



Thinking
beyond
the box

Stewardship Ontario

MHSW Transporter & Processor Audit Checklist

Company Name: _____

Check one the following for which the audit is being performed

Transporter _____ Processor _____ Both _____

	Standard	Initial	Comments
1	Possess a valid business license.		
2	Possess a valid Ministry of the Environment Certificate of approval for all planned MHSW-related activities (as applicable).		
3	Required to be Dangerous Goods Act compliant, including CSA and TDGA Drum Standards (where applicable).		
4	Required to be registered with Ontario Hazardous Waste Information Network (as applicable).		
5	Require WMHIS compliance, including WHMIS training.		
6	Possess a Workplace Safety and Insurance Board Certificate of Clearance.		
7	Must demonstrate compliance with O.Reg. 347 requirements, as applicable to planned activities.		
8	Required to have an emergency response/spill response plan in place, including associated employee training programs.		
9	All vehicles used to transport MHSW must have an enclosed cargo area and must possess a valid Commercial Vehicle Operator Registration.		
10	All non-processed MHSW must be stored in a secure area. Quantities of stored non-processed MHSW cannot exceed 60 days average supply at any given time.		

	Standard	Initial	Comments
11	Required to carry a minimum of \$5,000,000.00 General Third-Party Public Liability Insurance on all vehicles/transporters of MHSW, all facilities used to store MHSW material and all Processors of MHSW material. Stewardship Ontario must be listed on the policy as an additional insured party.		
12	Exporting of MHSW must be done in compliance with the federal government's Export and Import of Hazardous Waste and Hazardous Recyclable Material Regulations.		
13	In addition to complying with the above standards and regulations, any Transporter, Processor or sub-Processor of MHSW materials wishing to register with Stewardship Ontario as a Vendor, must comply with all requirements listed in the Stewardship Ontario Municipal Hazardous or Special Waste Program Transporter and Processors Standards.		
14	Transporters and Processors of all MHSW Automotive Materials must possess and maintain auditable records.		
15	Transporters are required to maintain auditable records of program materials transported, stored at bulk storage facilities and records of bulk moves of the program materials to a Stewardship Ontario-approved primary processor.		
16	Processors are required to maintain auditable records of Processing Methodology, if the materials are shipped out for further processing prior to sending to the final processing operation (if applicable). Quantities, timing and destination of processed material shipped into market (disposition reporting) must be recorded.		

Manager Responsible for MHSW Program

Company Senior Executive

Print Name: _____

Print Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____