

Work Instruction Title:	HAZARDOUS MATERIAL – WASTE MANIFEST MEMO		Document #:	WI-ENV-BELL-340
Author:	Mathieu Blackburn	Environmental Specialist	Revision Date:	05-05-2015
Work Instruction Owner:	Simon Forget	Senior Manager, Environment	Revision #:	3.0

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1. Description

This memo details the steps to properly complete and file the MOE Waste Manifest when transporting hazardous waste in Ontario.

2. Objective

The objective of this memo is to clarify the requirements for BGIS Global Integrated Solutions Alberta LP (“BGIS”) and its contractors when manifesting waste that is being removed – from a Bell Canada or subsidiary site.

3. Scope

- This memo is for all waste transported from a Bell Canada or subsidiaries Ontario site;
- Examples of work that would require a waste manifest: cleaning the oil/water separators, cleaning floor drains, fuel tank clean out, transporting hazardous residual materials (ex: fluorescent lamps, mercury high pressure lamps, mercury relays, ODSs, PCBs, radioactive tubes and sodium lamps, etc), cleaning catch basins and storm sewers, cleaning inground hoist pits, etc.

4. Process to follow prior to work being conducted that will require the waste being removed from a site under a Waste Manifest:

- Contact BGIS Environmental Services (ES) to request Waste Generator Number and the appropriate waste class assigned to the type of waste to be removed;
- ES will provide Waste Generator Number and appropriate waste class. The site has to be previously registered on HWIN. It is the responsibility of Bell CR&E to register and maintain HWIN registrations;
- Only a MOE licensed hauler may remove and transport hazardous waste. BGIS must verify that only licensed contractors are used for this purpose;
- The waste hauler will complete the waste manifest. It is BGIS responsibility, as agent acting on behalf of Bell and its subsidiaries, to ensure the manifest is completed appropriately (see section 5 below);
- The waste hauler will request a representative of the Generator (usually BGIS or our designate) to complete and sign the consignor area of Section A. (refer to example manifest below);
- Once completed, the waste hauler will give copies 1 (white) and 2 (green) to the Generator representative (BGIS or designate);
- BGIS must mail copy 1 (white) to the MOE at the address identified on the waste manifest, and place copy 2 (green) in an environmental folder that must be maintain on site for 2 years.

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5. Instructions to correctly fill the Waste Manifest:

- BGIS is not the Generator of the waste. The Generator is the owner or tenant of the site, usually Bell Canada or subsidiary.
- The mailing address (section A) for the manifest is always:

**Bell Canada, Corporate Responsibility and Environment
671 de la Gauchetiere Ouest, 12th Floor
Montreal, Quebec
H3B 2M8**

- The Waste Manifest has 6 copies that must be routed according to the attached flow diagram (see below)
 - Copy #1 (white) must be mailed to the MOE by the Generator or its representative (i.e. BGIS) at the address identified on the manifest;
 - The 2nd copy (green) must be maintained on site. It is suggested that an environmental (green) file in the BGIS room be established at the facility to store the site copy of the manifest. The manifests must be maintained for a minimum period of 2 years.

