Canadian Paint and Coatings Association

Association canadienne de l'industrie de la peinture et du revêtement

CANADA COATINGSHUB™

CPCA Website

*Member Instructional Guide
for the Canada CoatingsHUB*

Updated April, 2020

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Introduction

Welcome to CPCA's Canada CoatingsHUB (CCH). The CoatingsHUB is a custom-built tool for CPCA member companies designed to support you in your compliance efforts and provide you critical information needed to navigate the Canadian Regulatory landscape.

This guide will cover the following aspects of the HUB. The Menu System, User Account and Dashboard, Administrative Privileges of Official Representatives, Canada CoatingsHUB Dashboard, Industry Issue Pages, Featured Resources, Issue Resources, Search Functions, the Substance Database and HUB Terminology. Before diving into the HUB, please review how the Menu system works on the main CPCA website, as well as on the HUB.

The Menu System

There are two menu systems, the Mega Menu which is divided into seven sections (see Figure 1.0), and includes a search tool and a French language toggle button, while the Red Canada CoatingsHUB Menu includes: a welcome note to all users, a link to the CCH Dashboard, CPCA Compliance Calendar, the newly added Substance Database, My Account dropdown including the previous "My Organization" tab, and Log out. For users who have been designated Official Representatives for their organizations they will see an additional tab titled "My Organization" has moved under the "My Account" tab. This page allows them to update the profile of their organization, and send a new user request to CPCA.
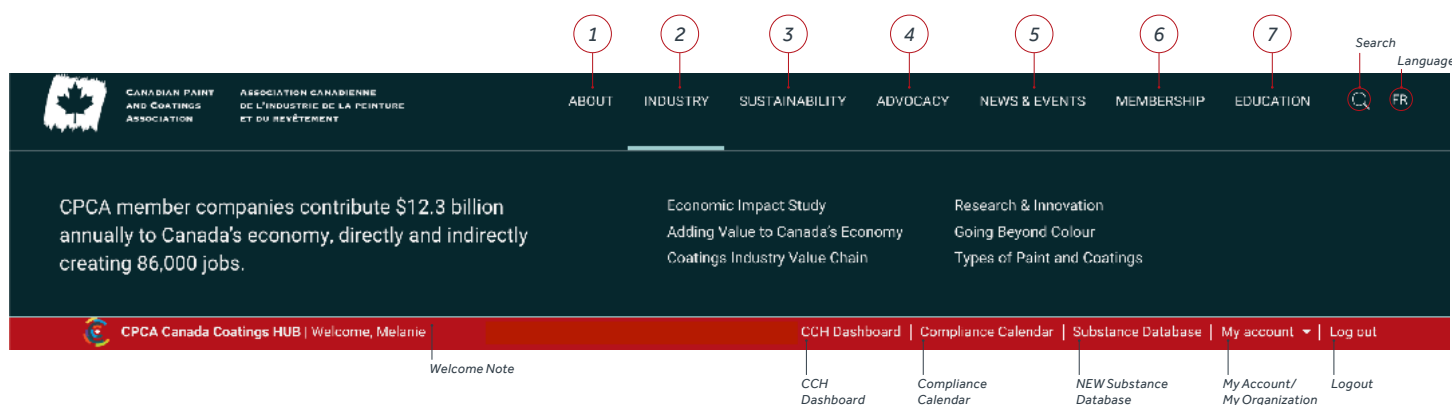

Figure 1.0

User Account and Dashboard

All CPCA members will by now have received an activation email, asking each user to activate their Canada CoatingsHUB (CCH) account. When a user logs into the HUB they are immediately taken to their user "My account" Page (See Figure 2.0). This page features a table titled "Issues I'm following" which lists the industry issue by name, the total number of resources available per issues, the number of NEW resources posted in the last 30 days, and any actions that are due for this issue. We will discuss terminology for Issue Resources in the HUB Terminology section of this guide later.

To the right of the table is the "Edit my account" button, which brings you to the "Edit my account" page where you can update, modify and change any of the settings for your account. The details in the box below give you an at-a-glance look of 'you' the member and includes: your name, title, how long your organization has been a member of CPCA, the status of your notifications and subscriptions. The box below indicates which organization you are a part of and below is a live news feed titled "News I'm following" which rolls up news that has been tagged against the industry issues you are following.

Figure 2.0

Edit My Account

The "Edit my account" page is where you manage your profile including; contact information, subscriptions, notifications, goals and password updates.

