

## FACILITY REGISTRATION

### GUIDE TO APPLICATION FOR REGISTRATION AS A FACILITY FOR THE MANUFACTURE, MODIFICATION, ASSEMBLY, REPAIR, TESTING, AND/OR INSPECTION OF HIGHWAY TANKS AND/OR TC PORTABLE TANKS PURSUANT TO CLAUSE 8.1.4 OF CSA-B620

#### 1. Information to submit to request registration

Applicants must submit all of the following information to Transport Canada in order to apply for registration:

- A completed application form entitled "Application for Registration as a Facility for the Manufacture, Modification, Assembly, Repair, Testing, and/or Inspection of Highway Tanks and/or TC Portable Tanks Pursuant to Clause 8.1.4 of CSA- B620";
- For an application for an amendment to an existing registration, a cover letter identifying the reason for requesting the amendment (see Section 1 of the application form);
- Documentation confirming the legal name of the company and Certificates of Authorization (see Section 6 of the application form);
- Facility details (see Section 7 of the application form).

Please note that registration may be denied if any sections of the application are incomplete or if any documentation is omitted.

#### 2. Completing the application form

When completing the application form, where  is shown, mark with a  $\checkmark$  when applicable.

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#### 3. Completing Section 5 of the application

It should be noted that the assembly of piping is included as part of the tank assembly process.

Facilities seeking registration to perform specific functions associated with nurse and/or applicator tanks must select these functions in conjunction with the field entitled "Nurse tank or applicator tank (as permitted by SR55 CSA B622)". The TC 51 specification portable tank should not be selected unless the facility actually intends to perform functions associated with this tank specification.

#### 4. Completing Section 6 of the application

The Certificates of Authorization listed in Section 6 of the application may be required depending on the combination of specifications and functions selected in Section 5 of the application. Please consult the requirements in Clause 8.1.3 of CSA-B620 for all applicable requirements.

#### 5. Submitting a request for registration

The documents listed in item 1 (above) must be submitted to the Regulatory Affairs Branch within the Transportation of Dangerous Goods Directorate at Transport Canada by email at the following address: [MOCRegister-RegistreContenant@tc.gc.ca](mailto:MOCRegister-RegistreContenant@tc.gc.ca)

Applicants should retain a copy of all the documentation that is submitted for registration. Transport Canada may request revisions to the information that has been submitted and will reference certain parts of this documentation in correspondence with the applicant. Applicants will be required to re-submit the complete application in order to address any errors or omissions.

#### 6. Successful applicants

A Certificate of Registration, normally valid for 5 years, is issued to successful applicants. The Certificate of Registration is mailed to the corporate officer identified in Section 3 of the application upon completion of the registration process.

#### 7. Renewing a Certificate of Registration

In order to renew a Certificate of Registration, the registered facility must submit all the information identified in item 1 (above) at least three months before the expiry date.

## 8. Conditions of registration

(a) Facilities registered with Transport Canada are required to submit an application for an amendment to an existing registration with the Director, Regulatory Affairs Branch, Transport Dangerous Goods Directorate, Transport Canada, should there be any substantive change in the information provided to obtain the Certificate of Registration or when facilities wish to request a change in the scope of its existing registration.

(b) Facilities registered with Transport Canada are required to maintain the Certificates of Authorization submitted in relation to Section 6 of this application throughout the course of the registration period.

