



Transport
Canada

Transports
Canada

CANUTEC

Subject: Request to use CANUTEC's Emergency Telephone Number

Please fill out the accompanying form in order to:

- request authorization to use CANUTEC's 24-hour emergency telephone number (613)996-6666
- register the consignor name that will be used on a dangerous goods shipping document displaying CANUTEC's number
- provide the necessary information as required by subsection 3.5(2) of the Transportation of Dangerous Goods Regulations

In order to receive authorization, the following information must be provided:

1. A completed "Request to Use CANUTEC's Emergency Telephone Number" form that includes:
 - a. a **minimum of three** (3) emergency contacts that can be reached for technical information concerning your products. Please provide the daytime office telephone number (or reception phone number with extension if applicable) and an after-hours telephone number, preferably a home phone number (kept strictly confidential). Cell phone and pager numbers can be included in addition, if available.
 - b. One administrative contact (usually the person filling out the form) that can be reached during business hours for updates to the information initially provided at the time of registration. The admin contact can also act as an emergency contact. Please provide this contact's office telephone number (or reception phone number with extension if applicable), fax number and email address (for update request reminders). The admin contact's signature (bottom portion of attached form) to certify the validity of the information. An additional (resource) contact can be provided for MSDS updates or other purposes.
 - c. The address and reception phone and fax number of each site or location which is the usual workplace for each contact (emergency and admin). It is not necessary to list sites where no contacts are located. All sites offering dangerous goods for transport using a registered consignor name are covered by the authorization.
 - d. If you have a dedicated 24-hour emergency telephone number with live person answering or a dedicated emergency duty roster cell phone number, this number may be used instead of the 3-contact requirement. Please call CANUTEC to ascertain the integrity of your emergency calling system.

The Request form can be sent to CANUTEC by fax at 613-954-5101, by email at canutec.sevices@tc.gc.ca or by mail at the address below.

2. Material Safety Data Sheets (MSDS) or a list of names of the manufacturers as they appear on the MSDS. Please follow the directions found in the following document: MSDS REQUIREMENTS FOR REGISTERED CONSIGNORS (it is available at <http://www.tc.gc.ca/canutec/en/register/requirements.htm> or, if the registration package is being faxed, this document should accompany the registration package).

Please DO NOT FAX MSDS due to degradation in legibility.

MSDS should be in electronic format (WordPerfect, Word, ASCII, HTML files or pdf files). If you are sending pdf files, please remove the Document Security to allow copy/extract option. MSDS may be e-mailed to canutec.services@tc.gc.ca (10 Megs maximum per message). The acceptable storage media formats are CD-ROMs, DVDs or Zip drive diskettes. If the electronic format is not available, MSDS in paper format must be provided to CANUTEC at the mailing address below.

3. If the request is to register more than one consignor name for which the emergency contacts provided will also have responsibility, please provide a list of the consignor names on a separate sheet with their address, reception phone number and the name of one resource contact (usually the business owner) for each consignor.

In order to provide effective emergency assistance on an on-going basis, it is imperative that any changes to the information initially submitted (consignor names, contacts, phone numbers, MSDS, etc.) be communicated to CANUTEC as soon as they occur. Furthermore, contact information must be confirmed as still valid once per year and MSDS updated every 3 years even if there are no changes.

If you have any questions, please feel free to contact me at (613) 947-5048.

Sincerely,

Kristen Steel
Transport Canada (CANUTEC)
330 Sparks Street
Place de Ville, Tower C
14th Floor, Suite 1415
Ottawa, Ontario
K1A 0N5



**REQUEST TO USE
CANUTEC'S EMERGENCY TELEPHONE NUMBER**

**DEMANDE D'UTILISATION
DU NUMÉRO DE TÉLÉPHONE DE CANUTEC**

1. PLEASE TYPE OR PRINT - PRIÈRE DE REMPLIR À LA MACHINE OU EN LETTRES MOULÉES

- Either, 24-hour access to 3 contacts or one manned 24-hour telephone number is required (if not possible, contact steelk@tc.gc.ca)
Soit, 3 personnes à contacter sur une base de 24 heures ou un numéro de téléphone de 24 heures avec téléphoniste à vive voix est requis (si impossible, contactez steelk@tc.gc.ca)
- Cellular numbers or answering machines are not considered 24-hour numbers (which must be answered by a live person at all times)
Les cellulaires et les répondeurs automatiques ne sont pas considérés comme des numéros 24 heures (avec réponse à vive voix en tout temps)
- Use more than one form if necessary - Utilisez plus d'un formulaire si nécessaire

