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# Contractor Designation Guide

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July 2011

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# Guide to Smart About Salt Designation - Contractor

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## PURPOSE OF THIS GUIDE

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This Guide is designed:

1. To help snow removal contractors to apply for and maintain Smart About Salt designation; and
2. To ensure that Designated Contractor achieve and maintain the high standard of salt management expected by the Smart About Salt program.

## STEPS

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The following are the steps that you need to take to apply for Smart About Salt Contractor Designation.

### 1. Rate Your Current Practices

- Get a copy of the *Self-Assessment – Operation Worksheet*.
- Evaluate your Practices under each of the headings provided down the left hand column of the Worksheet. There is a *Resource Sheet* for each of the Practices. The relevant *Resource Sheet* is referenced below each practice heading in the Worksheet.
- Read the information under each of the ratings and pick the one that best applies to your operations. Write this number under the column headed *Your Rating*.

### 2. Determine Your Goals and Action Plans

- If you have achieved the highest rating possible – in other words a **4** - then your *Action Plan* will merely involve maintaining that level.
- If you have achieved a lower rating, then your *Action Plan* should identify your future goals, a target years and what needs to be done to achieve these improvements.
- Record these goals in the column headed *Action Plan*. Attach a report if necessary to be clear on your plan.

*A Plan that is not clear and written down is of little use in helping you to achieve your goals.*

## 3. Complete the Application for Designation

- You can apply for Smart About Salt Designation once you have:
  - i. Completed your *Self-Assessment – Operation Worksheet*;
  - ii. To get into the program you must achieved the following minimum ratings:

Activity	Rating
Salt management training	2 or greater
Calibration	2 or greater
Material application rate	2 or greater
Tracking material usage / record keeping	3 or greater
Storage	2 or greater (for all applicable materials)

- Complete the *Application for Designation – Smart About Salt Certified Contracting Company*. You can get the form at the following link. [www.smartaboutsalt.ca](http://www.smartaboutsalt.ca)
  - i. Fill out the front page of the application. This information will be used to complete the SAS Database if the company is successful. You will need to identify a Designated Company Agent who is the contact person for the Company and is required to have successfully completed the Smart About Salt basic training program.
  - ii. Complete the Declaration section and have the Application Signed and Dated by the Designated Company Agent.
- Complete the *Annual Certification Report*.
  - i. Fill in the *Company Information* (top of page 1)
  - ii. Complete the *Salt Use Summary* (bottom of page 1). It is understood that in the first year of application these may be estimated based on total usage. The following are some suggestions on how to gather the necessary information until you have fully implemented a tracking system.
    - use Google Earth to measure the areas of the paved surfaces you are servicing.
    - Refer to your salt purchase records or service logs. This information will tell you how much salt you used. Please try to be as accurate as possible.
    - The number of winter events can come from your timesheets. You know how many times you had to visit your sites. Use an average of all your sites.
  - iii. Complete the *Self-Assessment Summary* (top of page 2). This is a summary of the information you prepared during Steps 1 and 2 outlined above.

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- iv. Complete the *Certification Compliance Report* (bottom of page 2).
  - Complete the *Training* section showing that you have a system in place for salt management training. In order to apply for Designation you need to have your supervisors trained in Salt Management. Successful completion of the Smart About Salt Operator Training Course is sufficient.
  - Complete the *Record Keeping* section (top of page 3) showing that you are using logs consistent with Landscape Ontario's Daily Winter Log and that you are capturing salt use data by event and location. An example of your record keeping forms must be attached to your application.
  - Complete the *Calculating Areas and Amounts* section (page 3) showing that you are calculating site areas, determining application rates and calibrating equipment.
  - Complete the *Declaration* section (bottom of page 3).

## 4. Submit the Application for Designation

- Once all the sections of the *Application for Designation* and the *Annual Certification Report* have been completed it can be submitted along with a cheque for \$250 payable to the *Smart About Salt Council* to the following address:

Smart About Salt Council  
7856 Fifth Line South,  
Milton, Ontario  
L9T 2X9

## 5. Review of the Application for Designation

- The Smart About Salt Council will review your application for completeness.
- If it is complete and you meet the entry level qualifications:
  - i. You will be issued a letter confirming that you have been successful and welcoming you to the Smart About Salt Program.
  - ii. You will be issued a camera ready copy of the Smart About Salt Logo and authorization to use the Logo as long as you continue to meet the program obligations.
  - iii. Your company will be added to the Smart About Salt Website as a Certified Contractor.

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- If your application is deficient your cheque will be returned along with your documentation and an explanation. Once you have corrected your deficiencies you are free to reapply.

### 6. Annual Renewal

- All Certified Contractors are required to resubmit the *Application for Designation* and the *Annual Certification Report* by June 30<sup>th</sup> of each year along with the \$250 annual renewal fee.
  - i. After the first year in the program Contractors are required to achieve the following minimum ratings to remain in the program:

Activity	Rating
Salt management training	3 or greater
Calibration	3 or greater
Material application rate	3 or greater
Tracking material usage / record keeping	4
Storage	3 or greater (for all applicable materials)

- ii. After the second year in the program Contractors are required to achieve the following minimum ratings to remain in the program:

Activity	Rating
Salt management training	4
Calibration	4
Material application rate	4
Tracking material usage / record keeping	4
Storage	3 or greater (for all applicable materials)

- Failure to achieve the required standards will result in suspension of the Company's Certification until such time that the Company can demonstrate that it has met the required standard. The Company will be required to stop using the Smart About Salt name and logo immediately upon notification of suspension.

## 7. Audit

- The Smart About Salt Council will conduct periodic random audits of Certified Companies to ensure that they are meeting the standard.
- The audit findings will be discussed with the Company Agent and the Company will be given a specified time to respond to the findings and correct any deficiencies.
- Failure to satisfactorily correct deficiencies can result in suspension of the Company's Certification.