## 9. Access to regulatory requirements

All facilities must have the edition of standard CSA-B620 that is currently adopted in the Transportation of Dangerous Goods Regulations. CSA Standards may be purchased from:

Canadian Standards Association  
5060 Spectrum Way, Suite 100  
Mississauga, ON L4W 5N6

Telephone: (416) 747-4000  
Toll free: 1-800-463-6727  
Fax: (416) 747-2473  
Web site: [www.csa.ca](http://www.csa.ca)

**APPLICATION FOR REGISTRATION AS A FACILITY FOR THE MANUFACTURE, MODIFICATION, ASSEMBLY, REPAIR,  
TESTING, AND/OR INSPECTION OF HIGHWAY TANKS AND/OR TC PORTABLE TANKS PURSUANT TO  
CLAUSE 8.1.4 OF CSA-B620**

|  |                              |           |  |                  |                          |  |  |
|--|------------------------------|-----------|--|------------------|--------------------------|--|--|
| <b>1. Type of application</b>  |                              |           |  |                  |                          |  |  |
| Please specify the type of application   |                              |           |  |                  |                          |  |  |
| First application  | <input type="checkbox"/> Yes |           |  |                  |                          |  |  |
| Renewal application  | <input type="checkbox"/> Yes | Specify → | <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">Registration No.</td> <td style="width:50%;">Expiry Date (yyyy-mm-dd)</td> </tr> <tr> <td style="height: 30px;"></td> <td></td> </tr> </table> | Registration No. | Expiry Date (yyyy-mm-dd) |  |  |
| Registration No.   | Expiry Date (yyyy-mm-dd)     |           |  |                  |                          |  |  |
|  |                              |           |  |                  |                          |  |  |
| Application for an amendment to an existing registration*  | <input type="checkbox"/> Yes | Specify → |  |                  |                          |  |  |
| *For an application for an amendment to an existing registration, please attach a cover letter identifying the reason (e.g. change of location, change of scope, change of ownership, etc.) for requesting an amendment. |                              |           |  |                  |                          |  |  |

|   |             |         |
|---|-------------|---------|
| <b>2. Facility Information</b>  |             |         |
| Legal name of company or individual <i>*Please attach a copy of a certificate of incorporation or a business name registration, as applicable</i> |             |         |
| Operating name of company or individual (if different from legal name)  |             |         |
| Facility Address (this is the physical address where operations will be conducted and cannot include a post-office box)                           |             | City    |
| Province/Territory  | Postal Code | Country |

|  |             |         |  |
|--|-------------|---------|--|
| <b>3. Corporate officer responsible for compliance with CSA-B620</b> |             |         |  |
| Name   |             | Title   |  |
| Telephone No.  | Email       | Fax:    |  |
| Mailing Address  |             | City    |  |
| Province/Territory   | Postal Code | Country |  |

|  |       |       |  |
|--|-------|-------|--|
| <b>4. Local Contact (if different from individual identified in Section 3)</b> |       |       |  |
| Name   |       | Title |  |
| Telephone No.  | Email | Fax   |  |

**5. Scope of Registration**

Please check those functions for which you are applying, indicating with an "M" those functions that are mobile

