

Agrichemical Warehousing Standard Association

WAREHOUSING STANDARDS BULLETIN

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Transport Canada's Client Identification Database Protocol E16

In October 2023 Transport Canada amended the *Transportation of Dangerous Goods Regulations (TDGR)* to add Part 17 Site Registration Requirements, introducing a new registration requirement for sites where dangerous goods are imported, offered for transport, handled or transported. This includes a **requirement for agrichemical retailers to register with the Client Identification Database before October 25, 2024**. Once registered, sites will need to update their information annually – annually based on the date of the original submission.

The Regulations defines *site* as a permanent location where dangerous goods are imported, offered for transport, handled or transported and are in the direct possession of a person conducting these activities, but does not include a location where dangerous goods are used only in the scope of a person's work or as raw materials in products that they manufacture.

AWSA certified sites that retail crop protection products that are regulated under the *TDGR* are required to register.

These requirements are outlined in Protocols E16 (b) and (c).

<u>NO.</u>	<u>PROTOCOL – TDG</u>	Full Compliance Score	Actual Score
E16	<p>(a) This site ships products in conformance with TDG regulations and the shipping documents viewed verified this.</p> <p>(b) This site has registered with Transport Canada's Client Identification database (CID).</p> <p>(c) This site has completed their annual update with Transport Canada's Client Identification database (CID).</p> <p><u>Observations:</u></p>	Mandatory Mandatory Mandatory	

Where do you register?

Visit Transport Canada's website at:

<https://tc.canada.ca/en/dangerous-goods/client-identification-database-cid>

What information will be required when registering?

Note: The data required to be submitted is always from the previous Fiscal Year.

- (a) the business number assigned to them by the Canada Revenue Agency, if any;
- (b) their name and the address of their headquarters;
- (c) the phone numbers and email addresses of both a contact person and their replacement when absent;
- (d) the addresses of all sites where dangerous goods are imported, offered for transport, handled or transported;
- (e) Select the applicable NIACS code (North American Industry Classification System).
 - For example, #418390 = Agricultural Chemical and Other Farm Supply Merchant Wholesalers.
- (f) the mode of transport of dangerous goods used at each site;
 - Road
 - Rail
 - Marine
 - Air
- (g) for each site, the classes and divisions of dangerous goods that were imported, offered for transport, handled or transported within the previous fiscal year, if any, for example:
 - Class 3 – Flammable Liquids
 - Class 5.1 – Oxidizers
 - Class 6.1 – Toxic Substances
 - Class 8 – Corrosives
 - Class 9 – miscellaneous products substances or organisms
- (h) for each site, the importing, offering for transport, handling or transporting activities that were undertaken in the previous fiscal year, if any.
 - Import
 - Handle
 - Offer for Transport
 - Transport

Transport Canada has provided a process including an EXCEL spreadsheet for business to use to submit this data.

Who submits the data:

Compliance lies with the site manager to complete the registration and show evidence of completion to the AWSA auditor.

Locations will multiple locations may have this completed by their head office. In these cases, a letter (or documentation) from their head office should be available to show the AWSA auditor.

When are updates required?

Once registered, you will need to update and confirm your registration every year. You will receive an email reminder from Transport Canada to complete this task 30 days before its company's anniversary date. Deadline to complete the annual renewal update is 30 days after the company anniversary date.

Review and update the following six (6) requirements to complete the annual renewal update:

1. Organization data requirements are up to date.
2. All existing sites, and site information requirements are up to date.
3. All new sites, and subsequently information, have been added.
4. All sites that were active, and that are now inactive, have been deactivated.
5. All sites that were inactive, and are now active, have been reactivated.
6. All sites that were part of a sale or merger, have been actioned as sold or merged.

Where do I get more Information?

Visit Transport Canada's website:

<https://tc.canada.ca/en/dangerous-goods/client-identification-database-cid/initial-registration>