

GUIDE FOR APPLYING  
FOR  
APPROVAL OF  
A  
WASTE MANAGEMENT SYSTEM

SECTIONS 27, 30, 31 AND 32  
*ENVIRONMENTAL PROTECTION ACT*  
R.S.O. 1990

ENVIRONMENTAL ASSESSMENT AND APPROVALS BRANCH  
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CONTENTS OF THIS DOCUMENT ARE  
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## TABLE OF CONTENTS

FOREWORD .....	i
PURPOSE .....	i
BACKGROUND .....	i
<b>PART I - GENERAL INSTRUCTIONS FOR APPLICANTS .....</b>	<b>1</b>
1. Who Must Apply .....	1
2. When to File Applications .....	1
3. Where to File Applications .....	1
4. Approval Process .....	2
4.1 Pre-Application Consultation .....	2
4.2 Review of Application .....	2
4.3 Issuance of Approval .....	6
4.4 Mandatory and Discretionary Hearings .....	6
4.5 Emergency Certificate of Approval .....	7
5. Public Notification and Access to Application Information .....	9
6. False Information .....	9
7. Questions Regarding Filing Applications for Approval .....	9
<b>Part II - INSTRUCTIONS FOR COMPLETING APPLICATION FORM .....</b>	<b>11</b>
Section 1. Client Information .....	11
Section 2. Client Physical Address .....	13
Section 3. Client Mailing Address .....	15
Section 4. Site Information .....	16
Section 5. Project Technical Information Contact .....	19
Section 6. Project Information .....	19
Section 7. Non-Subject Waste .....	20
Section 8. Organic Waste Source .....	22
Section 9. Method of System Operation .....	23
Section 10. Subject Waste .....	24
Section 11. Disposal Sites Information .....	26
Section 12. Vehicle Information .....	26
Section 13. Emergency Procedures .....	27
Section 14. Other Approvals/Permits .....	28
Section 15. Supporting Information Checklist .....	28
Section 16. Application Fees .....	29
Section 17. Statement of Client .....	30
<b>Part III - INSTRUCTIONS FOR COMPLETING APPLICATIONS FOR WASTE .....</b>	<b>31</b>
1. Biomedical Waste Transportation Requirements .....	31
2. PCB Waste Transportation Requirements for Commercial Carriers .....	34
3. PCB Waste Transportation Requirements for Hydro Electric Commissions and Municipalities .....	37



## FOREWORD

The Ministry of the Environment's approvals program requires that all proposals requiring approval under Ministry legislation are carried out in accordance with that legislation (i.e., Acts and Regulations) and the Ministry's Environmental Guidelines and Procedures which have been developed to ensure consistency of approach to various aspects of environmental protection throughout the Province. The guidelines and procedures are continually updated by the Ministry as environmental standards are modified to reflect changing needs of environmental protection. As these requirements are changed, the information required to demonstrate compliance with those requirements may also change. **In recognition of these on-going changes, the Ministry intends to periodically update this document to reflect the most current requirements.**

**While every effort has been made to ensure the accuracy of the information contained in this guide, it should not be construed as legal advice.** If Clients/users of this guide have any doubts or questions regarding legal aspects of the document, they should consult legal counsel.

For any addenda or revisions, users of this guide may contact:

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## PURPOSE

**This document is intended to provide guidance to proponents of waste disposal facilities (sites and systems), when requesting approval of those facilities under Section 27 of the *Environmental Protection Act, R.S.O. 1990, Chapter E-19, (EPA)*.** This document describes the approvals process in general, clarifies the information required by the respective application form and specifies the technical information that may be required in support of the application.

## BACKGROUND

The mandate of the Ministry of the Environment (Ministry) is to ensure protection, and where degraded, rehabilitation of the natural environment, and conservation of environment and material resources for the enjoyment and benefit of the present and future generations of people, as well as for other users of the environment.