Prior to saving any changes the user will be required to check the box and agree to CPCA's terms and conditions for use of the website and The Canada CoatingsHUB.

Contact Information

CPCA encourages members to complete their contact information with as much detail as possible as going forward the HUB will be the central vehicle for member communications.

Goals

There are a listing of goals, along with a brief description. These are there as a tool for members to communicate to CPCA your organizational objectives of membership and provide the CPCA staff with insight on how best to serve you.

Subscriptions

As a member you can now manage your subscriptions to CPCA publications right from your member profile.

The Canada CoatingsHUB

This is by far the most critical piece for our members. From this section you can manage your notifications, and choose which industry issues you want to have real-time notifications from. Notifications are set up as follows;

1. **Information Posts:** No notification is sent
2. **Member Attention Required:** A notification is sent to those who have checked or followed an issue by clicking the "Send me an email notification when new resources are posted for my topics of interest"
3. **Compliance Deadline:** A notification is sent to ALL members as these are critical dates and deadlines that require your attention.

Figure 3.0

Administrative Role of Organizational Official Representatives ONLY
Managing and Requesting Users

The "My Organization" page is accessed from the Red CCH Menu which appears below the main Mega Menu when a user is logged in. This page allows Official Representatives (OR's) of Member Organizations to have an overview of who within their organization has access to the Canada CoatingsHUB. Additionally they have administrative privileges where access can be revoked, OR's can request new users, and update Organization Overview and Profile Information.

It's important to note that while OR's can see who is in their respective organizations, this information is considered private and only available to the OR and CPCA Website Administrators. The information maintained within the website is secure, confidential and is not made available to other member organizations. Use by non-members is of course prohibited due to anti-trust and privacy laws.

Figure 4.0

To Request a NEW User be Added
1. Navigate to the "My Organization" Page
2. Click "Request New User" button
3. Populate the fields and submit.

To Request a User be Removed
1. Navigate to the "My Organization" Page
2. Click "Make Inactive" button
3. An Email is sent to CPCA's Website Administrator.

The Canada CoatingsHUB Dashboard
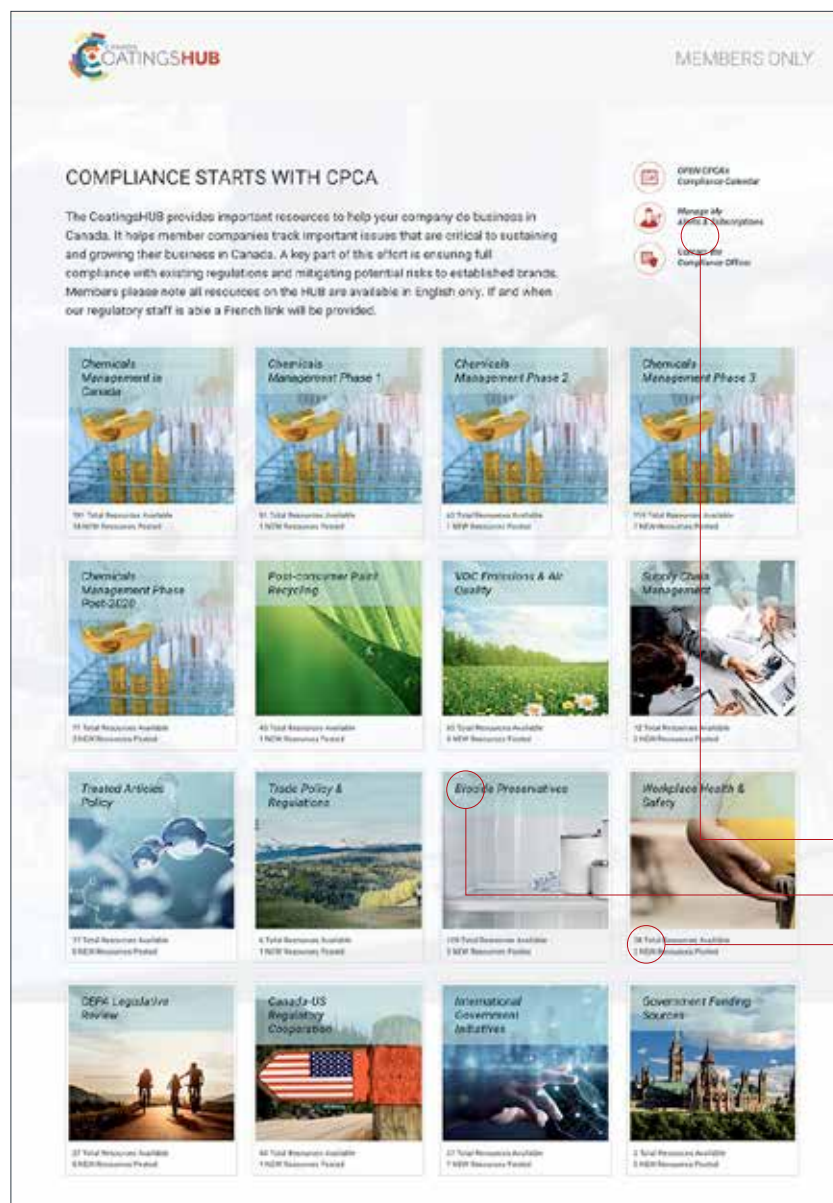
Figure 5.0