Contact name Personne à contacter	Area code and telephone No. Indicatif régional et n° de téléphone	*Remarks *Remarques						
		1	2	3	4	5	6	7

*** PLEASE CHECK (✓) APPROPRIATE BOX - VEUILLEZ COCHER (✓) LA CASE APPLICABLE**

1. 24 hr No. 2. Office 3. Home 4. Answering service 5. Pager 6. Cellular phone 7. Other
Num. 24 hrs Bureau Domicile Service d'appels Téléavertisseur Téléphone cellulaire Autre

2. ARE YOU A - ÊTES-VOUS? (If you indicate 2 or 3, please fill out item 3 - Si vous cochez 2 ou 3, prière de remplir l'item 3)

<input type="checkbox"/> 1. Manufacturer Fabricant	<input type="checkbox"/> 2. Distributor Distributeur	<input type="checkbox"/> 3. Manufacturer/Distributor Fabricant/Distributeur	<input type="checkbox"/> 4. End user Utilisateur
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3. INDICATE YOUR MANUFACTURERS AS PER THE DOCUMENT "MSDS REQUIREMENTS FOR REGISTERED CONSIGNORS" (Attach list if required)

INDIQUEZ LES NOMS DE VOS FABRICANTS SELON LE DOCUMENT "OBLIGATION DES EXPEDITEURS INSCRIT A FOURNIR DES FTSS" (Annexer une liste si nécessaire)

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Material Safety Data Sheets (MSDS) available electronically Fiches Techniques Santé Sécurité (FTSS) disponibles en format électronique <input type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non	If yes, what format? - Si oui, en quel format?
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I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE

J'ATTESTE QUE LES RENSEIGNEMENTS FOURNIS CI-DESSUS SONT VRAIS ET EXACTS AU MEILLEUR DE MA CONNAISSANCE

Name and Title - Nom et titre			
Company telephone No. - N° de téléphone	Fax	E-mail - Courriel	Web - Internet
Company name - Nom de l'entreprise		Address - Adresse	
Signature			Date

Note: Any modifications to the above information must be immediately communicated to CANUTEC
 Nota: Toute modification à l'information ci-dessus doit être communiquée immédiatement à CANUTEC

MSDS REQUIREMENTS FOR REGISTERED CONSIGNORS

In order for CANUTEC to provide adequate emergency response information during an incident, MSDS (Material Safety Data Sheet) are required from consignors of dangerous goods who obtain authorization to use CANUTEC's 24-hour Emergency Response Telephone Number by registering the consignor name with CANUTEC.

See the separate document "Definitions of Types of Consignors" for definitions to guide you.

FOR MANUFACTURERS OF DANGEROUS GOODS

Manufacturers are required to provide all MSDS that they publish whether they are for materials regulated under the Transport of Dangerous Goods Regulations or not. This is especially critical if the manufacturer has placed CANUTEC's 24-hour Emergency Response Telephone Number on the MSDS.

FOR DISTRIBUTORS OR END USER CONSIGNORS OF DANGEROUS GOODS

CANUTEC requires an MSDS for most dangerous goods that are offered for transport. Distributors and End User Consignors are initially requested to provide the manufacturer name that appears on an MSDS describing a material regulated under the Transport of Dangerous Goods Regulations, instead of the MSDS itself. This will limit duplication of information since a manufacturer registered with CANUTEC is obligated to provide all its MSDS. You will subsequently be notified to provide MSDS for dangerous goods from non-registered manufacturers, if necessary.

Distributors and End User Consignors are further exempted from providing MSDS for dangerous goods that are offered for transport in an inner container size that is smaller or equal to what is usually available from a retail outlet such as a hardware store (i.e. limited quantities or consumer commodities).

However, if you are an exclusive distributing agent for a foreign manufacturer, you are essentially considered to be a manufacturer for the purpose of a registration with CANUTEC. You must follow the requirements pertaining to a manufacturer (see above).

Furthermore, CANUTEC does not require an MSDS from Distributors or End User Consignors for a common chemical substance that has a product name that is fully descriptive of its contents such as propane, gasoline, diesel fuel, etc. Obviously, an MSDS is required when a product is identified by a commercial trade name or brand name, such as Miracle Mixture for example. If in doubt please contact CANUTEC.

If you transport nuclear instruments, please provide the technical sheet or photocopy of the section from the user manual that describes the radiation source and associated information.

