



Purpose

This Guideline provides instruction on how to access public information in the care, custody or control of the Technical Standards and Safety Authority (TSSA).

Scope

This Guideline applies to all persons and organizations requesting public information from TSSA.

Definitions

A *bulk database product* is aggregate or summary public information.

A *confirmation* is a verbal or informal response to select status inquiries.

An *individual record* is public information relating to one municipal address.

A *multiple record* is public information relating to multiple municipal addresses. A single property may have multiple addresses and is treated as a multiple record request.

A *municipal address* is the civic number and street name assigned to a structure or parcel of land by a municipality and may include a letter or number used to identify an apartment, unit, or suite.

A *property* is a lot, plot, tract or parcel of land that may have one or more structures and/or municipal addresses.

Guideline

TSSA may release from its archives, in accordance with the TSSA's *Access and Privacy Codes*, public information in response to the following request types:

- Confirmations;
- Individual records;
- Multiple records; and
- Bulk database product.

Confirmations

The following individual records may be confirmed (verbally via telephone or informally via email) at no charge:

- Status of a facility;
- Type of storage tank;
- Status of a storage tank;
- Type of facility;
- Confirm existence of public information for an elevating device;
- Confirm existence of public information boilers or pressure vessels;
- Confirm existence of tanks;
- Status of a license; and
- Status of a certificate.



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To place a confirmation request, please contact 416-734-6222 or <mailto:publicinformationservices@tssa.org?subject=Request for Confirmation>

To enable submission of the appropriate prepayment (for document searches) the following requests will also be confirmed at no charge to the customer:

- Number of elevating devices at a specific location; and
- Number of boilers at a specific location.

Individual Records

To obtain a copy of an individual record of public information, requestors must submit a completed Release of Public Information form along with the non-refundable search fee. The form can be found on our website at <https://www.tssa.org/en/about-tssa/resources/Release-of-Records-form--Jan-2018Final.pdf>

IMPORTANT: When completing Section B of the form, please check the box representing the relevant safety program you wish to have searched by TSSA. Checking all the boxes will incur fees related to searches of each individual program area.

B. PROGRAM (check ALL that apply)

- Boilers & Pressure Vessels
 Elevating & Amusement Devices
 Fuels
 Upholstered and Stuffed Articles

Boilers and Pressure Vessels: For documents to be located, requestors must include the municipal address or CRN associated with the request.

Elevating Devices: For public information to be located, requestors must include the elevating device registration number in the request. The ED registration number can be found on the license posted inside the elevating device.

Fuels: For documents to be located, requestors must include the municipal address associated with the request.

Upholstered and Stuffed Articles: For public information to be located, requestors must provide the name of the registrant and/or the registration number.

When completing **Section D**, please list all the addresses that may relate to, or are the registered addresses for, the property that forms the basis of your enquiry. Please refrain from providing a range of addresses (e.g. 345 – 365 Carlingview Drive) and/or legal descriptions of the property (Partial Lot 1/2, Plan B, Concessions 5&6). Please list each municipal address separately and note that an individual property may have more than one address. To ensure the accuracy of our response, all addresses must be searched. Searches involving more than one address are considered multiple record requests.

D. PLEASE ANSWER ALL THAT APPLY:

Address of Subject Location (one address per form)

Multiple Records

To obtain copies of public information documents for multiple addresses, requestors must submit a completed Release of Public Information form along with a non-refundable review fee of \$120. The form can



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be found on our website at <https://www.tssa.org/en/about-tssa/resources/Release-of-Records-form--Jan-2018Final.pdf>.

Upon receipt of a multiple record request, TSSA must first determine the processing time and the associated cost. The requester is then provided with a quote of the anticipated cost. Be advised that searches for multiple records are invoiced at an hourly rate of \$120. In addition, you will be invoiced for the cost of preparing the package of documents. Before a request will be processed, the customer must agree to the payment of the fees as outlined in the quote. This fee is in addition to the \$120 prepaid review fee. Please see the section below titled “**Multiple Records Fees**” for further information regarding the fees associated with these requests.

Bulk Data Information

To obtain bulk, aggregate or summary data, the requestor must complete and submit the Application for a Bulk Database Product form, along with the required, non-refundable processing fee of \$120. The form can be found on our website at: <https://www.tssa.org/en/boilers-pressure-vessels/resources/Documents/BD-APPLICATION.pdf>

Completed bulk database product applications are sent to the appropriate Statutory Director for approval. If the request is approved, you will be quoted the applicable fee to extract the requested public information from our database. You must agree to pay the amount quoted for your request to be processed. Upon receipt of your agreement to pay the anticipated fees, you will be sent an Agreement for Release of Information. This is a legal contract that must be signed by you and TSSA’s Statutory Director before the information may be released. This contract will identify any terms or conditions placed on the information release and will identify your responsibilities upon receipt of the information.

Once the public information department has received the agreement executed by you and the Statutory Director, and the payment of the fee, the information will be released to the you.

If the request for a bulk data information release is denied, you will be notified of the reason for the denial. You will also be advised of the right to appeal the decision of the Statutory Director.

Appeal Process

Please see section 12 of the *Technical Standards and Safety Act, 2000*, S.O. 2000, as amended, which provides that any person who deems himself or herself aggrieved by a decision of the Statutory Director may apply to the Divisional Court within 10 days after the decision comes to the person’s attention.

Fees

TSSA’s fees are based on a cost-recovery approach and have been approved by our Board of Directors and reviewed by the Minister of Government and Consumer Services. The current fee schedule can be found at: https://www.tssa.org/en/about-tssa/resources/Documents/Public-Information-Fee-Schedule_Jan_2018.pdf

The fee schedule applies to individual, multiple and bulk data requests for documents. There is no charge for confirmation requests.

All fees must be prepaid in advance.

In the event TSSA’s search does not locate any documents, a letter is issued evidencing our search. Stated fees still apply.

Boilers and Pressure Vessel Fees: fee for records relating to boilers and pressure vessels are charged per device. For example, a request for the most recent inspection reports on two boilers located at 345



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Carlingview Drive, Toronto is \$50 X 2 boilers = \$100 plus HST. Public information requests relating to Canadian Registration Numbers (CRNs) are charged for each CRN.

Elevating and Amusement Device Fees: fee for records relating to elevating and amusement devices or ski lifts are charged per device. For example, a request for the most recent inspection reports on two elevators located at 345 Carlingview Drive, Toronto is \$40 X 2 elevators = \$80 plus HST.

Fuels Fees: fees for fuels-related records (e.g. tanks, gas stations) are charged per municipal address. For example, a request for the most recent inspection reports on all fuel-burning devices located at 345 Carlingview Drive, Toronto is \$50 X 1 municipal address = \$50 plus HST.

Multiple Records Fees: Fee for multiple records request are partially determined by an hourly rate and therefore may change depending on the time required to search TSSA's archives. In addition, you must pay the \$120 review fee (as described above) and for the cost of retrieving and preparing the package of documents.

For example, a multiple record request search for fuels-related documents pertaining to three addresses in Toronto could take one hour to complete. The associated fees would be:

1. \$120 pre-paid fee for review of the request, paid up front;
2. A fee of \$50 for the documents for each address (\$50 x 3 for a total of \$150); and
3. The fee of \$120 for a one-hour search.

Therefore, the total fee for this multiple record request would be \$390.

Certificates/Licenses: The fee to obtain a copy of a certificate or license is \$50 plus HST per certificate/license.

For more information, please visit our website at www.tssa.org/Release of Information/