Much like the users Dashboard (Figure 2.0) the Canada CoatingsHUB Dashboard (Figure 5.0) provides users with an at-a-glance look at the total number of resources for the twelve industry issues that CPCA is actively engaged in. The Dashboard shows 16 blocks because Chemicals Management in Canada is the only issue that was divided into sub-issues due to the volume of information and the breadth of this Federal Government Initiative.

The CCH Dashboard provides users with a quick link to the "CPCA Compliance Calendar", the "Edit my account" page via the "Manage My Alerts & Subscriptions" and the "Contact the Compliance Officer".

Each Issue has a display of the "Total Resources Available" as well as "NEW Resources Posted".

Quickly access CPCA's Compliance Calendar, Edit my account page, or contact the Compliance Officer for more information on an issue or resource.

Quick links to each issue providing users with an overview and a detailed listing of resources including "Featured Resources"

Get at-a-glance information on the number of resources available or the total number of NEW resources posted.

Industry Issue Pages

Getting the Regulatory Information When you Need it!

For each industry issue that CPCA is actively engaged in there is a dedicated page for it. In the case of Chemicals Management in Canada (Figure 6.0) there are four as a page has been devoted to each Phase of this Government Initiative.

Issue pages are found from the main menu under the advocacy tab and have both a public and a private setting. The publicly available information includes an overview of the issue and a backgrounder available for download.

On the private Member Only side of the page there is again an overview providing more context into the inner workings of CPCA, a "Featured Resources" section that provides members with critical background resources associated with the specific industry issue. There are also quick links to "CPCA's Compliance Calendar", "Edit my account" page, and the contact form to "Contact the Compliance Officer"

Towards the bottom of the page a header titled "Canada CoatingsHUB Resources" is where the user will find the tools needed to search, filter and source specific resources. There is also a "News" section with news related to that specific industry issue.

In the following page we review how the 'search' and 'filter' functions work and provide some details around the Resources Table.

Figure 6.0

Searching the HUB

The Canada CoatingsHUB search functions (Figure 7.0) are primarily driven by categorization and keyword search. All resources have been categorized according to the following set of rules;

1. What Industry Issue is the Resource Related to.
2. For CMP Resources Only - What Stage in the Regulatory Process is Applicable to this Resource and is there an Action required?
3. Is the Resource related to an existing Act or Regulation
4. Is the Resource related to an existing Policy or Program
5. Is the Resources related to the Consultation Process
6. Is the Resource related to an International Initiative such as "IPPIC"
7. Is the Resource related to or deemed to be a Report or Publication

Additional to this is the capability to search all resources within the Issue page you are navigating by Resource Title Keyword. For example, if a user searches "benzophenone" all resources containing that word in the title will appear in the search results. In the example below there are five resources.

Figure 7.0

There are two main search tools on the website. The first search tool is found in the top menu bar and is identified via a search icon. Searches using this field will parse all data on the site, and provide a listing of search results. The second search tool is found at the bottom of each issue page. The boxes are search functions within the HUB based on categorization and key words. Search results are based on the selections made by the users and/ or the Title Key Words that the user has searched against respectively.

In the table itself there is additional flexibility for the user. For example, they can toggle through the "Publishing Date", "Action", and "Due Date" as an additional means of sorting through the data within the HUB. The table also provides visual indicators via a link icon, or a paper clip icon to indicate if a link or file is embedded or attached to the respective resource.

Substance Database

The substance database is the final piece in the regulatory system that has been developed. The substance database allows users to search, and review over 1,100 substances by CAS-RN, Group, Sub-Group, CEPA Toxicity Declarations and get a birds eye view of exactly where any substance is at within the Canadian Regulatory review process. There is the main table of the substance database which provides an at-a-glance overview of all the substances within the database, and there are individual substance pages that provide a step by step review of where exactly that substance is at within the Canadian regulatory review process.