CONSIGNORS WHO ARE CARRIERS OR GENERATORS OF WASTE DANGEROUS GOODS

An MSDS is not required for an industrial waste since it can vary in composition. If the waste is a dangerous good, the information found on the shipping document (the shipping name, class and packing group) will sufficiently describe the hazards of the waste during an emergency. However, if you do publish an MSDS for a waste and include CANUTEC's 24-hour Emergency Response Telephone Number on the MSDS, this MSDS must be provided to CANUTEC.

CONSIGNORS WHO ARE BIOMEDICAL FACILITIES

Consignors who predominantly offer for transport infectious substances or related materials (e.g., biological product, specimen, etc) will be referred to as Biomedical Facilities. An MSDS is not required but one may be provided if available.

PROVIDING THE MSDS

DO NOT FAX MSDS due to degradation in legibility.

MSDS should be in electronic format (WordPerfect, Word, ASCII, HTML files or pdf files). If you are sending pdf files, please remove the Document Security to allow copy/extract option. MSDS may be e-mailed to canutec.services@tc.gc.ca (10 Megs maximum per message). The acceptable storage media formats are CD-ROMs, DVDs or Zip drive diskettes. If the electronic format is not available, MSDS in paper format must be provided to CANUTEC at the following mailing address:

CANUTEC (Transport Canada)
330 Sparks Street
Place de Ville, Tower C
14th Floor, Suite 1415
Ottawa, Ontario
K1A 0N5

If you have any questions regarding the MSDS requirements, please contact Ms. Rose Roberge at the above e-mail address or by phone (613-947-5053).

Definitions of Types of Consignors

A consignor is currently defined in the Transport of Dangerous Goods Regulations (including Amendment 6) as follows:

Consignor means a **person** in Canada who

- (a) is named in a shipping document as the consignor;
- (b) imports or who will import dangerous goods into Canada; or
- (c) if paragraphs (a) and (b) do not apply, has possession of dangerous goods immediately before they are in transport.

AND

Person means person as defined in section 2 of the “Criminal Code” (which is defined therein as including an **organization**)

In the “Criminal Code” "**organization**" means

- (a) a public body, body corporate, society, company, firm, partnership, trade union or municipality, or
- (b) an association of persons that
 - (i) is created for a common purpose,
 - (ii) has an operational structure, and
 - (iii) holds itself out to the public as an association of persons

To find which is pertinent to your situation, please choose the type that first fully applies as you go down the list.

For the purposes of a registration with CANUTEC:

<i>Type of Consignor</i>	<i>Definition</i>
Manufacturer	is a consignor who fabricates, transforms, packages or repackages, labels or re-labels, assigns a trade name to, or publishes an MSDS for, a material that is regulated under the Transport of Dangerous Goods or WHMIS Regulations. Also applies to a consignor who appears on an MSDS as the manufacturer or, in the absence of a declared manufacturer, as supplier or distributor, express or implied.
Distributor	is a consignor of a material that is regulated under the Transport of Dangerous Goods Regulations without having transformed the material, its packaging or its identity in any way and who does not publish or appear on an MSDS for that material.
Manu/Dist	is a consignor who is both a manufacturer and distributor.
End User	is a consignor who offers dangerous goods for transport to a place of use other than where it was originally received by that same consignor (essentially re-shipping to another of its locations or a worksite).
Waste Consignor	is a consignor who offers for transport or transports an industrial waste that is regulated as a dangerous good.
Biomedical	is assigned to a consignor who primarily offers infectious substances or biological products/specimens for transport.



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CANUTEC

Canadian Transport Emergency Centre

(613) 996-6666

or

***666 (cellular)**

CANUTEC is the **Canadian Transport Emergency Centre** operated by Transport Canada to assist emergency response personnel in handling dangerous goods emergencies. This national bilingual advisory centre has established a scientific data bank on chemicals manufactured, stored and transported in Canada and is staffed by professional scientists specialized in emergency response and experienced in interpreting technical information and providing advice. Emergency response personnel can access CANUTEC's bilingual services by calling (613) 996-6666 collect.

CANUTEC deals with some 30,000 telephone calls per year with approximately 1,000 of these that require an emergency report.

Information Network

CANUTEC's data bank consists of information on more than 750,000 commercial products. The data bank is computerized with easy access to comprehensive information on individual product properties. CANUTEC also has access to a large number of industry data banks and has communication links with other emergency response centres. CANUTEC has also established communication links with emergency response centres in other countries and has access to various international organizations' data banks. This provides the CANUTEC scientists with quick access to a vast national and international resource network.

