



Stewardship Ontario

Instructions for Weighing Municipal Hazardous or Special Waste (MHSW)

Updated: July 10, 2012

Overview

Stewardship Ontario (SO) requires that MHSW collected, transported and processed as part of the Orange Drop program be weighed, and that accurate weights be reported to SO. In this document the term MHSW means MHSW designated as Phase 1.

Program requirements and operating guides issued by SO have stated that actual weights are required for reporting purposes. The term 'actual weight' has understandably resulted in some degree of confusion amongst some service providers due to the ambiguity of the term and lack of clear definition. SO is moving away from the term 'actual weight' and will instead begin using the terms 'gross weight', 'net weight', and 'tare weight'. These terms, when used by SO, will have the following meanings.

Gross Weight means the weight of the container (ex. 205 L drum) plus its contents, measured in kilograms unless otherwise noted.

Tare Weight means the weight of the empty container (ex. 205 L drum), measured in kilograms unless otherwise noted.

Net Weight means Gross Weight minus Tare Weight, measured in kilograms unless otherwise noted.

The above weights will always exclude the weight of the vehicle and any contents other than the MHSW and the container in which it was packed by the collector.

Measurement Canada has produced a comprehensive guide on taking and recording weights, available at <http://www.ic.gc.ca/eic/site/mc-mc.nsf/eng/lm00205.html>.

Information and guidance on reporting to the Ontario Ministry of the Environment (MOE) for shipping MHSW using shipping manifests can be found in *Ontario Regulation 347*, available at http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_900347_e.htm#BK7

The MOE has prepared a document ("Registration Guidance Manual for Generators of Liquid Industrial and Hazardous Waste, May 2007") that provides details on how to complete a Movement Document / Manifest, available at http://www.ene.gov.on.ca/environment/en/resources/STD01_076193.html.

This document does not provide instructions for completing Movement Documents / Manifests or Bills of Lading. Refer to Provincial &/or Federal legislation for those instructions. This document does detail SO's expectations of service providers to supply accurate weights.

Collector Responsibilities

Operators of Municipal Depots and Municipal Events are to provide SO with the Net Weights of commingled MHSW¹ transported from their collection sites by municipally contracted service providers. SO recognizes that there are operational challenges and impracticalities that prevent these collection points from obtaining accurate weights at the point of collection. Net Weights reported to SO should be those provided to the municipality by the transporter as recorded in Section C - Receiver / Consignee of the Movement Document / Manifest (Manifest) or in sections 48 or 49 of the Bill of Lading (BOL).

Municipalities report Net Weights recorded in Section C of the Manifest or on the BOL to SO using the Transportation Claim Submission or Event Claim Submission worksheets provided by SO. Transportation Claim Submissions should only be used to report Commingled MHSW. Non-Commingled MHSW should not be included in municipal Transportation Claim Submissions.

Exceptions

Liquids, such as antifreeze and bulked flammables, may be measured and reported in litres if the volume can be accurately measured. Estimated volumes are not permitted. SO will convert litres to kilograms based on its conversion factors, which may be updated from time to time. All weight-based payments will be made using the kilograms calculated by SO using its conversion factors.

Transporter Responsibilities

Transporters of MHSW are to provide the Net Weights of MHSW transported to an approved processor or approved site for safe disposal (End Processor).

Net Weights are to be reported to SO via the WeRecycle portal with the exception of commingled MHSW collected by municipalities, in which case Net Weights are to be provided to the municipality that collected the MHSW, and that municipality will report them to SO.

SO recognizes that it is not always feasible or efficient for both the transporter and the End Processor to weigh MHSW. It is recommended, but not required, that weighing be conducted by the End Processor.

A transporter may deliver MHSW to a consolidation point prior to delivering it to an End Processor. In such cases the consolidation point becomes the Receiver / Consignee and Net Weights must be measured and recorded for reporting purposes.

Consolidators may repack MHSW prior to transporting it to an End Processor. If contamination is found and discarded during the repacking process then the consolidator should report the type of contamination and the disposal method to SO by filing a diversion report. The total Net Weight of MHSW transported to End Processors and recorded on diversion reports should match the total Net Weight of MHSW received. These totals will be reviewed by SO on a regular basis as part of its chain of custody audits.

¹ Commingled MHSW means materials that can be safely packed with other materials for transportation as per SO's packing standards.

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The incentive rates for oil filters transported under the Automotive Incentive Program (AIP) were calculated using Gross Weight as the basis for payment. Therefore, the Gross Weight should be reported to SO for oil filters transported as part of the AIP.

End Processor Responsibilities

End Processors of MHSW are the Receivers / Consignees and are responsible for completing Section C of the Manifests or section 47 and 48 or 49 of the BOL with Net Weights. End Processors must have the necessary equipment to accurately weigh all MHSW received regardless of material category and container type, including the ability to subtract the Tare Weight from the Gross Weight.

Net Weights are to be reported to SO via the WeRecycle portal with the exception of Commingled MHSW collected by municipalities, in which case Net Weights are to be provided to the municipality that collected the MHSW, and that municipality will report them to SO.

End Processors must provide diversion reports to SO 30 days after the end of each quarter. All recycling and disposal activities must be detailed on the diversion reports, and net weights of material directed to each activity must be provided. The total Net Weight of MHSW recorded on diversion reports should match the total Net Weight of MHSW received. These totals will be reviewed by SO on a regular basis as part of its chain of custody audits.

Exceptions

Liquids, such as antifreeze and bulked flammables, may be measured and reported in litres if the volume can be accurately measured. Estimated volumes are not permitted. SO will convert litres to kilograms based on its conversion factors, which may be updated from time to time. All weight-based payments will be made using the kilograms calculated by SO using its conversion factors.

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Tips For Weighing MHSW

- All MHSW should be weighed in the container (pail, 205 L drum, Gaylord, etc.) in which it is packed. There is no requirement to weigh each individual item packed within the container.
- Containers originating from the same collection site and containing the same waste class may be weighed together if the scale has sufficient capacity. These containers may be grouped together on a pallet to reduce handling time. In this case, the weight of the pallet together with the empty weights of the containers will form the Tare Weight and will need to be subtracted from the Gross Weight to obtain the Net Weight.
- The following equation must always be true.

$$\textit{Net Weight} = \textit{Gross Weight} - \textit{Tare Weight}$$