

Work Instruction Title:	Waste Manifest Memo for Hazardous Materials in Ontario Work Instruction		
Content Owner:	Mary-Lynne Marino	Document #:	BELL-13154-en
Content Owner Position:	Senior Manager, Energy..	Revision #:	4

For questions regarding this document, contact the Content Owner

1.0 PURPOSE

This memo details the steps to properly complete and file the MOE Waste Manifest when transporting hazardous waste in Ontario. It also contains instructions on how to keep the documentation.

The objective of this memo is to clarify the requirements for BGIS O&M Solutions Inc. and its contractors when manifesting waste that is being removed from a Bell Canada or subsidiary site.

This memo excludes materials sent to the hazardous materials recovery center located at 3000 Industrial Boulevard in Laval.

2.0 SCOPE

This work instruction applies to the BGIS O&M Solutions Inc. and when the activities identified are within the scope of services for the client.

- 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.

3.0 ROLES & RESPONSIBILITIES

Role	Responsibilities
Bell CR&E	<ul style="list-style-type: none"> • Registers and maintains HWIN registrations
BGIS ES	<ul style="list-style-type: none"> • Provides Waste Generator Number and appropriate waste class assigned to the type of dangerous waste to be removed. • Ensures that the MOE Waste Manifest form is completed appropriately and that only MOE licensed haulers are allowed to remove and transport hazardous wastes.

4.0 INSTRUCTIONS

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

Work Instruction Title:	Waste Manifest Memo for Hazardous Materials in Ontario Work Instruction		
Content Owner:	Mary-Lynne Marino	Document #:	BELL-13154-en
Content Owner Position:	Senior Manager, Energy..	Revision #:	4

For questions regarding this document, contact the Content Owner

- Contact BGIS O&M Solutions Environmental Services (ES) to request Waste Generator Number and the appropriate waste class assigned to the type of dangerous waste to be removed (a description of the materials must be provided to the ES to provide the appropriate class).
- ES will provide Waste Generator Number and appropriate waste class. The site has to be previously registered on HWIN. This step may take some time if the site is not registered with the Ontario Ministry of the Environment. It is the responsibility of Bell CR&E to register and maintain HWIN registrations.
- Usually, the carrier will complete the form, but it is the responsibility of BGIS O&M Solutions as a representative of Bell and its subsidiaries to ensure that the form is completed appropriately.
- Only a MOE licensed hauler may remove and transport hazardous waste. BGIS O&M Solutions must verify that only licensed contractors are used for this purpose.

Instructions to correctly fill the Waste Manifest:

The carrier will ask a hazardous materials generator representative to complete and sign the bottom part of the form (section A). Once the form is completed, the carrier will leave copy 2 (green) * on the site and will leave with the other 5 copies (see diagram below):

1. White copy: must be sent to the MOE by the carrier.
2. Green copy *: must be kept on the site that generates the hazardous materials.
3. Yellow copy: must be sent to the MOE by the receiver.
4. Pink copy: is retained by the carrier.
5. Blue copy: is kept by the receiver.
6. Brown copy: must be sent by the receiver to Bell Canada:

Bell Canada, Corporate Responsibility and Environment

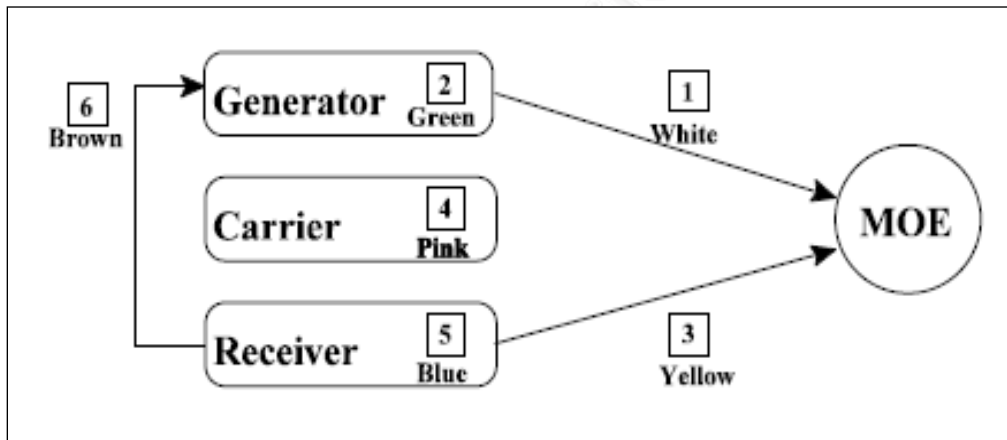
Work Instruction Title:	Waste Manifest Memo for Hazardous Materials in Ontario Work Instruction		
Content Owner:	Mary-Lynne Marino	Document #:	BELL-13154-en
Content Owner Position:	Senior Manager, Energy..	Revision #:	4

For questions regarding this document, contact the Content Owner

**671 DE LA GAUCHETIERE OUEST, 12-1
MONTREAL (QUEBEC)
H3B 2M8**

The generator is always Bell or its subsidiaries. NEVER BGIS O&M Solutions

* The green copy (2) must be maintained on the site for a minimum period of 2 years. It is suggested that a green environmental folder be established at the building office to retain this copy. It is possible to make a photocopy for your records, but the original copy must remain on the site and be easily accessible.



Work Instruction Title:	Waste Manifest Memo for Hazardous Materials in Ontario Work Instruction		
Content Owner:	Mary-Lynne Marino	Document #:	BELL-13154-en
Content Owner Position:	Senior Manager, Energy..	Revision #:	4

For questions regarding this document, contact the Content Owner

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, REQUIERANT UN MANIFESTE.

The mailing address should always be:
Bell Canada RE&E
671 DE LA GAUCHETIERE WEST,
12-1231
MONTREAL, QUEBEC
H3B 2M8

BGIS O&M Solutions or an agent acting on behalf of Bell to complete this section and sign

Word/Acronym	Definition
--------------	------------

Work Instruction Title:	Waste Manifest Memo for Hazardous Materials in Ontario Work Instruction		
Content Owner:	Mary-Lynne Marino	Document #:	BELL-13154-en
Content Owner Position:	Senior Manager, Energy..	Revision #:	4

For questions regarding this document, contact the Content Owner

ES	Environmental Services
CR&E	Corporate Responsibility & Environment
MOE	Ontario Ministry of the Environment
BGIS O&M	BGIS Operations and Maintenance
ODS	Ozone-depleting substances
PCB	Polychlorinated biphenyls
HWIN	Hazardous Waste Information Network

6.0 REFERENCES

Document #	Document Title
BELL-13153	Hazardous Residual Material Management Work Instruction

7.0 REVISION HISTORY

Revision #	Description of Change
0	Initial Document
1	Revised to new documentation standards (2015)
2	Revised to align with the French version and update the name of the Manager (2018)
3	Update on BGIS Template for INTELEX (2022)
4	To change the title for the English version in order to add "Ontario" (2022)