The mandate of the Ministry is sanctioned by several pieces of Province of Ontario legislation, which include the *Ontario Water Resources Act (OWRA)*, the *Environmental Protection Act (EPA)*, *Pesticides Act (PA)*, the *Environmental Assessment Act (EAA)*, the *Act Respecting Environmental Rights in Ontario (EBR)*, and the recently proclaimed *Services Improvement Act (SIA)*, together with numerous Regulations made under these Acts.

These Acts and regulations establish the authority and responsibility of the Ministry, the legal requirements for proponents of various proposals, obligations of the owners of existing facilities and equipment with respect to their impact on public health and the environment, and the rights of residents of Ontario with respect to those proposals,

facilities and equipment. These requirements and rights include the need to obtain approvals or permits prior to implementation of proposals with a potential for impact on public health and /or the environment, and the right of the residents of Ontario to be made aware of proposals, in order that the public has opportunity to comment on those proposals.

The statutory requirement for a Certificate of Approval for a waste disposal site is contained in Section 27 of the EPA. Section 27 requires that approval be obtained from the Director before using, operating, establishing, altering, enlarging or extending a waste management system or a waste disposal site.

The Director must require the Environmental Assessment Board to hold a hearing before granting of an approval, if a waste disposal facility is intended for the final disposal of hauled liquid industrial waste, hazardous waste or any other waste equivalent of domestic waste of 1,500 persons or more (Section 30, EPA). In cases where an emergency situation can be alleviated by the use, operation, establishment, alteration, enlargement or extension of a waste disposal site, the Director has the authority to grant an approval without requiring a hearing (Section 31, EPA). In all other cases a public hearing may be held at the discretion of the Director (Section 32, EPA).

Further, the *Environmental Assessment Act* (EAA) requires that the proponent of a proposed undertaking must submit to the Minister an environmental assessment, if the proponent is or represents the public sector or if the proposed undertaking belongs to a specific class designated by the Minister under the EAA.

It is noted that the Director cannot grant an approval under Part V of the EPA, until all required hearings have been held and the environmental assessment approved, if necessary.

In addition to approvals under the EAA and Part V of the EPA, **the proposal may require approvals under Section 9 of the EPA for discharge of contaminants into the natural environment as well as under Section 53 of the OWRA for sewage works.**

A recent addition to the legislation which affects the approvals process is the Environmental Bill of Rights (EBR). The EBR was proclaimed in February 1994 and establishes new rights and processes which are to be used to ensure that residents of Ontario are able to participate in making environmentally significant decisions by the government and is designed to hold government accountable to the public for those decisions. The basic EBR requirements, as they pertain to applications for waste disposal sites, have been noted throughout this guide. **Please note that there are no EBR requirements for waste management systems or for hauled sewage and processed organic waste disposal sites.** However, for further details, information on exemptions and specifics on the EBR reference should be made to the document entitled "The Requirements of the Environmental Bill of Rights for Prescribed Instruments".

Another recent change to the approvals requirements is the updating of the previous application fees, brought about by Ontario Regulations 363/98 entitled "Regulation Made Under the Environmental Protection Act" which revoked and replaced O. Reg. 502/92. Unlike the previous fees, which were being estimated on a case-by-case basis as a percentage of the capital cost of the proposed facilities, the new Application Fees are fixed fees prescribed by the new regulation, for the new regulations have been established on the principle of cost recovery, and are based on the estimated average cost incurred by the Ministry in processing applications of particular types and complexities.

In addition to legislative requirements, the approval criteria include various procedures and guidelines. **The current procedures and guidelines affecting applications for waste disposal sites are available from the Ministry.** The

Ministry also develops and adopts new procedures and guidelines, or revises existing procedures and guidelines as the need arises.

In processing applications for approvals, and in all other actions and decisions, the Ministry staff are guided by guidelines and procedures developed by the Ministry in order to ensure that those actions and decisions are in concordance with the Ministry mandate, as well as to inform the public of the basis of those actions and decisions.

