

## Written Summary Form for Basic Comprehensive Certificates of Approval (Air & Noise) and Environmental Compliance Approvals (Air & Noise)

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### General Information and Instructions

#### General:

Information provided in this form and in any supporting information is collected and maintained by the Environmental Approvals Access and Service Integration Branch of the Ministry of the Environment under the authority of the *Environmental Protection Act*, R.S.O. 1990, c. E.19, as amended ("EPA"), and will be used to evaluate compliance with the Reporting Requirements conditions of the i) Basic Comprehensive Certificate of Approval (Air & Noise) issued under section 9 of the EPA, and ii) Environmental Compliance Approval (Air & Noise) issued under section 20.3 of Part II.1 of the EPA; hereafter referred to collectively as the "Approval". Supporting information may be claimed as confidential; however, the collection, use and dissemination of this information are governed by the *Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. F.31, as amended. Questions about this collection should be directed to the Customer Services and Outreach Unit Supervisor, Environmental Approvals Access and Service Integration Branch, 2 St. Clair Ave. W, Floor 12A, Toronto ON M4V 1L5. Telephone outside Toronto 1 800 461-6290 or in Toronto 416 314-8001.

#### Instructions:

- Approval holders are responsible for ensuring that they submit a complete Written Summary in accordance with the conditions of their Approval. The Written Summary should be based on the Ministry Document titled "Guide to Completing the Written Summary Required by the Basic Comprehensive Certificate of Approval (Air & Noise) and the Environmental Compliance Approval (Air & Noise)" (the "Guide"). The Guide is available from the Environmental Approvals Access and Service Integration Branch toll free at 1 800 461-6290 (locally at 416 314-8001), from your local District Office of the Ministry of the Environment, and in the "Publications" section of the Ministry of the Environment website at [http://k k k "YbY" c j "cb" WU#bj jfcba Ybf#b#Ygci fWg](http://k k k )
- The complete Written Summary should be submitted by email to [CofAeSubmission@ontario.ca](mailto:CofAeSubmission@ontario.ca). Once the form has been received, you will receive an acknowledgement email.
- A complete Written Summary consists of this completed form and the required supporting information, as identified in Section 3, attached electronically to this form.
- Questions regarding the completion and submission of this Written Summary Form should be directed to the Air & Noise Unit of the Environmental Approvals Branch of the Ministry of the Environment at the address below:

Ministry of the Environment,  
Director, Environmental Approvals Branch,  
2 St. Clair Avenue West, Floor 12A  
Toronto ON M4V 1L5  
Phone: 416 314-8001  
Toll Free: 1 800 461-6290  
Email: [EAABGen@ontario.ca](mailto:EAABGen@ontario.ca)

#### Approval Information (based on the application submitted for the Approval)

Approval Number	Application Reference Number	Operating Year	Due Date for Written Summary (YYYY/MM/DD) <i>(as stated in the conditions of your Approval)</i>	
Company Name (Name that is currently listed on the Approval)			Business Identification Number	
Facility Address				
Civic Address - Street information (address that has civic numbering and street information includes street number, name, type and direction)			Unit Identifier <i>(i.e. suite or apartment number)</i>	
Survey Address (used for a rural location specified for a subdivided township, an unsubdivided township or unsurveyed territory. Not required if Street Information is provided)				
Lot and Concession: used to indicate location within a subdivided township and consists of a lot number and a concession number.		Part and Reference: used to indicate location within an unsubdivided township or unsurveyed territory, and consists of a part and a reference plan number indicating the location within that plan. Attach copy of the plan.		
Lot	Conc.	Part	Reference Plan	
Municipality/Unorganized Township	County/District	Province/State	Country	Postal Code / Zip Code