In addition to these data banks, CANUTEC has access to, among others, the following resources:

- _ an extensive emergency response reference library;
- _ directories of Canadian and foreign chemical manufacturers, shippers and transporters;
- _ directories of emergency response groups across the country including public agencies both federal and provincial, medical facilities and health specialists;
- _ list of specialized equipment suppliers.

Services

Using the computerized information network accessible to them as well as their professional experience and knowledge, CANUTEC's scientists can provide immediate advice and recommend actions to be taken, and those to avoid, in dangerous goods emergencies.

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Taking into consideration the characteristics of the dangerous goods involved and the particular conditions at the emergency site, CANUTEC's professional staff can provide immediate advice on:

- _ chemical, physical and toxicological properties and incompatibilities of the dangerous goods;
- _ health hazards and first aid;
- _ fire, explosion, spill or leak hazards;
- _ remedial actions for the protection of life, property and the environment;
- _ evacuation distances; and,
- _ personal protective clothing and decontamination.

CANUTEC staff does not go to the site of an incident. Advice and information are provided by telephone. In some instances, standard information and data can also be transmitted in printed copy to the site. This complements the verbal advice and recommendations given by CANUTEC staff members. CANUTEC can also provide communication links with the appropriate industry, government or medical specialists. The shipper of the dangerous goods involved can also be linked to

the site to deal with instructions on cleanup, disposal and/or recovery.

Should on-site assistance be required, CANUTEC can assist in the activation of industry emergency response plans such as TEAP, the Transportation Emergency Assistance Plan, operated by the Canadian Chemical Producers' Association or on-site assistance from other industry or government specialists

Voice communications and written information are retained in confidence for two years for the protection of all parties.

CANUTEC also offers a 24-hour emergency telephone service. Shippers who wish to use CANUTEC's emergency telephone number on their dangerous goods shipping documents, must first contact CANUTEC at (613) 992-4624. In Canada, registration with CANUTEC is free of charge.

Research

To provide a high quality service, CANUTEC scientists research and investigate developments in emergency response technologies and new information regarding dangerous goods.

The data banks and library of the Centre are kept current through scientific literature searches and through national and international data exchange agreements.

Information on individual chemical characteristics and historical data on accidents and other relevant research information involving a given chemical, is analysed to provide data for the interpretation of trends in the contingency planning and emergency response fields. Comprehensive information on the uses and limitations of data, methodologies or equipment is developed through the use of consultants and laboratories on a contract basis.

Joint international research projects are developed and undertaken.

Emergency Response Guidebook 2004 (ERG2004)

CANUTEC has been extensively involved in the production of the ERG2004 which is the result of an International collaborative effort between Canada, the United States and Mexico. Initiated under NAFTA, this project intends to improve hazards communication between the three countries by harmonizing emergency response recommendations for transportation incidents. The ERG is also available for free use at CANUTEC's web site.

Other Services

CANUTEC staff also provides an information service on all aspects of the regulatory requirements for the handling, offering for transport and transporting of dangerous goods by all modes of transport. In fact, CANUTEC is the primary contact point for the Transport of Dangerous Goods Directorate on questions regarding the Transport of Dangerous Goods Regulations and chemical products. For general information CANUTEC should be reached by calling the information number (613) 992-4624, to keep the emergency telephone lines free.

Reporting Requirements

Federal regulations require that CANUTEC must be contacted in the event of an incident or accident involving infectious substances. As well, provincial or municipal statutes may require reporting of dangerous goods incidents or accidents to identified authorities. It is important to note that calling CANUTEC for assistance does not replace the required reporting under provincial or municipal statutes or the federal requirements for written reports.

CANUTEC (613) 996-6666 collect

CANUTEC, established in 1979, is part of the Transport Dangerous Goods Directorate within Transport Canada. The Directorate's overall mandate is to regulate the safe handling, offering for transport and transporting of dangerous goods by all modes. CANUTEC is one of the major safety programs that Transport Canada delivers to promote the safe movement of people and goods throughout Canada.

For further information, please call or write to:

CANUTEC
Transport Dangerous Goods Directorate
Transport Canada
Ottawa, Ontario
Canada
K1A 0N5
(613) 992-4624 (Phone)
(613) 954-5101 (FAX)
canutec@tc.gc.ca (e-mail)
<http://www.canutec.gc.ca> (Internet)

The logo for Canada, featuring the word "Canada" in a stylized serif font with a small Canadian flag above the letter "a".