However, it is the Client's responsibility to be aware of and understand all legal requirements of the EPA and other applicable legislation. Clients should refer to the Acts and Regulations for a comprehensive review of those requirements. Similarly, for an in-depth understanding of the Ministry's guidelines and procedures, Clients should refer to the Manual of Guidelines and Procedures.

The Ministry's Manual of Environmental Guidelines and Procedures is available from the Public Information Centre, 135 St. Clair Avenue West, 1st Floor, Toronto, Ontario, M4V 1P5, general inquiries (416) 325-4000, or toll free 1-800-565-4923. Copies of the EPA and other legislation may be obtained from the Information Services Branch, Publications Ontario, 880 Bay Street, Toronto, Ontario, M7A 1N8, Toll-free phone number 1-800-668-9938.

Clients should be aware that, in addition to the approvals and permits required by this Ministry, other Ontario ministries, and other levels of government (e.g. federal or municipal), may have approval or permit requirements. **It must be emphasized that approval under one Act does not abrogate the requirement to obtain approval under other Acts or other sections of the same Act or any other legislation.**



# **PART I - GENERAL INSTRUCTIONS FOR APPLICANTS**

## **1. Who Must Apply**

The responsibility for obtaining approval for the waste disposal facilities lies with the owner of the facility. If the owner is a corporation, the person signing the application on behalf of the corporation must be someone who specifically is authorized by the corporation to do so. If the person signing the application is not an official of the corporation, the application must be accompanied by a letter signed by an official of the corporation authorizing the person to act on its behalf for that purpose.

## **2. When to File Applications**

Generally applications for approval for a waste management facility or modifications to an existing waste management facility should be filed 90 days prior to the planned date for commencing operation.

However, the review period will likely be longer if the proposal is highly complex, or if it is determined during review that additional information is necessary for proper assessment of the proposal or that the proposal needs to be subjected to a public consultation/hearing process.

In order to reduce the risk of unforeseen delays associated with the legal requirement to obtain an approval prior to the commencement of operation of the proposed facility, Clients should familiarize themselves with the specifics of the approval process and the associated documentation and information requirements for various types of proposals outlined in this Guide, and schedule their projects accordingly. It is also suggested that applications for proposals be filed after the Client has addressed public concerns regarding the proposal and has completed any public consultation/notification required under the EBR.

The Client should also determine whether the Environmental Assessment Act (EAA) applies to the undertaking and if so should ensure the requirements of the Act have been met.

## **3. Where to File Applications**

Applications for approval of waste management facilities (sites and systems) are formally made to the Director of the Environmental Assessment and Approvals Branch (EAAB) of the Ministry of the Environment by submitting a completed application form, together with the required supporting information and documentation, and the correct application fee.

In addition, the applicant must submit a copy of the completed application form and all supporting information and documentation to the Ministry's District Office serving the area in which the proposed waste management facility is to be located. The locations and addresses of the local District Offices are listed in Appendix D of this Guide.

A covering letter addressed to the Director of the Environmental Assessment and Approvals Branch should accompany both submissions and indicate that a copy of the complete submission has been sent to the local District Office.

## **4. Approval Process**

### **4.1 Pre-Application Consultation**

Pre-application consultation is a dialogue between the Client, the Ministry, and possibly the public, prior to the submission of an application for approval. Pre-application consultation is meant to assist Clients in defining the environmental objectives for the project, establishing general acceptability of the proposal, identifying any special approval related requirements, and determining the need for public consultation/notification.

Where pre-application consultation is required or desired, it should be initiated by contacting the local District Office of the Ministry. The District Office may call upon or direct the Client to other offices, branches or sections of the Ministry which may play a role in the approval process.