An entire set of icons have been developed in support of this new addition to the Canada CoatingsHUB, below are the icons and what they mean.

Substance Database Icon

This icon is a quick-link back to the main table or database which lists all substances that are available for review within the database.

CPCA Feedback Request Icon

Feedback Requested

If this icon is displaying on an individual substance page it means CPCA is seeking information from members. In some cases the kind of information required will be detailed such as surveys and supporting links, data, or other.

SNAC Icon

Significant NEW Activity

Whenever a substance has been flagged as Significant NEW Activity by the Government of Canada and is pending further review this icon will display on the individual substance page.

CEPA Non-Toxic

CEPA Non-Toxic

The CEPA designations will be clearly marked on all substance pages. The green CEPA Non-Toxic icon means that the substance has been declared non-toxic and cleared for use.

CEPA Toxic Declaration

The CEPA toxic declarations are detailed and inform the user if the designation is general, related to health, the environment or both.

CEPA Toxic *CEPA Toxic Health* *CEPA Toxic Environment* *CEPA Toxic Enviro/Health*

Substance Database
The Main Table

The Substance Database is reached by following this URL: HTTPS://canpaint.com/membership/Canada-coatings-hub/substance-database/

The table (Figure 8.0) features information that will provide a general overview of the substance including the CAS-RN number, the Chemical Name, and where a substance is at in the regulatory review process generally speaking. The table can be sorted by DSL/NDSL list, CMP Category, CASE implication and Notes, Groupings and Sub-Groupings, Priority, Status, CEPA Toxic Designations, Risk Management Tool and date. The database also allows for searches by CAS-RN number and has an export to excel feature.

1 The main table can be sorted by CAS-RN numbers. Each CAS-RN links to an individual substance page that contains all of the pertinent information regarding that substance and what step it is at along the regulatory review process.

2 The search bar allows user to search by specific CAS-RN numbers.

3 For users who need data in an excel format the export to excel feature will provide a .CSV file with all data within the database.

Figure 8.0

To Access the Individual Substance Page
1. Navigate to the "Substance Database" page
2. Click on any CAS-RN number
3. The individual page will load

To Download an Excel Version of the Database
1. Navigate to the "Substance Database" Page
2. Click "Export to Excel" button
3. An Excel file will download

Figure9.0

Individual Substance Pages

The individual substance pages (Figure 9.0) contain more information around on a particular substance. It details what grouping or sub-grouping the substance is a part of, what step it is at along the Canadian regulatory review process, whether CPCA is looking for feedback on the substance and details regarding what kind of feedback — for example completing a survey. There is supporting documentation, and a detailed description of the regulatory review process. Below is a description of Figure 9.0.

1. **Status Box:**
   The Status Box contains all the pertinent top line information that the user will need including the CAS-RN Number, the Chemical Name, the date the substance was last updated, its status — Risk Assessment, Risk Approach or Risk Management, Group and Sub-Grouping information.

2. **CMP Review Process, Compliance Calendar and Substance Database buttons:**
   The CMP Review Process text provides a quick link to additional details on the regulatory review process and the buttons to the CPCA Compliance Calendar and Substance database take you back to the main landing pages of those respective tools.

3. **The Regulatory Review Bar:**
   This bar is a data visualization tool which provides the user an at-a-glance overview of what step a single substance is at along the Canadian regulatory review process, including DSL/NDSL designation, CEPA Toxic or Non-Toxic designation, if a substance has been SNACed, if CPCA is requesting feedback and more. On the following pages the steps will be reviewed in more detail.

4. **Supporting Information:**
   The supporting information includes links to the related government of Canada Acts, Regulations, Reports, Canada Gazette publications, details on CASE implications and other sectors, CASE related comments and Additional information on the status or this substance, acute toxicity, and concentration levels.

5. **Understanding the Review Process:**
   This section is a static and available for review on all individual substance pages. It details all steps in the regulatory review process and what to expect from the Canadian government.