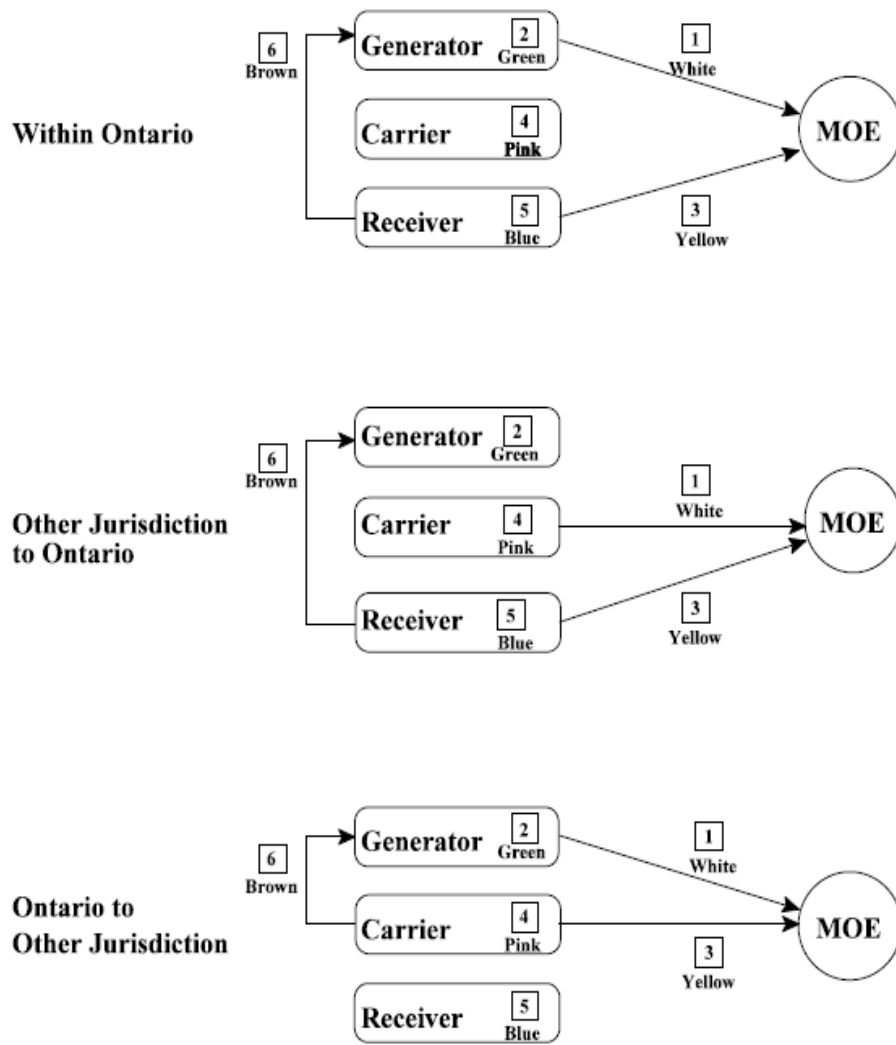
You may photocopy and retain a copy of the manifest in your office files but the original copies must be handled and maintained according to the MOE requirements.
 - The waste receiver will mail copy #6 (brown) to the mailing address identified in section A of the Waste Manifest, that being Bell Canada’s CR&E;
 - The remaining copies accompany the waste in its journey to the waste disposal site. Each step in the transportation and disposal process is documented with the Waste Manifest.
 - The MOE receives two copies: one from the Receiver (yellow #3) and one from the Generator (white #1). The MOE has the option to follow up with audits.

If you need more information on HWIN Waste Manifest, please contact ES or visit the MOE HWIN web site at: <http://www.hwin.ca/hwin/index.jsp>

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FIG. 4 DISTRIBUTION OF MANIFEST FORMS



Note: If copies 1 and 3 are required by the other jurisdiction, photocopies are acceptable for submission to the MOE.

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Generator is Bell Canada or subsidiary...never Nexacor

Mailing address should always be: Bell Canada Corporate Responsibility and Environment 1 Alexander Graham Bell Tour A, 6th Floor Verdun, QC, H3E 3B3

MANIFEST – MANIFESTE

THIS MANIFEST CONFORMS TO ALL FEDERAL AND PROVINCIAL TRANSPORT AND ENVIRONMENTAL LEGISLATION REQUIRING MANIFESTING. CE MANIFESTE EST CONFORME AUX LEGISLATIONS FEDERALE ET PROVINCIALE SUR L'ENVIRONNEMENT ET LE TRANSPORT, REQUERANT UN MANIFESTE.