In the pre-application consultation with the Ministry, the proponent should be prepared to discuss the nature of the proposal, and identify in general the proposed waste disposal facility type, location and design and the EBR and EAA requirements, if applicable, and any confidential information concerns. The Ministry will assist the Client in identifying all provincial environmental legislation, policies, objectives, guidelines and procedures applicable to the project and provide information on the EBR and public consultation. The Ministry would also discuss with the Client the need for, and the scope and specifics of the various types of information and documentation which may be required to be obtained/prepared and submitted with the application for approval (e.g., scope of the required environmental impact analysis), including any special concerns which should be addressed, as well as requirements and procedures for the public consultation.

Based on such pre-application consultation, the Client would be better prepared to develop the environmental objectives (including public health) for the project with a clear understanding of the Ministry's requirements, and design the facility to meet these objectives.

### **4.2 Review of Application**

Upon receipt by the Environmental Assessment and Approvals Branch of the Ministry, the application is assigned to an Application Processor who screens it for completeness of the application form and presence of the applicable application fees. If the submission is generally complete (i.e., includes all applicable major items of information and documentation necessary for proper assessment of the application), an acknowledgment letter is sent to the applicant identifying the Ministry's Waste Evaluator for the application. If a submission is grossly incomplete, it is returned to the applicant.

If an application does not include at least the administrative processing portion of the application fee (if applicable) or if its application form is incomplete (see Part II of this Guide for detailed instructions for the completion of the form), the application cannot be properly recorded on the **IDS** (Integrated Divisional System - an electronic application processing and information management system of the Operations Division of the Ministry), and the system will not allow the processing of the submitted fee or generation of a letter of acknowledgement for the application. In such a situation, the Application Processor (a clerk of the Application Processing unit of the EAAB) will attempt to contact the Client by phone in order to obtain this critical information. However, if the Application Processor is unable to obtain this information from the Client within three business days of the receipt of the application, the application is returned to the Client in its entirety along with the application fee (if any was submitted).

Each application which includes at least the administrative processing portion of the application fee (if applicable), and for which the form is complete, undergoes detailed examination of the entire submission for adequacy of the submitted fee and presence of the required supporting information and documentation (see Parts II and III of this Guide for information on the supporting information and documentation requirements), including the presence of a record of pre-application consultation.

Based on the results of the examination of the submission, the Application Processor generates a letter of acknowledgement and mails it to the Client.

In the letter of acknowledgement, the Application Processor advises the Client of the estimated application turnaround time (i.e., the number of weeks expected to be required for the completion of the technical review and approval of the application), and if applicable, identifies the missing supporting information and documentation, details of any fee inadequacy, and the date by which the Client must respond to the request for additional fee and /or information (usually two weeks from the date of the letter).

**Note: The time during which the Ministry would be awaiting any information requested from the Client (including resolution of any public consultation matters) is not known at the time of the receipt of the application, and therefore is not taken into account in the initial estimation of the application turnaround time. Any such time would be above and beyond the estimate identified in the letter of acknowledgement. Also, the initial time estimate is based on the average turnaround time of the recently approved similar applications, and the actual review time will likely be longer than the estimate if the proposal is highly complex, or if during the technical review it is determined that additional information (beyond that requested in the letter of acknowledgement) is necessary for proper assessment of the application, or if public comments received in response to posting of the proposal on the Environmental Registry (where the application requires posting of an EBR Proposal) require reassessment of the application.**

For applications subject to the Environmental Bill of Rights (EBR) requirement for public participation in the approval process, the Application Processor would place the EBR Proposal for the application on the Environmental Registry (ER) for a minimum of 30 day public comment period. Placement of the proposal on the ER follows the mailing of the letter of acknowledgement. This ER notice to the public provides a summary of the proposal (application for approval), and identifies the locations where the complete application can be viewed and the end date of the public comment period. During this public comment period, the public is given the opportunity to review the application and submit comments on the proposal to the Environmental Assessment and Approvals Branch of the Ministry.

If an application is complete, or if to be considered as complete it only requires an additional fee or additional information/documentation of an administrative nature (e.g., signatures, proof of legal name, etc.), the Application Processor forwards the application for assignment to a Waste Evaluator. The application is forwarded to the Waste Evaluator following the mailing of the letter of acknowledgement.

