

Broker Certificate Core Competencies

Who needs a Broker Certificate?

A broker is a third party who hauls stores or transfers agricultural source material (ASM) such as manure. You need a Broker certificate if you:

- haul or store ASM from a farm that is required to have a nutrient management strategy (NMS)
- haul ASM to a farm that is required to have a nutrient management plan (NMP)

A certified broker may act as an authorized agent for a company.

What laws apply to broker activities?

The laws that relate to brokering are:

- The Nutrient Management Act, 2002 (NMA)
- Ontario Regulation 267/03 (O. Reg. 267/03)
- The associated Protocols.

These laws outline the requirements dealing with nutrient transportation and storage, including when you are required to be certified.

What are Core Competencies?

Core Competencies are the skills and knowledge that you need for the Broker certificate. The competencies are organized into four categories:

1. General Information
2. Transportation and Storage
3. Recordkeeping
4. Environmental Management

Getting Your Licence

What do I need to do to be a Broker?

The University of Guelph Ridgetown Campus offers training that will help you understand the provincial laws related to brokering and meet the competencies in this document. The required training course for this licence is:

1. Broker Course

This training and these competencies focus on the rules that apply under O. Reg 267/03.

If you are applying for this certificate, you should be familiar with brokering and possess the knowledge and skills required to be a broker (e.g. knowledge of relevant regulations, health and safety and best management practices), or be able to learn through training or practical experience. You can contact OMAFRA if you would like copies of their technical publications to help you learn more about brokering.

Is there an exam?

After you complete the course, you will be tested on your knowledge of the provincial laws and the core competencies. You will be given a copy of the *Nutrient Management Act, 2002*, O. Reg. 267/03 and the associated Protocols as a reference when you write the exam.

Do I receive my Broker certificate automatically when I pass the exam?

When you have successfully completed the exam (a mark of 75% or higher) you will be eligible to submit an application for your certificate. An application will be included with your exam results or can be found at www.nutrientmanagement.ca.

Your Broker certificate is valid for 5 years but it can be subject to conditions, amended, suspended or cancelled before it expires if you contravene the laws or if, in the opinion of the OMAFRA director, you demonstrate incompetence or bad faith in your brokering activities.

It is your responsibility to keep up-to-date with current provincial laws after you are certified and to conduct business in good faith and in a competent manner.

Terms and Definitions

Please carefully review all terms and definitions used in these core competencies. If you do not understand something, review the course material or refer to the *Nutrient Management Act, 2002*, O. Reg. 267/03 or the Nutrient Management Protocol.

Notice to Reader

The information contained in this document is derived from the *Nutrient Management Act, 2002* and O. Reg. 267/03. Every effort was made to make it as accurate as possible, but it is not authoritative. Please refer to www.e-laws.gov.on.ca for the authoritative text of the act and regulation. To stay current, please check the “News” page at: www.nutrientmanagement.ca.

For further details about nutrient management legislation, contact the Ministry of Agriculture, Food and Rural Affairs:

Toll Free: 1-877-424-1300

Email: nman.omafra@ontario.ca

Visit: ontario.ca/nma

Category 1: General Information

1. Identify the purpose and goals of the *Nutrient Management Act, 2002* (NMA).
2. Describe how the NMA and Ontario Regulation (O. Reg.) 267/03 impact specific agricultural activities.
3. Describe the roles and responsibilities of the following people, and identify when their services are required:
 - Broker Certificate holder
 - Prescribed Material Application Business Licence holder
 - Nutrient Application Technician
 - Agricultural Operation Strategy and Plan Developer
 - Agricultural Operation Planning Certificate holder
 - Farm operator or owner
 - Ministry of the Environment and Climate Change (MOECC) staff
 - OMAFRA staff
4. List the certificate requirements for a Broker Certificate and the certificate renewal timeline.
5. Describe and use key terms used in the NMA and O. Reg. 267/03.
6. Identify materials that are defined as agricultural source material (ASM).
7. Identify materials that are defined as non-agricultural source material (NASM).
8. Describe the information/documents a broker will need from a client to determine if that client is, or should be, a phased-in operation as per O. Reg. 267/03.
9. Describe how nutrient units are calculated and when a Nutrient Management Strategy (NMS) or Nutrient Management Plan (NMP) is required.
10. Define “adverse effect” and describe how this would impact the activities of a brokering business.
11. Describe the various compliance and enforcement tools available to the Ministry of the Environment staff under the NMA.
12. Describe the regulatory and certificate requirements as they relate to an Authorized Agent.

Category 2: Transportation and Storage

Note that the regulatory requirements regarding storage and record keeping apply to operations that have an NMS, NMP or NASM Plan. When working with an operation that does not have a NMS or NMP, these storage requirements are best management practices (BMPs).

Documentation (for transportation)

1. List the documentation that is required when a broker receives ASM from a phased-in generator and/or delivers to a phased-in receiver.

All Storage Sites

2. Identify the types of nutrients that can and cannot be stored in a temporary field nutrient storage site.

3. Identify siting requirements for a temporary field nutrient storage site.

Broker – Controlled Sites

4. Access the information that outlines the requirements for permanent storage, as defined by O. Reg. 267/03.
5. Calculate the maximum number of days that ASM can be stored in broker-controlled temporary field storage.

Category 3: Record Keeping

1. Identify the records that are required for a Broker under O. Reg. 267/03 and describe the purpose of these records.

Category 4: Environmental Management

Contingency Planning

1. Review, interpret and implement a farmer's contingency plan.
2. List the common situations and/or activities in brokering businesses that need to be addressed in a contingency plan.
3. Cite the Spills Action Centre phone number.

For more information about nutrient management certification:

Toll Free: 1-855-648-1444

E-mail: mmcdonal@uoguelph.ca

www.nutrientmanagement.ca