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.
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 website at:
http://www.hwin.ca/hwin/index.jsp
FIG. 4 DISTRIBUTION OF MANIFEST FORMS

Within Ontario

Other Jurisdiction to Ontario

Ontario to Other Jurisdiction

Note: If copies 1 and 3 are required by the other jurisdiction, photocopies are acceptable for submission to the MOE.
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<tr>
<th>Work Instruction Title:</th>
<th>HAZARDOUS MATERIAL – WASTE MANIFEST MEMO</th>
<th>Document #:</th>
<th>WI-ENV-BELL-340</th>
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<tr>
<td>Author:</td>
<td>Mathieu Blackburn</td>
<td>Revision Date:</td>
<td>05-05-2015</td>
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<tr>
<td>Work Instruction Owner:</td>
<td>Simon Forget</td>
<td>Revision #:</td>
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<tr>
<td></td>
<td>Senior Manager, Environment</td>
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**MANIFEST–MANIFESTE**

This manifest conforms to all Federal and Provincial Transport and Environmental Legislation Requiring Manifests.

- Generator is Bell Canada or subsidiary...never Nexacor.
- Mailing address should always be: Bell Canada Corporate Responsibility and Environment 1 Alexander Graham Bell Tower A, 8th Floor Verdun, QC, H3E 3B3
- Nexacor or agent acting on behalf of Bell to complete this section and sign.

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6. Records

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7. Revision/Review History

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<th>Document Approver</th>
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<td>Sr. Director, Performance Management</td>
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<tr>
<td>2.0</td>
<td>05-05-2015</td>
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