



Health
Canada

Santé
Canada

**Workplace Health and Public Safety Programme
Public Health Bureau**

SHIP SANITATION CERTIFICATE PROGRAM

Proposed Fee Schedule

Effective August 26, 2008

<p>Ship Sanitation Certificate Standard Rate</p> <p>*Applies at the following ports:</p> <ul style="list-style-type: none"> • Halifax, Nova Scotia • Montreal, Quebec (including Sorel) • Quebec, Quebec • Saint John, New Brunswick • St. John's, Newfoundland • Toronto, Ontario (including Hamilton) • Vancouver, British Columbia <p>Refer to Question 1 attached for application of Standard Rate.</p>	<p>\$750.00</p>
<p>Ship Sanitation Certificate Extension</p>	<p>\$300.00</p>
<p>Short Notice Service (Standard rate plus a 25% surcharge)</p> <p>*Less than 24 hours week days, less than 48 hours weekends, at both Standard Rate and Non-Standard Rate ports.</p> <p>Refer to Question 2 attached for application of Short Notice Service, as well as the Prior Notification Template for further information.</p>	<p>\$937.50</p>

For issuing a Ship Sanitation Certificate/Extension at a Non-Standard Rate port, please refer to Question 3 attached.

The list of WHO authorized ports is available at:

<http://www.who.int/csr/ihr/Portslist20080425.pdf>

Health Canada - Workplace Health and Public Safety Programme (WHPSP) is committed to work in partnership with the international shipping industry to provide Ship Sanitation Certificates under the International Health Regulations (2005).

The following applies to all requests for Health Canada Ship Sanitation Certificate services:

1. **Prior Notification**

Day of the week	Prior Notification Required
Week day Service - Standard Rate Ports	24 hours
Weekend Service - Standard Rate Ports	48 hours
Regular Weekend Service Standard Rate Ports	- for service on Saturday, notice must be received Thursday by 1300 hrs local time
	- for service on Sunday, notice must be received by Friday 1300 hrs local time
Holiday Weekend Service Standard Rate Ports	<u>When Friday is the statutory holiday</u> - for service on Friday, notice must be received Wednesday by 1300 hrs local time.
	- for service on Saturday or Sunday, notice must be received Thursday by 1300 hrs local time.
	<u>When Monday is the statutory holiday</u> - for service on Saturday, notice must be received Thursday by 1300 hrs local time
	- for service on Sunday or Monday, notice must be received Friday by 1300 hrs local time.
Prior Notice for Service - Non-Standard Rate Ports	72 hours prior notice is requested for service at Non-Standard Rate ports.
NOTE: The fee for short notice service, ie: less than 24 hours week days, less than 48 hours weekends, at both Standard Rate and Non-Standard Rate ports, will be the normal fee plus a 25% surcharge (ie: \$937.50)	

FEE SCHEDULE

Question#1:

Does Health Canada - WHPSP charge for overtime costs if a SSC is done at a Standard Rate port on the weekend?

Answer: NO

Health Canada does not charge for overtime services to the shipping industry for after hours or weekend SSC at **Standard Rate ports**. The fee for a SSC at a Standard Rate port is \$750.00. If a SSC is requested on short notice (*less than 24 hours for week days or less than 48 hours for weekends*) a surcharge of 25% (\$187.50) is added to the normal fee of \$750.00, bringing the total SSC fee to \$937.50.
(See page 1 - Prior Notification Policy)

EXAMPLE:

*A SSC will be done at the Port of Saint John, New Brunswick (a **Standard Rate port**) on a Sunday. The SSC will take one hour to complete and travel time was two hours. Distance to the port and return is 100 kms for the purpose of this scenario and the SSC took place over lunch time. The service provider must advise the shipping agent prior to conducting the SSC of all the charges, ie: late notice charges, etc*

1. *travel mileage: 100 kms No extra charges*
- *travel time: one hour = no extra charges*
- *SSC: \$750.00*
- *overtime: 4 hours no extra charges to the shipping agent, but the service provider would charge Health Canada for the overtime on their "extra time sheet"*
- *lunch: this will depend on the service providers collective bargaining agreement and TBS Travel Policy Directive.*

Total charges to Shipping Agent : **\$ 750.00**

Question#2:

What if the request was received after 13:00 on the Friday before the weekend SSC?

Total charges to Shipping Agent : \$ **937.50**

Standard Rate PORT	Seven days a week with proper notice	Seven days a week without proper notice
SSC	\$750.00	\$937.50

Note: Please consult with the “Prior Notification Template” on page 1 for additional information.

Question #3:

Does Health Canada - WHPSP charge for overtime costs if a SSC is done at a Non-Standard Rate port on the weekend?

Answer: YES

Health Canada - WHPSP does however charge for all overtime charges, including travel time to **Non-Standard Rate ports**, mileage (*refer to the TBS Travel Policy - Mileage Rate for your province*), any meals/lodging associated with the SSC, plus we charge \$750.00 for the SSC. In addition, if the SSC is on the weekend then Health Canada must also charge for all overtime charges. If the SSC is requested on short notice (*less than 24 hours for week days or less than 48 hours for weekends*) a surcharge of 25% (\$187.50) is added to the normal fee of \$750.00, bringing the total SSC fee to \$937.50.

Note: All SSC requests must be received within the times specified in the Prior Notification Policy (page 2) or the surcharge fee will apply. For after-hours (*ie: weekends*) the following charges will assist you in determining the overall costs: see *table below*.

SSC will only be conducted during day light hours.

EXAMPLE

A SSC will be done at the Port of Sydney (**Non-Standard Rate port**) on the weekend. If the Environmental Health Officer had to travel from Halifax, then the travel costs would increase dramatically. Assuming, the SSC will take one hour to complete and travel time was two hours. Distance to the port and return is 200 kms for the purpose of this scenario and the SSC took place over lunch time.

	Saturday (1st day of rest)	Sunday (2nd day of rest)
Travel Mileage (ie: Nova Scotia) ie: 200 kms at: 50.0 cents	\$100.00	\$100.00
Travel Time - two hours	\$260.00 (\$130 overtime charge x 2hrs)	\$300.00 (\$150 overtime charge x 2 hrs)
any other associated travel costs ie: air fare; car rental; taxi; parking fees; bridge - highway toll fees		
SSC	\$750.00	\$750.00
Meals and Accom	see TBS Policy and Collective Bargaining Agreement	see TBS Policy and Collective Bargaining Agreement
Overtime charges (for this scenario only)	\$22.00 for the SSC time only (ie: one hour). Travel time is added separate. If the SSC was two (2) hours, then the additional overtime charges would be \$44.00	\$42.00 for the SSC time only (ie: one hour). Travel time is added separate. If the SSC was two (2) hours, then the additional overtime charges would be \$84.00
Total Costs (for this scenario only)	\$1,132.00	\$1,192.00

SSC AT NON-STANDARD RATE PORTS ARE CONDUCTED AT 100% COST RECOVERY