



Application for Certification and Annual Renewal

Smart About Salt Certified Contracting Company

Company Operating Name (to be listed on SAS website) _____

Company Legal Name (if different from above) _____

Address _____

City _____ Province _____ Postal Code _____

Phone _____ Fax _____

Company Website URL _____

Designated Company Agent: _____

Title: _____ Email address _____

(The Designated Company Agent must have successfully completed the Smart About Salt basic training program)

On behalf of our company, I, _____, declare that we have completed the application requirements of the Smart About Salt program listed below:

- We are committed to improving our salt management and the use of best practices to uphold the principles of the Smart About Salt program
- We shall encourage all facilities we work with to become Smart About Salt certified
- We understand and agree that our Annual Certification Report is subject to verification by audit
- We understand that failure to submit an Annual Certification Report will result in the loss of our designation as a Smart About Salt Certified Contracting Company
- The required Annual Certification Report for our latest winter season is attached

Signature of Designated Company Agent

Date

Please submit completed Application and Annual Certification Report (3 pages), with application fee of \$250 + HST = \$282.50 to: Smart About Salt Council, 7856 Fifth Line South, Milton, ON, L9T 2X8

For further information, contact the Smart About Salt Council
Phone: 647-722-5699 Email: contact@smartaboutsalt.com

****Note: This application page MUST be completed annually, along with the Annual Certification Report**



Annual Certification Report

Company Information

Company Name: _____

Address: _____ Phone: _____

Company Agent: _____ Email: _____

Winter Season Date: from _____ to _____

Date of this Submission: _____ First time application Renewal application

Certified SAS Contractors must submit a completed Annual Certification Report each year to ensure recertification for the following year.

Salt Use Summary

Total Area Serviced:
(based on your site surveys)

Paved Areas (m²): _____

Walkways (m²): _____

Total Salt Used:
(based on your service logs or seasonal purchases)

Seasonal total salt used (kg) _____ (A)

Total area serviced (m²): _____ (B)

Number of winter events¹: _____ (C)

Average Application Rate (grams of salt/m²/event): _____ $\frac{A \times 1000}{B \times C}$

¹ A winter event is any visit to a site that requires salt to be applied to the entire site.



Annual Certification Report

Self-Assessment Summary

SAS Certified Contracting Companies are required to demonstrate continuous improvement in their winter operations. They must show that they are serious about improving the rating of their activities using the Self Assessment Worksheets. The following table must be completed and submitted annually.

****NOTE: Every box in the 'Current Rating', 'Target Rating', and 'Target Year' columns must be filled in – failure to comply will cause delays in your application processing**

These ratings are based on the information in the Smart About Salt Training manuals. Please carefully review page 3 for strict guidelines on your expected minimum ratings.

Practice	N/A	Current Rating	Target Rating	Target Year
Getting a Handle on the Amount of Material Used				
Equipment Calibration				
Material Application Rates				
Material Usage Record				
Reducing an Operations Impact on the Environment				
Use of Liquid Materials				
Use of Low or Non-chloride Materials				
Winter Season Salt Storage				
Liquid Storage				
Material Storage over Summer				
Operational Improvements and Basic Storm Response				
Plowing Operations				
Salt Management Training				

Certification Compliance Report

Training

SAS Contracting Companies are required to train their operators in best salt management practices.

Do you have an internal salt management training program that is consistent with the Smart About Salt learning goals? (Please circle one) Yes No

Number of employees and subcontractors that apply salt in your operations _____

Number of employees and subcontractors that have completed Smart About Salt Training _____

Number of employees and subcontractors that have completed internal training _____



Annual Certification Report

Rating Guidelines

SAS Certified Contracting Companies must meet the following minimum ratings in order to be approved for Certification or Certification Renewal.

****NOTE: This page is for your records only and does not need to be submitted with your application**

First Time Applicants

To get into the Smart About Salt program, you must achieve 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)

Renewing Applicants

After the **first** year in the program, Contractors are required to achieve the following minimum ratings to remain in the Smart About Salt 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)

After the **second** year in the program, Contractors are required to achieve the following minimum ratings to remain in the Smart About Salt 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)



Annual Certification Report

Record Keeping

SAS Contractors are required to use a Daily Winter Log, a Site Information Sheet and a Supervisors' Log that is consistent with the sample forms provided. **(Please circle Yes or No)**

Do you use a standard Daily Winter Control Log? Yes No

Do you use a standard Site Survey Sheet? Yes No

Do you use a standard Supervisors' Log? Yes No

Please attach a sample of each of the above Logs/Sheets for which you answered YES.

Calculating Areas and Amounts

SAS Contractors are required to calculate the surface area of each site to be treated and to determine the amount of salt applied under specific conditions. **(Please circle Yes or No)**

Application rates have been calculated for all spreaders at the start of the season Yes No

Treatment areas and salt application amounts have been calculated for each site Yes No

All supervisors and operators are trained in determining and controlling the appropriate amount of salt applied at each site under their control. Yes No

Records of salt applied at each site are maintained Yes No

Declaration

I declare that the information in this SAS Annual Certification Report is accurate and was supplied voluntarily. I recognize that the Smart About Salt sample materials are to be used as a guideline only and release the Smart About Salt Council, its licensees and its employees and agents from any liability resulting from the completion or implementation of the Smart About Salt program. I have the authority to bind the organization.