Steps in the Regulatory Review Process

STEP 1

At the onset of any substance review and categorization, the federal government identifies a list of all substances or substance groupings, primarily on the Domestic Substance List, which could be declared 'CEPA-toxic' at their current use levels based on available information on these substances triggering further risk assessment. The User will see STEP 01 as green as assessment is in progress, and will also be able to identify if there is a call for information, if CPCA is seeking feedback, if the substance is on the DSL or NDSL list, and its current CEPA toxic or non-toxic classification.
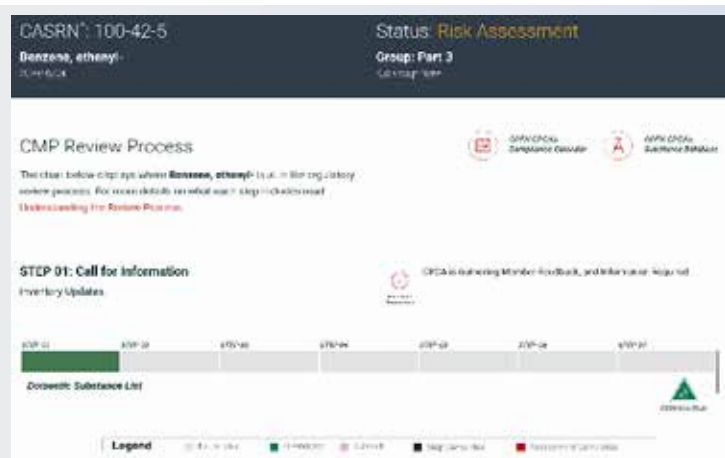
STEP 2

Once all information gathering on usage is complete, and the government has reviewed all the available toxicology data, it then produces a draft screening assessment report (DSAR). The user will see that STEP 02 is now in progress, while STEP 01 has gone black to signify its completion. The user may also see that CPCA is still seeking information, and the appropriate CEPA Toxic declaration icon.
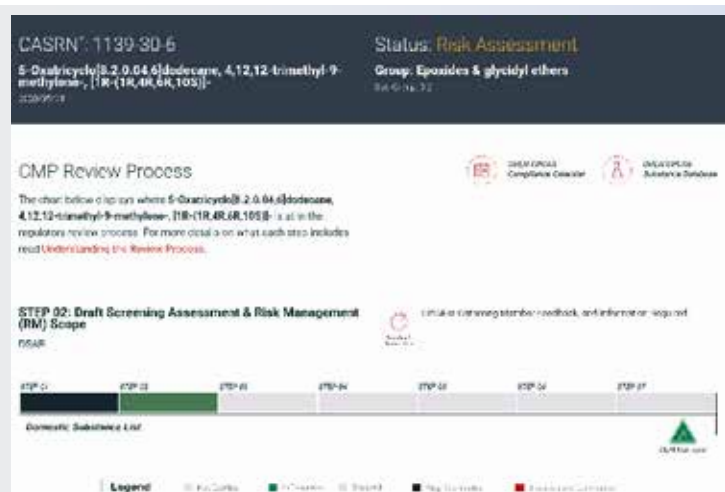
STEP 3

Once it has been decided that a chemical substance poses a risk, risk managers determine how best to minimize or eliminate the risk to protect the public and/or the environment. STEP 03 has some conditions in which users may see that STEP 03 is in progress, CPCA continues to seek feedback as risk managers determine what risk management tools will be used going forward.

Steps in the Regulatory Review Process

STEP 3 Condition A

For STEP 03 - Condition A the user will see that the substance in question has been declared non-toxic but it is also SNACed. When this happens Steps 4 & 5 are skipped as these SNAc provisions under the Act, CEPA, 1999 , triggers an obligation for a person or company to provide the Government of Canada with information about a substance when proposing to use, import or manufacture the substance for a significant new activity.
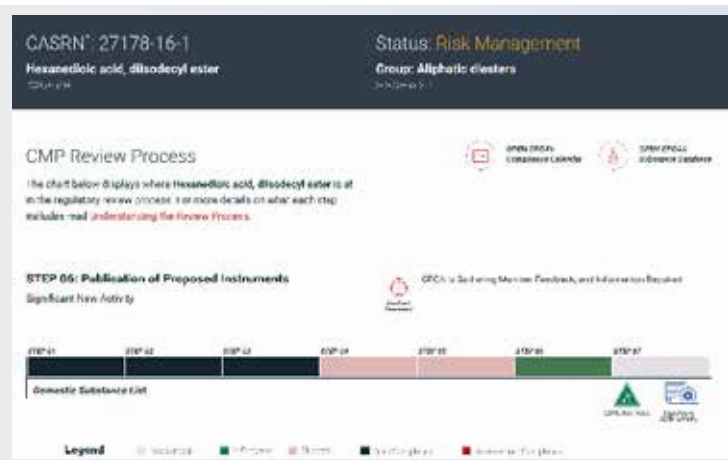
STEP 3 Condition B

