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# APPENDIX A: POLICY ON CHEMICAL PRODUCT USE BY THE FILM & TV INDUSTRY

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The Corporation of the City of North Bay  
Environmental Services Department

Safety is...No Accident!



POLICY for:

## *Chemical product use by the Film & TV industry*

Revision Date: February 25, 2019

### Objective

This policy is intended to ensure the safety and health of the environment and the residents of North Bay.

### Definitions:

**Chemical substance / product:** is a form of matter that has constant chemical composition and characteristic properties. These can be chemical elements, chemical compounds, ions or alloys.

**Qualified Person (QP):** is a person who, because of their knowledge, training and experience, is qualified to make the decision safely and properly. The required qualifications for a QP are:

- a) the person holds a license, limited license or temporary license under the *Professional Engineers Act*; or
- b) the person holds a certificate of registration under the *Professional Geoscientists Act, 2000*, and is a practicing member, temporary member or limited member of the Association of Professional Geoscientists of Ontario.

**EPA:** Environmental Protection Act

**Owner:** The Corporation of the City of North Bay

### Policy

This policy is to be used in the event a film or television production company is interested in releasing a chemical substance in North Bay.

It is the responsibility of the production company to determine what chemical substances and/or products they will be using for their filming needs. The production company is responsible to ensure the product(s) being used are safe for the application they are using them in.

The production company shall provide confirmation that the proposed substance/approach has been reviewed and approved by a Qualified Person (QP). The Chemical Substance/Product Use Request Form (Appendix B) must be completed and submitted to the Owner's Economic Development Department along with any additional supporting information. Production company will need to provide this form along with supporting documentation ten (10) working days in advance of permitting to allow for review of the Owner's staff. A filming permit will not be released until the Owner's staff have reviewed the proposed substance and approved its use.

The QP review / approval must address impacts of the planned usage and address issues including but not limited to: solution mix, frequency of use, application method, conditions, procedures, clean-up plan, contamination mitigation plan, restricted areas where no releases are allowed (for example: no releases directly into waterways). Please note that the QP review/approval can be for the entire production and is not required to be site specific.

The Owner will not make exhaustive or continuous on-site inspections to check the quality or quantity of product use. The production company has sole responsibility in regards to product use/release.

The production company will be fully responsible for any adverse effect as defined by the EPA that may result from the release of the proposed substance.

Policy subject to changes and updates without notice.

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## APPENDIX B: CHEMICAL SUBSTANCE/PRODUCT USE REQUEST FORM

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Production Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Tel: \_\_\_\_\_

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

Parent Production Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Special Effects Company: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Tel: \_\_\_\_\_

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

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Permission is hereby requested to release the following chemical product/substance onto City of North Bay owned property:

Chemical Substance/Product Name: \_\_\_\_\_

The following documents **MUST** be submitted with this application a minimum of ten (10) days prior to the filming date (please check which apply):

- MSDS / SDS Sheet for specific substance/product
- Qualified Person Review and Approval
- Site map showing chemical substance use locations
- Solution mix
- Frequency of Use
- Application Method
- Environmental impact mitigation procedures
- Clean up Procedures
- QA/QC Procedures

Send chemical substance/product use by Film & TV industry requests to:  
[filming@northbay.ca](mailto:filming@northbay.ca)

**\*\* This form is to be used in conjunction with the Corporation of the City of North Bay chemical product use by the Film & TV industry policy. The production company will be fully responsible for any adverse effect as defined by the Environmental Protection Act that may result from the release of the proposed substance.**