On the other hand, if the required additional information/documentation is of a technical nature, without which information the Waste Evaluator would not be able to undertake a meaningful technical review, the application is retained by the Application Processor (it is not forwarded for assignment to a Waste Evaluator) until a satisfactory response to the fee/information request in the letter of acknowledgement has been received.

**Note: If the Client fails to submit the outstanding fee or address the request for additional information or documentation identified in the letter of acknowledgement within the time allowed, the Application Processor (or the Waste Evaluator if the application has already been assigned to the Waste Evaluator) will assume that**

**the Client is no longer interested in pursuing the submitted application (i.e., wishes it withdrawn), and will initiate the process of cancelling the application and refunding the submitted application fee in the amount reduced by any applicable non-refundable portion of the fee as stipulated in the fees regulations.**

Detailed review of the application is conducted by the Waste Evaluator chronologically in order of its receipt, and therefore, detailed review for a particular application normally does not commence immediately upon its receipt. However, in order to expedite the process, immediately after receiving the application, the Waste Evaluator will determine if the application requires any supplementary review (e.g., comments on the submitted environmental impact analysis from the Technical Support Section of the appropriate Regional Office of this Ministry), and if required, will request such a review without delay.

In the detailed technical review, the Waste Evaluator assesses the completeness and adequacy of the submitted detailed design documentation and other supporting information, the compliance of the proposal with the Ministry acts, regulations, policies, objectives, and environmental guidelines, the conformance of the design to the principles of sound engineering, and the adequacy of controls and contingencies provided to facilitate the proper operation of the system.

For applications for which an EBR Proposal was posted on the Environmental Registry in the application screening phase of the review process (i.e., applications subject to the public participation requirement under the EBR), the Waste Evaluator will also consider, as part of the detailed technical review, any public comments received during the public comment period identified in the ER notice for the EBR Proposal. Based on the nature of the comments received, it may be necessary for the Waste Evaluator to discuss them with the Client and staff of the appropriate local office of the Ministry. In order to minimize delays due to the need to consider public comments at this stage, it is recommended that Clients consult potentially affected members of the public and other stakeholders prior to submitting the application for approval.

In the process of this detailed review, the Waste Evaluator may determine that additional information, beyond that requested (if any) in the letter of acknowledgement, is necessary for proper assessment of the application, or that the application involves aspects which require submission of an additional fee. A request for such information/additional fee is usually made in the form of a letter from the Waste Evaluator to the Client, and includes a deadline for response. This deadline may vary depending on the nature of the requested information, but typically, the Client is given two weeks to respond.

**Note: If the Client is unable to submit the requested information within the given time but wishes to keep the application active, by the same deadline, the Client must request an extension of the deadline and provide an adequate justification. If the Client fails to respond to the request within the given time, or if the requested deadline extension is unjustified or unreasonably long, the Waste Evaluator will assume that the Client is no longer interested in pursuing the submitted application (i.e., wishes it withdrawn), and will initiate the process of cancelling the application and refunding the submitted application fee in the amount reduced by any applicable non-refundable portion of the fee as stipulated in the fees regulations and any additional amount determined based on the Ministry's effort expended to date in the review of the application.**

If the Waste Evaluator determines, during the process of detailed review, that the proposed facility, as designed, would not be capable of consistent compliance with the Ministry's acts, regulations, policies, objectives or environmental guidelines, or that the design of the facility and its components does not conform to the principles of sound engineering, the Waste Evaluator would advise the Client in writing that the facility as proposed cannot be approved. Such a "letter of non-compliance" would include the details of potential or actual non-compliance and/or non-conformance, and a deadline for response. This deadline may vary depending on the nature and complexity of the design changes required to achieve compliance/conformance but typically the Client is given two weeks to respond.