For STEP 03 - Condition B the user will see that the substance in question has been declared non-toxic, steps 4 & 5 are skipped but the substance is not SNAced. It will, however, require further follow up at a later point in time as the government uses a range of risk management instruments that are either mandatory or non-mandatory. The risk management instrument will be defined in later steps.
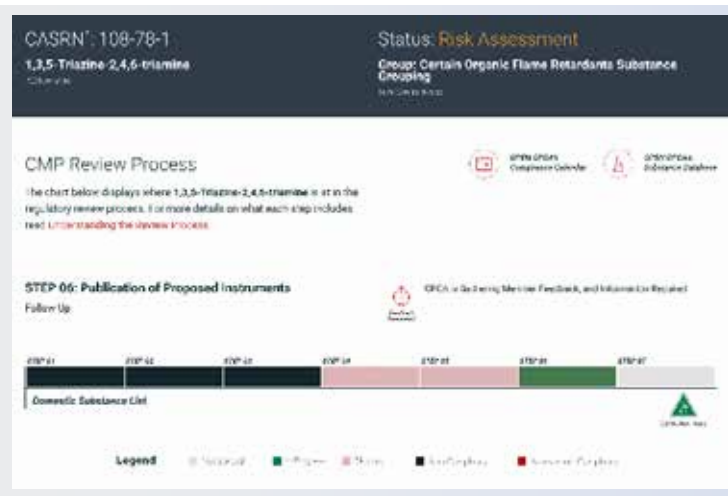
STEP 3 Condition C

For STEP 03 - Condition C the user will see that the substance in question has been declared non-toxic and the Final Screening Assessment and Risk Management Approach has been determined. In this case it signals the end of the review process and the substance is cleared for use.
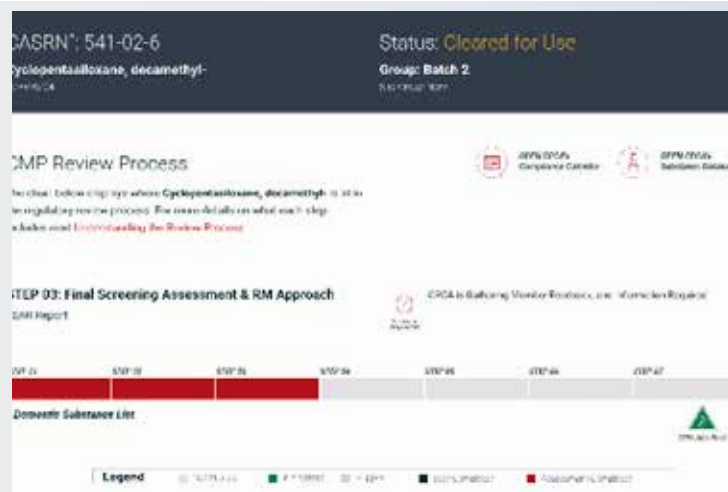
Steps in the Regulatory Review Process

STEP 4

The proposed order is the first step in categorizing a substance as 'CEPA-toxic.' The proposed order is then communicated to all in the Canada Gazette along with the list of substances that will be declared 'CEPA-Toxic.' It is not a risk management instrument per se, just an official list declaring to all suppliers, manufacturers, distributors and users of chemical substances in Canada what the specific restrictions are for substances in commerce in Canada. STEP 04 is in progress, while STEPS 1-3 are listed as completed.
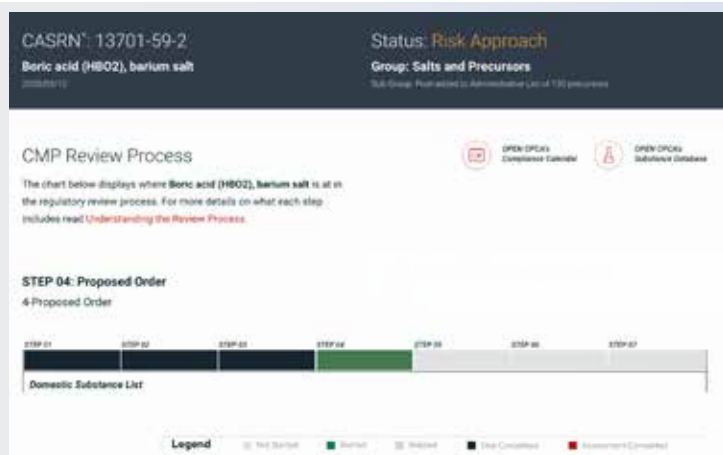
CEPA Toxic   CEPA Toxic Health   CEPA Toxic Environment   CEPA Toxic Enviro/Health