**Written Summary Questionnaire**

1. Were any Modifications made to the Facility during the last calendar year (i.e., Jan. 1 to Dec. 31)?		Yes	No
a.	How many Modifications were made to your Facility during the last calendar year?	_____	
b.	Were the Modifications documented in a Log prepared in accordance with the conditions of the Approval?	Yes	No
c.	Were the Modifications to the facility made in compliance with the Approval conditions, including those relating to Performance Limits, Limited Operational Flexibility and Operating Envelope?	Yes	No
d.	Did the Modifications result in: the addition of a new Compound of Concern (COC); the alteration of the emission rate of an existing COC; and/or the alteration of the Point of Impingement (POI) concentration of an existing COC?	Yes	No
e.	Did any of the COCs that were added and/or altered (as identified in Question 1d) have corresponding Ministry POI Limits?	Yes	No
f.	Were the new POI concentrations of the COCs that were added and/or altered (as identified in Question 1d) and had corresponding Ministry POI Limits (as identified in Question 1e) below their corresponding Ministry POI Limits?	Yes	No
g.	Did any of the COCs that were added and/or altered (as identified in Question 1d) NOT have corresponding Ministry POI Limits?	Yes	No
h.	Were Maximum Concentration Level Assessment Request(s) submitted to the Ministry for ALL of the COCs that were added and/or altered AND do not have corresponding Ministry POI Limits (as identified in Question 1g)?	Yes	No
i.	Did you prepare an updated Emission Summary Table documenting all of the new COCs (both with and without Ministry POI limits), in accordance with the conditions of the Approval and Ontario Regulation 419/05 (made under the EPA) (O. Reg. 419/05)?	Yes	No
j.	Were the appropriate Ministry POI Limits or screening levels used (i.e. JSL, standards, guidelines, maximum ground level concentration) on the Emission Summary Table?	Yes	No
k.	Did you prepare a tabulated summary of the changes in the emission rate of any COC and the resultant increase or decrease in the POI concentration reported in the Emission Summary and Dispersion Modelling Report over the last calendar year in accordance with the conditions of the Approval?	Yes	No
2. Do the conditions of the Approval require you to submit and/or maintain an Acoustic Assessment Summary Table?		Yes	No
a.	Was an Acoustic Assessment Summary Table prepared in accordance with the conditions of the Approval and does it clearly demonstrate compliance with the applicable noise criteria?	Yes	No
3. The EPA was amended and the sections under which Approvals were issued changed as of October 31, 2011, Please select the correct box below:			
Comprehensive Certificate of Approval (Air & Noise) - issued under s.9 EPA		Environmental Compliance Approval (Air & Noise) - issued under s.20.3 of Part II.1 EPA	
As per the Reporting Requirements condition of the Comprehensive CofA (Air & Noise), I have prepared and attached to this questionnaire an electronic copy of the required Written Summary report that includes the following required information:			
a.	A signed statement that the facility operated within the Performance Limits of the Comprehensive CofA (Air & Noise).	Yes	No
b.	A summary of each Modification that took place in the last calendar year.	Yes	No
c.	A list of each COC submitted to the Air Standards Manager for review in the last calendar year.	Yes	No
d.	A review of any changes to a Ministry POI Limit undertaken in the last calendar year that affected or may affect a COC emitted from the Facility.	Yes	No
e.	A tabulated summary of the changes in the emission rate of any COC and the resultant increase or decrease in the POI concentration reported in the Emission Summary and Dispersion Modelling Report over the last calendar year.	Yes	No
f.	The Emission Summary Table for the Facility as of December 31 of the last calendar year.	Yes	No
g.	The Acoustic Assessment Summary Table for the Facility as of December 31 of the last calendar year.	Yes	No
As per the Reporting Requirements condition of the Environmental Compliance Approval (Air & Noise), I have prepared and submitted the following required information as an attachment to this questionnaire:			
a.	A signed statement that the facility operated within the Performance Limits of the Environmental Compliance Approval (Air & Noise).	Yes	No
b.	A summary of each Modification that took place in the last calendar year.	Yes	No
4. The above mentioned supporting information has been attached as a single PDF file (file name):			
I hereby declare that, to the best of my knowledge, all of the information provided in this form is complete and accurate in every way and I am aware of the penalties against providing false information as per s.184(2) of the <i>Environmental Protection Act</i> .			
Name of Person Submitting the Written Summary		Authorized representative of the company to which the Approval is issued.	
Title	Date (YYYY/MM/DD)	Third Party consultant working on behalf of the company to which the Approval is issued.	
Telephone Number (Including Area Code and Extension) ext.		Email Address (confirmation of receipt will be sent to this address)	