

# Ontario Drinking Water Stewardship Program 2009-2010

## Applicant Guide

### *Pollution Prevention Reviews*

#### **WHY SHOULD I HAVE A POLLUTION PREVENTION REVIEW DONE?**

A pollution prevention review of your business/operation could help you to take action to protect municipal drinking water sources by identifying potential contaminant contributions to groundwater and surface water sources and recommending activities that can be undertaken to reduce these potential contaminant impacts. Taking action to protect ground and surface water sources could have other benefits to the business such as cost savings and improved community acceptance.

Pollution prevention reviews are confidential between the consultant/agency conducting the review and the business owner/operator. The Ministry of the Environment and the Conservation Authority do not receive a copy of the pollution prevention review report.

Businesses are strongly encouraged to adopt some or all of the recommendations in the review relating to protection of drinking water sources, however, financial assistance for the review itself is not tied to the implementation of recommendations.

#### **WHO IS ELIGIBLE FOR A POLLUTION PREVENTION REVIEW?**

To be eligible for a pollution prevention review, your small or medium-sized business\* property must be within or extend into the following areas:

- 100-metre radius around a municipal wellhead
- 200-metre radius around a municipal surface water intake
- The approved two-year time of travel for a municipal wellhead, or
- The approved intake protection zone-one (IPZ-1) of a municipal surface water intake (*contact the program administrator for more information*).

\*a small or medium-sized business is defined as having a total of 500 or fewer employees

#### **WHO WILL COMPLETE THE POLLUTION PREVENTION REVIEW?**

The pollution prevention review will be completed by a consultant qualified to conduct pollution prevention reviews with expertise in the specific business area. The Canadian Centre for Pollution Prevention (C2P2) maintains a list of qualified pollution prevention consultants, and they arrange for a consultant to conduct the pollution prevention review.

#### **GRANT RATE: 100% OF COST OF POLLUTION PREVENTION REVIEW**

#### **GRANT CEILING: MAXIMUM OF \$12,000**

#### **APPLICATION PROCESS**

##### **1. Confirm that you are in an eligible area.**

Small and medium-sized business owners or operators interested in a pollution prevention review should contact their local conservation authority (CA). A CA representative will assist you to determine if your business property is in or extends into an eligible area for the purpose of

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## Applicant Guide

### *Pollution Prevention Reviews*

receiving financial assistance under the Ontario Drinking Water Stewardship Program (ODWSP). Information on Conservation Authorities can be found on the following website:  
<http://conservation-ontario.on.ca>.

If there is no conservation authority where your business is located, contact the ministry at:  
[sourceprotectionfunding@ontario.ca](mailto:sourceprotectionfunding@ontario.ca).

#### **2. Request a pollution prevention review.**

Businesses that are in an eligible area can request a pollution prevention review by completing the attached application form and submitting it to the CA. The CA representative will review the application and advise whether or not your request for a pollution prevention review is approved for funding under the ODWSP.

Once approved for funding, the CA representative will forward the application on to the Canadian Centre for Pollution Prevention (C2P2), which will arrange for the pollution prevention review. C2P2 staff will contact you with information on 3 consultants qualified to complete the pollution prevention review. Business owners/operators will select the consultant they wish to complete the pollution prevention review from these 3 names provided by C2P2. The assigned consultant will then contact you to schedule a site visit and interviews with facility personnel as part of the pollution prevention review.

If you have a qualified consultant in mind that you would like to be considered to complete the pollution prevention review, have them contact Fred Granek at C2P2. Fred can be reached at: 905 822-4133 extension 224 or at [fred@c2p2online.com](mailto:fred@c2p2online.com). C2P2 will ensure the consultant has the requisite competency in pollution prevention planning.

Once the review is complete, the consultant forwards a draft report to C2P2 and they arrange for a technical review of the draft report by the Ontario Centre for Environmental Technology Advancement (OCETA). The review of the draft report by OCETA is a quality assurance step. OCETA will ensure consistency in approach to the reviews and that recommendations given in the report provide a good range of feasible pollution prevention alternatives to address the root causes of the priority pollutants and wastes.

#### **3. Receive final pollution prevention review report.**

The consultant will send the final report directly to you. CAs will be invoiced directly by C2P2.

The CA representative will contact you to confirm that the pollution prevention review was completed and that you received the final report. They will also ask you some general questions to gauge your satisfaction with the consultant and the review that was completed. Upon confirmation that the pollution prevention final report was received, the CA will make a payment directly to C2P2. You may wish to discuss the recommendations relating to source water protection with the CA representative. The CA representative can give you information and advice on other funding available to assist with implementation of recommendations.

# Ontario Drinking Water Stewardship Program 2009-2010

## Applicant Guide

### *Pollution Prevention Reviews*

#### TERMS AND CONDITIONS

##### **Confidentiality**

The pollution prevention review will be kept confidential between the reviewer and the applicant. The Ministry of the Environment and the Conservation Authorities will not receive a copy of the pollution prevention review. They will receive a statement from C2P2 that the review was completed.

##### **Implementation of recommendations**

Businesses are strongly encouraged to adopt or implement the recommendations given in the review that relate to protecting drinking water sources. You can discuss the availability of financial assistance under the ODWSP for implementation of some of the recommendations with the local CA representative. For example, projects to improve erosion and runoff protection on-site may be eligible for financial assistance.

##### **Future practices to protect drinking water sources**

Property owners may be required to implement additional practices in the future to continue to protect drinking water sources. Early actions projects taken now are a first step in protecting municipal drinking water sources. Source protection plans, expected to be finalized in 2012 on a region-by-region basis, will determine the full extent of measures necessary to protect wellheads and surface water intakes. You may therefore be required in the future to implement additional practices as determined by the local Source Protection Committee and described in the source protection plan.

Ontario Drinking Water Stewardship Program 2009-10  
Pollution Prevention Review Application Form

**CONTACT INFORMATION**

Legal Name of Business: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone (Business): \_\_\_\_\_ Phone (alternate) \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Business Address \_\_\_\_\_ Postal Code: \_\_\_\_\_

City/Town: \_\_\_\_\_ Province: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Legal Address: Twp.: \_\_\_\_\_ Lot(s): \_\_\_\_\_ Conc.: \_\_\_\_\_

**FACILITY INFORMATION**

Type of Business:
Ownership (i.e. sole owner or multi-site company; Canadian only or international parent company):
Total number of employees:
Number of employees on-site:
Business activities:

Ontario Drinking Water Stewardship Program 2009-10  
Pollution Prevention Review Application Form

Facility description:

Are there current environmental policies/programs in place within the business?  Yes  No

If yes, please provide a brief description:

**POLLUTION PREVENTION REVIEW PROJECT AGREEMENT**

I have read, understood, and agree to the guidelines and the terms of funding assistance for the Ontario Drinking Water Stewardship's Pollution Prevention Review Early Actions funding.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date