STEP 5

Once the final order is communicated out in the Canada Gazette II along with the list of substances that will be declared 'CEPA-Toxic' government officials proceed to developing the risk instruments required to regulate and manage the toxic substance in commerce in Canada. The official CEPA-Toxic Icon displays to inform the user of the type of risk posed, STEP 05 is in progress, while 1-4 are completed.
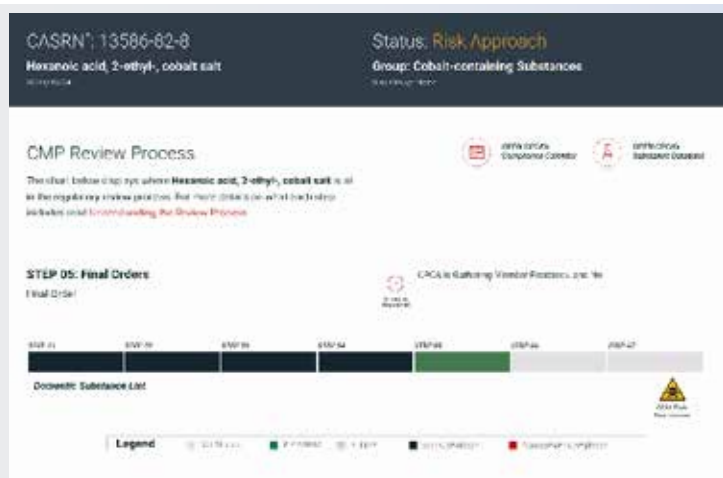
STEP 6

The Proposed Instrument is developed and includes the risk management approach, policy, and legislative changes and updates to the existing regulations. The proposed instrument is circulated in the Canada Gazette I. STEP 06 is in progress, and 1-4 are listed as completed.
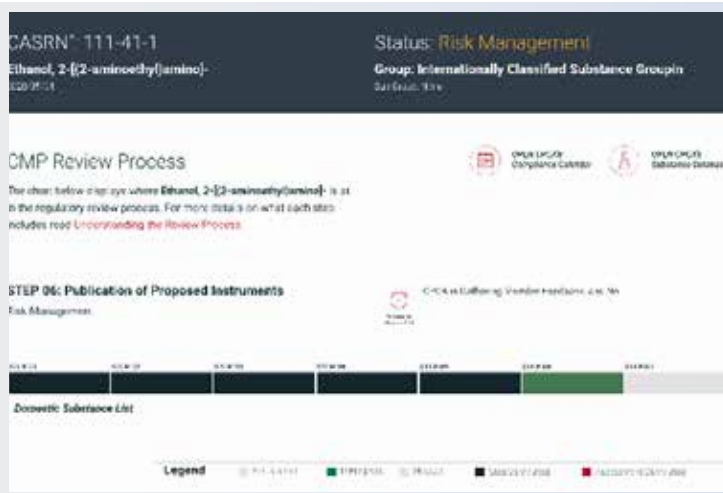
Steps in the Regulatory Review Process

STEP 7

Once the proposed instrument is declared final all substances that are listed as 'CEPA-Toxic' are given very clear effective dates or 'coming into force.' Industry must comply with all orders and update their inventory, formulations, and related business activities according to the regulatory updates and new regulations. Any business that fails to meet the compliance deadline could be found in non-compliance and subject to penalties. The final instrument is circulated in the Canada Gazette II. This marks the end of the review process - all bars are red to signify that the assessment is complete.
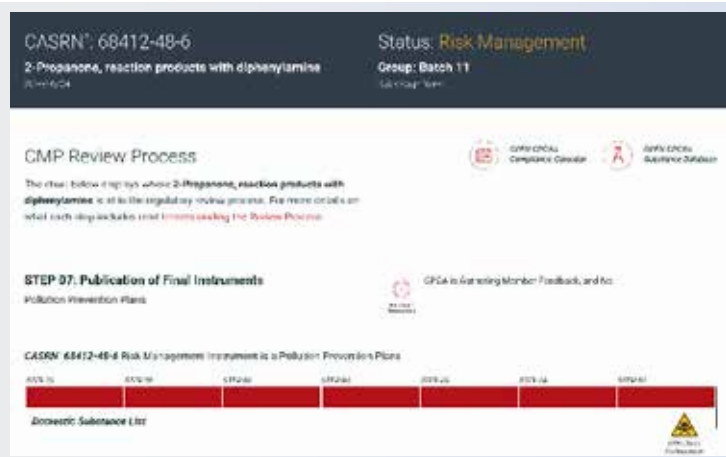
HUB Terminology

Throughout the development of the site CPCA paid close attention to how information would be sorted, categorized and delivered to members. In doing so, new terminology was also developed to help support communications and identify key areas where CPCA would need to have member engagement.