Name: _____ Position: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Signature: _____ Date: _____

Please be advised that it can take up to three weeks to completely process your application. Ensuring that all forms are completed in full will help expedite the process. Thank you for your cooperation. Smart About Salt Council



Annual Report & Audit Program Information

(For your records only - do not submit this page with your application)

Annual Certification Report

SAS Certified Contracting Companies are required to submit annual reports to demonstrate that they are in compliance with the accreditation standards and goals of the Smart About Salt program. The annual certification report requirements are set out in following pages and include:

- Salt Use Summary
- Self -Assessment Summary
- Certification Compliance
- Declaration

Completed forms must be submitted with the annual renewal fee whereupon they will be reviewed by the Smart About Salt Council. Successful applicants will receive their accreditation for the following year.

Audit

All applications and forms submitted for review by the Smart About Salt Council will be subject to an on-site audit and verification of the information received. Audit verification criteria are included with this application for information and reference purposes.

Failure to Submit

All SAS Accredited Contractor Companies are required to meet all of the requirements of the **Smart About Salt** program in order to retain the right to use the **Smart About Salt** Logo and to claim that it is an **SAS Certified Contracting Company**.

Failure to submit the required Annual Certification Report in its entirety, failure to verify the submitted data during an on-site audit or failure to maintain the standards of the program will result in the revocation of the SAS accreditation for the following year. Any company that does not retain its status as an SAS Certified Contracting Company will be removed from any SAS promotional materials, websites and other associated publications and will lose the right to promote itself as an SAS Certified Contracting Company.



Audit Criteria and Procedure Information

(For your records only - do not submit this page with your application)

TABLE 1 – AUDIT CRITERIA AND PROCEDURES-SAS PROGRAM COMPLIANCE				
SAS GOAL	OBJECTIVE	PERFORMANCE MEASURE	AUDITABLE RECORD	AUDIT PROCEDURE
SALT REDUCTION	To see a measurable reduction in average salt use per event.	Average salt used by unit area is reduced to an acceptable level.	Company provides a record of their average salt use per unit area with salt use and area information so calculation can be checked. Specific site records are retained and available for on-site verification.	<ol style="list-style-type: none"> 1. Each company submits their annual salt rate per square meter by filing a report annually. 2. Summary record is reviewed by SAS Program to determine average usage. 3. Random site visits are conducted to review actual records for the year and confirm that summary reports are accurate.
PROGRAM INTEGRITY	To ensure that certified companies are diligent in efforts to maintain the SAS standards.	There is evidence of commitment by the companies.	Company provides verifiable records of key requirements of the program. Specific records are retained and available for on-site verification	<ol style="list-style-type: none"> 1. Each company submits their annual report. 2. Summary records are reviewed by SAS Program to determine if required elements are being reported. 3. Random site visits are conducted to review actual records for the year and confirm that summary reports are accurate.
CONTINUOUS IMPROVEMENT	To determine if certified companies are making improvements to their operations.	Improvements in their self assessment ratings over time.	Annual report shows trend in meeting program standards.	<ol style="list-style-type: none"> 1. Each company submits their annual report. 2. Progress section is reviewed by SAS Program to determine if continual improvement is evident. 3. Random site visits are conducted to review actual records for the year and confirm that summary reports are accurate.
TRAINING	To ensure that company employees are learning the tools for salt management.	Provide training opportunities either in-house or attend external training programs.	Training records are to be maintained and summary included in the annual summary report.	<ol style="list-style-type: none"> 1. Each company summarizes their training efforts on their annual report. 2. Summary records are reviewed by SAS Program to determine if an internal training program is in place and that all staff is being trained. 3. Random site visits are conducted to review actual training records for the year and confirm that summary reports are accurate. 4. Staff knowledge is checked randomly.



Audit Criteria and Procedure Information

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TABLE 2 – AUDIT CRITERIA AND PROCEDURES-OPERATIONS EXCELLENCE

OPERATIONS GOAL	OBJECTIVE	PERFORMANCE MEASURE	AUDITABLE RECORD	AUDIT PROCEDURE
CALIBRATION	To ensure that spreader calibration is being carried out.	There is evidence that calibration is being completed.	Calibration records are maintained and can be checked.	<ol style="list-style-type: none"> 1. Each company submits their calibration information with their annual report. 2. Summary records are reviewed by SAS Program to determine if calibration requirements are being reported. 3. Random site visits are conducted to review actual calibration records for the year and confirm that summary reports are accurate. 4. Speak with staff that calibrates vehicles. 5. Obtain evidence that calibration is done and used.
CALCULATING SALT USAGE	To ensure that the areas being salted and amounts are being calculated correctly.	There is evidence that areas and amounts are being calculated and recorded.	<p>Completed Site Information Sheets.</p> <p>Site-specific calculation sheets completed.</p>	<ol style="list-style-type: none"> 1. Each company submits their annual report. 2. Declaration is reviewed by SAS Program to determine if required elements are being reported. 3. Random site visits are conducted to review actual records for the year and confirm that calculations are being done correctly.
RECORDKEEPING	To ensure that acceptable records are being maintained.	There is evidence that the recording forms are being used.	<p>Completed daily winter control logs.</p> <p>Completed site information sheets.</p>	<ol style="list-style-type: none"> 1. Each company submits their annual report with completed sample forms. 2. Summary records are reviewed by SAS Program to determine if required forms are being completed correctly. 3. Random site visits are conducted to review actual records for the year and confirm that the required forms are being completed accurately and used for management purposes.
STORAGE	To ensure that salt storage facilities meet the standard.	Salt containing materials are stored under cover, on impermeable pad and away from drainage.	Pictures show that storage sites are meeting the standard.	<ol style="list-style-type: none"> 1. Random site visits are conducted to review actual storage practices and confirm that the required criteria are being met.