|                |  | Inspection - External | Inspection - Internal | Inspection - Lining | Inspection - Upper coupler | Test/Retest - Hydrostatic | Test/Retest - Pneumatic | Test/Retest - Leak Test | Test/Retest - Fluorescent Test | Test/Retest - Thickness Test | Tanks - Repair | Tanks - Manufacture | Tanks - Assembly | Tanks - Modification | Piping - Repair | Piping - Manufacture | Piping - Modification |
|----------------|--|-----------------------|-----------------------|---------------------|----------------------------|---------------------------|-------------------------|-------------------------|--------------------------------|------------------------------|----------------|---------------------|------------------|----------------------|-----------------|----------------------|-----------------------|
| Highway Tanks  | TC 406   |                       |                       |                     |                            |                           |                         |                         |                                |                              |                |                     |                  |                      |                 |                      |                       |
|                | TC 406 Crude   |                       |                       |                     |                            |                           |                         |                         |                                |                              |                |                     |                  |                      |                 |                      |                       |
|                | TC 406 FRP   |                       |                       |                     |                            |                           |                         |                         |                                |                              |                |                     |                  |                      |                 |                      |                       |
|                | TC 407   |                       |                       |                     |                            |                           |                         |                         |                                |                              |                |                     |                  |                      |                 |                      |                       |
|                | TC 407 FRP   |                       |                       |                     |                            |                           |                         |                         |                                |                              |                |                     |                  |                      |                 |                      |                       |
|                | TC 412   |                       |                       |                     |                            |                           |                         |                         |                                |                              |                |                     |                  |                      |                 |                      |                       |
|                | TC 412 FRP   |                       |                       |                     |                            |                           |                         |                         |                                |                              |                |                     |                  |                      |                 |                      |                       |
|                | TC 423   |                       |                       |                     |                            |                           |                         |                         |                                |                              |                |                     |                  |                      |                 |                      |                       |
|                | TC 306   |                       |                       |                     |                            |                           |                         |                         |                                |                              |                | N/A                 | N/A              |                      |                 | N/A                  |                       |
|                | TC 306 Crude   |                       |                       |                     |                            |                           |                         |                         |                                |                              |                | N/A                 | N/A              |                      |                 | N/A                  |                       |
|                | TC 306 FRP   |                       |                       |                     |                            |                           |                         |                         |                                |                              |                | N/A                 | N/A              |                      |                 | N/A                  |                       |
|                | TC 307   |                       |                       |                     |                            |                           |                         |                         |                                |                              |                | N/A                 | N/A              |                      |                 | N/A                  |                       |
|                | TC 307 FRP   |                       |                       |                     |                            |                           |                         |                         |                                |                              |                | N/A                 | N/A              |                      |                 | N/A                  |                       |
|                | TC 312   |                       |                       |                     |                            |                           |                         |                         |                                |                              |                | N/A                 | N/A              |                      |                 | N/A                  |                       |
|                | TC 312 FRP   |                       |                       |                     |                            |                           |                         |                         |                                |                              |                | N/A                 | N/A              |                      |                 | N/A                  |                       |
|                | TC 350   |                       |                       |                     |                            |                           |                         |                         |                                |                              |                | N/A                 | N/A              |                      |                 | N/A                  |                       |
|                | TC 350 Crude   |                       |                       |                     |                            |                           |                         |                         |                                |                              |                | N/A                 | N/A              |                      |                 | N/A                  |                       |
|                | TC 331   |                       |                       |                     |                            |                           |                         |                         |                                |                              |                |                     |                  |                      |                 |                      |                       |
|                | TC 338   |                       |                       |                     |                            |                           |                         |                         |                                |                              |                |                     |                  |                      |                 |                      |                       |
|                | TC 341   |                       |                       |                     |                            |                           |                         |                         |                                |                              |                |                     |                  |                      |                 |                      |                       |
| Portable Tanks | TC 11  |                       |                       |                     |                            |                           |                         |                         |                                |                              |                |                     |                  |                      |                 |                      |                       |
|                | TC 44  |                       |                       |                     |                            |                           |                         |                         |                                |                              |                |                     |                  |                      |                 |                      |                       |
|                | TC 51  |                       |                       |                     |                            |                           |                         |                         |                                |                              |                |                     |                  |                      |                 |                      |                       |
|                | TC 60  |                       |                       |                     |                            |                           |                         |                         |                                |                              |                |                     |                  |                      |                 |                      |                       |
|                | Nurse tank or applicator tank (as permitted by SR55 of CSA B622) |                       |                       |                     |                            |                           |                         |                         |                                |                              |                |                     |                  |                      |                 |                      |                       |