Events

One of the first things CPCA addressed was events and calendars. The site holds two. The public Events Calendar displays the main national and international events organized for the CASE industry including both public and private events. All private events are for Members Only and will only be visible when a user is logged in. These may include such events as CPCA Annual Conference, or Webinar Series (usually private as these are member only), or Industry Events such as the American Coatings Show. In all cases where a CPCA event is displayed registration can be done online. All other events a user must navigate to the direct event page and register from there.

CPCA Compliance Calendar is a new tool designed with our members in mind. The "Compliance Calendar" is accessible to members only. This calendar displays all survey and consultation end dates for national regulatory proposals as well as all final dates for the coming into force of specific regulatory actions that may affect CPCA members.

News

News is now sorted by industry, blog, regulatory updates and press releases. These are accessible through the main mega menu. CPCA encourages member organizations to share their news stories with us. If your communication team has a story to share about your organization - we want to know! To send a story along contact the Director, Graphic Design and Digital Communications at info@canpaint.com.

CPCA Notifications of New Resource Postings on the HUB

Notifications is a critical component of the HUB. CPCA is now putting you the member in the drivers seat. You have full control over your notifications, subscription lists, and level of engagement with CPCA. When you receive a notification there is important information waiting for you on the other end of that email, it is a resource that requires your attention. Below is the terminology you may see associated with that resource and what that means for you, the member, as it relates to your company.

Member Information Only

CPCA information-only posts will be posted as a new resource but members will 'not' be notified via email alerts, but members can see when logged into their account new posts available via their dashboard. These include general reference documents, committee minutes, CPCA submissions, position papers, CPCA bulletins, etc. Members need to visit the site from time to time to directly access it via a simple search or viewing individual resource postings. Also, at the end of each month, most of these informational resources along with the others will be captured in the Regulatory RADAR posted on the Hub to ensure nothing relevant to ongoing issue management by you or your team is missed.

Member Attention Required

There are important compliance actions requiring members to act and these include timing of important government consultations, member surveys requiring a response, relevant deadlines such as Canada Gazette notices, enforcement dates for any type of regulations, etc. A direct notification called "Resource Alert" will be sent to those members who have specifically asked to be notified on any of the 12 issues they selected to follow within the "Edit My Account" section of the HUB. These may also include notifications of CPCA annual conferences, training sessions, webinars, or networking events, inviting members to register by a specific date.

Compliance Deadline

"CPCA Compliance Calendar" is accessible to members only on the Hub. This calendar displays all survey and consultation end dates for national regulatory proposals as well as all final dates for the coming into force of specific regulatory actions affecting or possibly affecting CPCA members. In cases where there is a compliance deadline is associated with a resource, a notification is sent to ALL members because there is a need for the member companies to address information provided within these resource postings. Two reminder alerts, one called "30-day Alert" and then a final "7-day Alert" are sent to members as an email reminder. There will be no further email notification alerts on the matter after the deadline has passed.

Featured Resources

As mentioned, resources are categorized via a set of rules and associated to each industry issue. However, when a user is navigating an issue page they will notice a section titled "Featured Resources". These are resources that have been selected by CPCA and deemed critical information that a member may want to reference in relation to the issue they are browsing. It provides critical background information especially for new staff. For example, a member may find an issue tracker document, a glossary of terms or substance listing or database. These are critical documents that provide insight and Canadian context to issue management, and CPCA's role in supporting the member organization.

Contact the Web Master

The overall design of the HUB has been a client-centric process with user experience at the forefront. If members at anytime have trouble navigating, finding resources, updating user or organizational profile information, CPCA encourages you to reach out and contact the Director, Graphic Design & Digital Communications.

All requests for support on the Hub will be answered within 24-48 hours, unless the request is a greater technical issue that needs to be escalated to the service provider for support.

Thank you for activating your account

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