containers	Non-refillable \$0.334/unit	- Required: Enter the total number of units of non-refillable pressurized containers
	Refillable \$0.366/unit	- Required: Enter the total number of units of refillable pressurized containers

Material	Fee Rate	Details of Reporting Requirements and Options
Single use dry cell batteries	\$0.125/kg	<ul style="list-style-type: none"> <li>- Required: Enter the kilograms by battery type and size</li> <li>- Preferred Reporting Approach: calculation tool will allow stewards to enter total number of units by battery type and unique size that will calculate total kilograms and fees</li> <li>- Enter number of units by chemistry and battery size and system will calculate total kilograms                             <ul style="list-style-type: none"> <li>• Sizes: AAA, AA, C, D, 9V, 6V square lantern, 6V oblong lantern, button cells, lithium primary</li> <li>• Button cells: Lithium; Silver-oxide/Zinc-air</li> <li>• Rounds: Alkaline-Manganese and Zinc-carbon together; Lithium primary</li> </ul> </li> </ul>
Pesticides	\$0.492/litre or /kg	<ul style="list-style-type: none"> <li>- Required: Enter the total litres and/or total kilograms</li> <li>- Preferred Reporting Approach: stewards use online reporting tool to enter total number of units by each unique unit size (volume and/or weight) that calculates total litres and/or kilograms and resulting fees</li> <li>- Requested: Enter information on container material type</li> </ul>
Fertilizers	\$0.023/litre or /kg	<ul style="list-style-type: none"> <li>- Required: Enter the total litres and/or total kilograms</li> <li>- Preferred Reporting Approach: stewards use online reporting tool to enter total number of units by each unique unit size (volume and/or weight) that calculates total litres and/or kilograms and resulting fees</li> <li>- Requested: Enter information on container material type</li> </ul>
Other Reporting Requirements from		<ul style="list-style-type: none"> <li>- Requirement to list Brand names</li> </ul>

**Appendix D: Program Notification and Filing Deadlines for 2008/2009**

Notification date on or after	Steward's Report Filing Schedule	Obligation Period	Steward's Report & Payment Due Date
June 29, 2008 and before October 30, 2008	First	Q3-2008	Notification date plus 93 days
	Second	Q4-2008	January 31, 2009
	Third	Q1-2009	April 30, 2009
	Fourth	Q2-2009	July 31, 2009
	Fifth	Q3-2009	October 31, 2009
	Sixth	Q4-2009	January 31, 2010
October 30, 2008 and before January 27, 2009	First	Q3 - 2008 & Q4 - 2008	Notification date plus 93 days
	Second	Q1-2009	April 30, 2009
	Third	Q2-2009	July 31, 2009
	Fourth	Q3-2009	October 31, 2009
	Fifth	Q4-2009	January 31, 2010
January 27, 2009 and before April 29, 2009	First	Q3 - 2008 Q4 - 2008 & Q1 - 2009	Notification date plus 93 days
	Second	Q2 -2009	July 31, 2009
	Third	Q3-2009	October 31, 2009
	Fourth	Q4-2009	January 31, 2010
April 29, 2009 and before July 30, 2009	First	Q3 - 2008 Q4 - 2008 Q1 - 2009 & Q2 - 2009	Notification date plus 93 days
	Second	Q3 - 2009	October 31, 2009
	Third	Q4 - 2009	January 31, 2010
July 30, 2009 and before October 30, 2009	First	Q3 - 2008 Q4 - 2008 Q1 - 2009 Q2 - 2009 & Q3 - 2009	Notification date plus 93 days
	Second	Q4 - 2009	January 31, 2010
October 30, 2009	First	Q3 - 2008 Q4 - 2008 Q1 - 2009 Q2 - 2009 Q3 - 2009 & Q4 - 2009	Notification date plus 93 days