## 6. Required Certificates/Legal Information

Please indicate the material submitted with this application

- Yes  N/A (a) Certificates of incorporation, letters patent, or other evidence of registration as a company
- Yes  N/A (b) Certificate of Authorization for the ASME "U" stamp
- Yes  N/A (c) Certificate of Authorization from a provincial pressure vessel jurisdiction for manufacture
- Yes  N/A (d) Certificate of Authorization from a provincial pressure vessel jurisdiction for modification and/or repair
- Yes  N/A (e) National Board of Boiler and Pressure Vessel Inspectors Certificate of Authorization for the "R" stamp for modification and/or repair
- Yes  N/A (f) National Board of Boiler and Pressure Vessel Inspectors Certificate of Authorization for the "R" stamp for modifying and/or repairing piping
- Yes  N/A (g) Certificate of Authorization from a provincial pressure vessel jurisdiction for the manufacture, modification, or repair of piping in accordance with CSA B51
- Yes  N/A (h) Certificate of Authorization from a provincial pressure vessel jurisdiction for the manufacture, modification, or repair of piping in accordance with ASME B31.3

## 7. Facility Details

Please indicate the material submitted with this application

- Yes  N/A (a) Workshop area description: approximate area (square metres/feet), number of bays, and maximum tank size accommodation
- Yes  N/A (b) A description of the equipment used for the manufacture, repair, modification and/or assembly
- Yes  N/A (c) A description of the equipment used for the testing and inspection of tanks, accessories, and/or safety devices
- Yes  N/A (d) A description of the equipment used for tank cleaning and decontamination
- Yes  N/A (e) A list of the name(s) and registration number(s) of any and all Design Engineers that will be performing design reviews for this facility pursuant to Standard CSA B620
- Yes  N/A (f) Mobile unit information:  
i) address of control location, location of documentation, and number of mobile units;  
ii) complete description of mobile units;  
iii) description of equipment carried in each mobile unit; and  
iv) description of customer equipment and services in the field necessary for the mobile unit to function

**8. Access to regulatory requirements**

The applicant has a copy of the following documents available (please specify the year of publication where requested)

|  |                           |                           |                       |
|--|---------------------------|---------------------------|-----------------------|
| Standard CSA-B620  | <input type="radio"/> Yes | <input type="radio"/> No  | If yes, _____<br>Year |
| Update(s) to standard CSA-B620 (if applicable)   | <input type="radio"/> Yes | <input type="radio"/> N/A | If yes, _____<br>Year |
| ASME Boiler and Pressure Vessel Code, Section II, Part D, and Section VIII, Division 1, UG101(m), 1998 | <input type="radio"/> Yes | <input type="radio"/> N/A |                       |
| ASME Boiler and Pressure Vessel Code, 2007   | <input type="radio"/> Yes | <input type="radio"/> N/A |                       |
| Standard CSA-B51   | <input type="radio"/> Yes | <input type="radio"/> N/A | If yes, _____<br>Year |
| Standard ASME B31.3  | <input type="radio"/> Yes | <input type="radio"/> N/A | If yes, _____<br>Year |
| Standard NBBI ANSI-NB-23   | <input type="radio"/> Yes | <input type="radio"/> N/A | If yes, _____<br>Year |

**9. Statements**

I, the corporate officer named in Section 3 of this application, certify that the facility is in compliance with the following requirements

- Yes The quality control manual required by Clause 8.1.1(d) of CSA B620, including the inspection and testing procedures, reports, and certificates of compliance, is in compliance with the version of CSA B620 and its revisions that are in force under the TDG Regulations.
- Yes All Design Engineers, tank inspectors, testers, and welders are qualified and experienced in accordance with Clauses 8.1.5.1, 8.1.6, 8.1.7, and 4.4, respectively, of CSA B620. Evidence of this qualification is on file as described in the quality control manual.
- Yes The quality control program described in the quality control manual is in place and operating as required by CSA B620.

**10. Certification of application**

I hereby represent and warrant that the information provided with this application is true and correct and I hereby authorise inspectors of Transport Canada to examine and to inspect any facilities associated with the manufacture, modification, assembly, repair, test, and/or inspection of highway tanks and/or portable tanks.

|   |                   |
|---|-------------------|
| Signature of corporate officer named in Section 3 | Date (yyyy-mm-dd) |
|---|-------------------|