



Please find attached the information data request that will provide us with the information to “screen” your mandatory application for a provincial Certificate of Approval issued by the Ontario Ministry of Environment.

This Certificate (often called a CofA) is required to be in the possession of every auto body or collision repair shop that spray paints cars, trucks or parts.

Even if you currently possess a CofA for your shop, you **MUST** still apply (or amend) your certificate to cover the new use of waterborne paint product. That is because the emissions from waterborne paints are different and have different chemicals than are contained in the solvent paints.

If you have no CofA at all, then we can apply for both solvent and waterborne emissions permits at the same time at no additional cost, even if you may not have switched yet to waterborne paints.

All facilities that emit to the atmosphere **MUST** possess a valid CofA.

In many cases a shop is issued a compliance order, officer or offense order from a Ministry inspector, demanding that they possess this CofA. This is not unusual and the shop should just call us for free advice on how to handle this.

The three-page questionnaire attached to this letter is asking some basic questions about you and your shop. Please call us at 1-866-309-4272 if you have any questions as you go through it.

This is not the application, but rather a data sheet and the information is sent back to us and we input this data into a “screening” tool. This computerized expedited process will tell us if your shop can meet the “streamlined” approval process, which is simpler and cheaper for you. About 75% of the shops that send us the data can receive their CofA using this process.

Our cost for this process is \$500 plus HST for members and \$750 plus HST for non-members of the association.

Some shops will fail the “screening tool “ testing and we would then contact you to see if some changes (stack height, volume of paint sprayed, cfm in the booth, etc) can be changed in order to ensure compliance or, alternately, we would need to use an older process called ES&DM to obtain approval. This process unfortunately takes longer and is more expensive.

Either way, we would ask for supporting documents (articles of incorporation, site maps, etc.) to verify for the Ministry the information on the application and then submit to the Ministry on your behalf.

Normally your application is reviewed by the Ministry of Environment and within 2-3 weeks is placed on the “Environmental Bill of Rights” government web site for public comment for a 30 day period. After that open-comment period, your CofA is normally approved and sent to you within 3-4 weeks.

A CofA is a permanent document for that address, even if your business name changes. This CofA needs amendment however, if you make changes to your emissions in the future (new booth, new equipment etc.)

We do charge a \$500 plus HST deposit to get started on your file, and the only other cost relates to shops that have not taken the mandatory training course. That training package is sent to you for each painter and one management staff to successfully complete either at the shop or at home. Cost is \$150 plus HST per student. A page is inserted with this letter to help you better understand this training requirement.

We answer questions all day long, so don't worry about calling us at 1-866-309-4272 to clarify any concerns.

Final note- Please check around with others and view our www.autobodyhelp.ca web site and the government PowerPoint presentation on the web site. Many “consultants” in the private sector charge much higher prices (3 to 4 times) than your non-profit trade association and many do not know that a streamlined process even exists. If you are one of many that are quoted from \$1300 to \$6000 or more for this same service that we charge as low as \$500, please call 1-866-309-4272 and save your money for other business needs.

Sincerely,

John Norris, Executive Director