



# GENERATOR REGISTRATION REPORT

Ministry of the Environment

## Part 1 – Generator Identification

This report is (check one):

An initial generator registration \_\_\_\_\_

Generator Registration Number \_\_\_\_\_

A re-registration \_\_\_\_\_

A supplementary registration (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

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

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

### 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 <https://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 Certificate of 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 Certificate of 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

<b>Part 2A – Waste Identification</b> (Please complete Part 2A for each waste stream to be registered)						
Waste Class _____	Primary Characterization _____	Hazardous Waste Number corresponding to Primary Characterization, if applicable _____				
Description of waste						
Waste stream and description of generating process						
Physical State (Solid - S, Liquid - L, Gas - G) _____		Specific Gravity _____ . _____				
<b>On-site Processing and Storage, if applicable (Ontario generators only)</b>						
Waste is processed or stored on-site						
Waste Management Method*	C of A # (if applicable)	Actual quantity for previous year	Est. quantity for current year	kg	or	Litres
_____	_____	_____	_____	___	or	___
*Waste Management Method (choose one of the following): 1. Processing (Part V facility) 2. Processing (Part V exempt under S.17.1) 3. Storage (i.e. PCBs, or subject waste in accordance with a C of A)						
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 : _____						
<b>On-site Disposal, if applicable (Ontario generators only)</b>						
Waste is disposed on-site by any of the methods listed below						
Waste Management Method*	C of A # (if applicable)	Actual quantity for previous year	Est. quantity for current year	kg	or	Litres
_____	_____	_____	_____	___	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 approved on-site treatment 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 LDR Requirements in Regulation 347:						
Yes _____ No _____						
<b>Part 2A is continued on the next page.</b>						

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**Part 2A (Continued)**

**Off-site Shipment, if applicable**

**Declaration of Waste Streams Subject to Land Disposal Restrictions**

For the 2009 registration renewal, you will need to determine, for each waste stream being registered, whether the questionnaire (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 BY FEBRUARY 15, 2009. ALL WASTE STREAMS MUST BE UPDATED NO LATER THAN JUNE 30th, 2009 INCLUDING COMPLETING THE QUESTIONNAIRE AND 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 9. If No, go to Question 1.**

1. Which of the following applies to this waste stream?

I would like to complete the questionnaire and, if necessary, the LDR Notification Form (Part 2B) for this waste stream now.   
**Go to Question 2.**

I would like to complete the questionnaire and any associated reporting requirements at a later date prior to June 30, 2009.   
 Registration renewal requirements for this waste stream is complete

2. 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 3.**

3. 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 4.**

4. 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 5.**

5. 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 6. If No, go to question 5a.**

5a. Does your facility qualify as a small quantity generator (SQG) under S.80 of Regulation 347? (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). Yes \_\_\_\_\_ No \_\_\_\_\_  
**If Yes, go to Question 5b. If No, go to Question 6.**

5b. Estimated total quantity of B, H, C, I, R & T wastes generated in kg in any one month \_\_\_\_\_  
**Registration for this waste stream is complete. Go to Question 9.**

6. 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 7.**

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 9.**

Waste stream is a MHSW exempt under Section 81 of Regulation 347. **Enter the MHSW depot C of A number.** \_\_\_\_\_   
**Registration for this waste stream is complete. Go to Question 9.**

7. 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 C of A number.** \_\_\_\_\_  
**Registration for this waste stream is complete. Go to Question 9.**  
**If No, go to Question 8.**

8. 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-approved facility	Yes _____ No _____	C of A # _____
Incineration facility	Yes _____ No _____	C of A # _____
Waste-derived fuel site	Yes _____ No _____	C of A # _____

**If Yes, enter the applicable C of A 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 9.**  
**If No, go to Part 2B to complete the LDR Notification Form.**

9. 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.**



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c) Waste has no regulated constituents present or all regulated constituents are already below the land disposal treatment requirements	_____
d) Waste is being sent offsite to meet the land disposal treatment requirements for the regulated constituents identified above	_____
e) Waste is being shipped out of Ontario	_____

## 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:** (Choose one)     Cheque or money order; payable to "The Minister of Finance"; attach to the Generator Registration Report     Credit card: complete credit card authorization below (including signature).

**CREDIT CARD AUTHORIZATION FOR GENERATOR REGISTRATION FEE** (choose one):  
 **Visa**                       **MasterCard**                       **American Express**

Credit Card Number	Expiry date (mm/yy)
_____	_____
Name on credit card	Signature
_____	_____

## 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 section 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 (GRR): 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 requirements complete Part 2B. You may make as many copies of Part 2 of the 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.

Please note that even though the generator may be required to complete the questionnaire (Part 2A) for all hazardous waste characterizations and, if necessary, complete Part 2B, the requirement to provide the receiver with the notification form is based on the following schedule:

1. Currently, the notification form needs to be provided to the receiver only for shipments of waste containing the characterizations found in Schedules 10, 11, 12 and 13 of Regulation 347 on or before the first shipment of the waste. Only these wastes need to be treated to meet the treatment requirements prior to land disposal.
2. On and after December 31, 2009, the notification form needs to be provided to the receiver for all waste streams that have the characterizations found in Schedules 1, 2A, 2B, 3 and 5 of Regulation 347 on or before the first shipment of waste. After December 31, 2009 all of these wastes need to be treated to meet the treatment requirements prior to land disposal.

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 <http://www.hwinc.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". An updated draft of the Manual is accessible at: [http://www.ene.gov.on.ca/environ/env\\_reg/er/documents/2007/Registration%20Guidance%20Manual.pdf](http://www.ene.gov.on.ca/environ/env_reg/er/documents/2007/Registration%20Guidance%20Manual.pdf). The Appendices of the draft Manual can be accessed at: [http://www.ene.gov.on.ca/environ/env\\_reg/er/documents/2007/Registration%20Guidance%20Manual%20Appendices.pdf](http://www.ene.gov.on.ca/environ/env_reg/er/documents/2007/Registration%20Guidance%20Manual%20Appendices.pdf). The annual fee associated with Generator Registration 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 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.

Payment can also be made using a credit card by providing the information requested in Part 4. Only VISA, Mastercard and American Express cards are accepted. Funds can also be added to your pre-paid account by credit card over the telephone. To do so, contact the HWIN help desk at 1-866-494-6663 and follow payment instructions.

### 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)

November, 2008