



## Ontario Industry Stewardship Plan Instructions for Weighing

**Effective Date: June 30, 2015**

### Overview

Product Care Association (PCA) requires that all Ontario Industry Stewardship Plan (ISP) materials collected, transported and processed as part of PCA's ISP be weighed, and that accurate weights be reported to PCA.

PCA will be using the terms 'gross weight', 'net weight', and 'tare weight'. These terms, when used by PCA, 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 (eg. 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 ISP material(s) 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>.

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 PCA's expectations of service providers to supply accurate weights.

### Collector Responsibilities

Operators of Municipal Depots and Municipal Events are to provide PCA with the Net Weights of commingled<sup>1</sup> Ontario ISP materials transported from their collection sites by municipally contracted, PCA approved, service providers. PCA 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 PCA should be those provided to the municipality by the transporter as recorded in Section C - Receiver / Consignee of the Movement Document / Manifest (Manifest) or as recorded on the transporter's BOL.

<sup>1</sup> Commingled Ontario ISP material means aerosol containers that can be safely packed with other materials for transportation as per PCA's packing standards.



## **Transporter Responsibilities**

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

Net Weights are to be reported to PCA via the Service Partner Portal with the exception of commingled Ontario ISP material collected by municipalities, in which case Net Weights are to be provided to the municipality that collected the material, and that municipality will report them to PCA.

PCA recognizes that it is not always feasible or efficient for both the transporter and the End Processor to weigh the ISP material(s). It is recommended, but not required, that weighing be conducted by the End Processor.

A transporter may deliver Ontario ISP material(s) 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 Ontario ISP material 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 PCA by filing a diversion report. The total Net Weight of Ontario ISP material transported to End Processors and recorded on diversion reports should match the total Net Weight of Ontario ISP material received. These totals will be reviewed by PCA on a regular basis as part of its chain of custody audits.

## **End Processor Responsibilities**

End Processors of Ontario ISP material(s) are the Receivers / Consignees and are responsible for completing Section C of the Manifests or the applicable section on the transporter's BOL with Net Weights. End Processors must have the necessary equipment to accurately weigh all Ontario ISP material received regardless of container type, including the ability to subtract the Tare Weight from the Gross Weight.

Net Weights are to be reported to PCA via the Service Partner Portal with the exception of Commingled Ontario ISP material(s) collected by municipalities, in which case Net Weights are to be provided to the municipality that collected the Ontario ISP material, and that municipality will report them to PCA.

End Processors must provide diversion reports to PCA 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 Ontario ISP material(s) recorded on diversion reports should match the total Net Weight of Ontario ISP material received. These totals will be reviewed by PCA on a regular basis as part of its chain of custody audits.



### **Tips for Weighing Ontario ISP Materials**

- All ISP material should be weighed in the container (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.
  - For example, four 205 L drums of 145B – Paints, Stains and Coatings from a single collection site may be weighed together on a pallet. The total weight is the Gross Weight. The weight of the pallet and the four 205 L drums is the Tare Weight.
  
- The following equation must always be true.

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