A CONSIGNEUR (GENERATOR) EXPEDITEUR (PRODUCTEUR) Provincial ID No. - N° d'id. provincial Company Name - Nom de la compagnie Mailing Address - Adresse postale City - Ville Prov. Postal Code - Code postal Shipping Site Address - Origine de l'expédition City - Ville Prov. Postal Code - Code postal Material Consignee - Destinataire provisoire Provincial ID No. - N° d'id. provincial Address - Adresse City - Ville Prov. Postal Code - Code postal Receiving Site Address - Destination de l'expédition City - Ville Prov. Postal Code - Code postal		B CARRIER (TRANSPORTEUR) Provincial ID No. - N° d'id. provincial Company Name - Nom de la compagnie Address - Adresse City - Ville Prov. Postal Code - Code postal Registration No. - N° d'immatriculation Prov. Vehicle - Véhicule Trailer/Flat Car No. 1 - 1 ^{er} remorque - wagon Trailer/Flat Car No. 2 - 2 ^e remorque - wagon Point of Entry - Point d'entrée Point of Exit - Point de sortie Driver Certification: I declare that I have received advice as offered by the consignor in Part A for delivery to the intended consignee and that the information contained in Part B is complete and correct. Declaration du transporteur: J'affirme avoir reçu les conseils offerts par l'expéditeur dans la partie A en vue de leur livraison au destinataire prévu que les renseignements inscrits à la partie B sont exacts et complets. Tel. No. (Area Code) - N° de tel. (incl. rég.) Signature		C CONSIGNEE (RECEIVER) DESTINATAIRE (RECEPTIONNAIRE) Provincial ID No. - N° provincial Consignee Information same as in Part A L'information à fournir pour le destinataire est le même qu'en A. IF NOT, COMPLETE SHADDED AREA - SINON, REMPLIR L'ESPACE OMBRAGE Company Name - Nom de la compagnie Address - Adresse City - Ville Prov. Postal Code - Code postal Receiving Site Address - Destination de l'expédition City - Ville Prov. Postal Code - Code postal Date Received - Date de réception Tel. No. (Area Code) - N° de tel. (incl. rég.) Time - Heure <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	
Physical State - État physique Shipping Name of Waste - Appellation réglementaire du déchet Waste Identification - Identification du déchet NF Provincial No. (Québec - Ontario only) / Québec - Ontario only TDG/APPN / LTB/OPF Quantity Shipped / Quantité expédiée Units L or M / Unités Litres ou Mètres cubes Classification / Classification Packaging / Packaging Containers / Conteneurs No. / N° Codes / Codes etc. / etc.		Verify Any Discrepancy / Vérifier toute différence relative à l'expédition. Annoter une feuille de travail. Quantity Received / Quantité reçue Units L or M / Unités Litres ou Mètres cubes Discrepancy / Discrétion Packaging / Packaging Containers / Conteneurs Vehicle / Véhicule Yes / Oui No / Non			
Special Handling/Emergency Instructions - Manipulation spéciale/instructions d'urgence Attached / Options <input type="checkbox"/> Other / Outres <input type="checkbox"/> Classification No. - Québec only / N° de classification - Québec seulement Date Shipped - Date d'expédition Tel. No. (Area Code) - N° de tel. (incl. rég.) Time - Heure <input type="checkbox"/> A.M. <input type="checkbox"/> P.M. Scheduled Arrival Date / Date d'arrivée prévue Tel. No. (Area Code) - N° de tel. (incl. rég.) Signature		If Handling Code "Other" (Specify) / Si code de manipulation "Autre" (spécifier) Provincial ID No. - N° d'id. provincial Address - Adresse City - Ville Prov. Consignee Certification: I declare that the information contained in Part C is correct and complete. Declaration du destinataire: Je déclare que tous les renseignements à la partie C sont exacts et complets. Name of authorized Person (print) / Nom de l'agent autorisé (écrire de l'impression) Signature Tel. No. (Area Code) - N° de tel. (incl. rég.)			

Nexacor or agent acting on behalf of Bell to complete this section and sign

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6. Records

Record Owner	Record Location	Minimum Retention Time
Environnement	Site SharePoint	10 ans

7. Revision/Review History

Version No.	Date	Document Approver	Summary of Change(s)
1.0	07/06/2013	Sr. Director, Performance Management	Original
2.0	05-05-2015	Sr. Manager, Environment	Revised to new documentation standards