**Note: If the Client is unable to submit an amended proposal within the given time but wishes to keep the application active, by the same deadline, the Client must request an extension of the deadline and provide an adequate justification. If the Client fails to respond to the request within the given time, or if the requested deadline extension is unjustified or unreasonably long, or if the Client submits a revised proposal which is still unacceptable, or if the Client advises that they disagree with the Ministry's assessment of their proposal, the Waste Evaluator will initiate the process of formal refusal of the application and refunding the submitted application fee in the amount reduced by any applicable non-refundable portion of the fee as stipulated in the fees regulations and any additional amount determined based on the Ministry's effort expended to date in the review of the application. The Client would have the right to appeal such a refusal to the Environmental Appeal Board.**

In the detailed review stage, the Waste Evaluator assesses the completeness and adequacy of the submitted detailed design documentation and other information, compliance with all Ministry Acts, regulations, procedures, objectives and environmental guidelines, adequacy of controls and contingencies provided to facilitate the proper operation of the facility, and, if applicable, the EBR comments received and the **submitted Application Fee**.

If the proposal is subject to the EBR requirements, and public consultation has not been addressed by the Client prior to the submission of the application, any comments that are received from the public as a result of the notification on the ER will be considered in the review. It may be necessary for the Ministry to discuss/verify some of the comments with the Client or other Ministry offices/branches. Applications subject to the EBR requirements, must as a minimum, allow for a 30 day comment period. For new or major projects, delays can also be encountered if there is significant public comment/concern on a proposal. As a result, the comment period may need to be extended from the minimum 30 day requirement. It is therefore in the interest of the Client to ensure that public consultation is completed prior to the submission of the application. The review of the application and the notice on the ER will occur concurrently to minimize turnaround times.

In the process of this detailed review, the Review Coordinator may request the Client to provide some additional information and/or to introduce some design changes to the proposed facilities. Such requests are usually communicated in writing to the Client with a deadline for response. The deadline may vary depending on the nature of the requested information, but typically the Client is given two weeks to respond. If the Client is unable to submit the requested information within the given time, they must request an extension of the deadline and provide an adequate justification.

**Note: If the Client fails to respond to the information requested within the given time, the Review Coordinator will assume that the Client no longer wishes to proceed with the application (i.e., wishes it withdrawn), and will proceed to cancel the application.**

For proposals prescribed under the EBR, if the additional information is such that it changes the information that is on the Notice to the ER, it may be necessary for the approving office to resubmit the Notice and restart the comment period.

Upon completion of the review, when all outstanding issues have been addressed, the Waste Evaluator prepares the Certificate of Approval and provides this document as his/her recommendations on the Application to the approving Director.

#### **4.3 Issuance of Approval**

Upon considering the Waste Evaluator's recommendation, the approving Director may grant approval for the proposed facility or, if in his/her opinion it is the public interest to do so, refuse to grant approval or grant approval on such terms and conditions as he/she deems necessary.

The Director may grant his/her approval of the proposed facility by issuing one of the following documents:

- i) A new Certificate of Approval;
- ii) An Amended Certificate of Approval; or
- iii) A Notice amending an existing Certificate of Approval.

New Certificates of Approval are issued to approve establishment of new waste disposal facilities or expansions or alterations to existing unapproved facilities. Amended Certificates of Approval are usually issued to approve expansion or alteration to existing previously approved facilities. An Amended Certificate of Approval revokes and replaces the existing Certificate of Approval. Notices amending existing Certificates of Approval are usually issued to approve modifications to existing previously approved facilities or modifications to the existing terms and conditions of an existing Certificate of Approval. Such a Notice becomes part of the Certificate of Approval it amends.

In granting approval, the Director may decide to impose terms and conditions on the approval. These conditions usually concern the operation and performance of the waste disposal facility and may cover such items as maintenance and operation of the waste disposal facility as well as performance of any pollution control equipment that may be associated with the facility.

For proposals subject to the EBR, the final decision on an application is rendered at the end of the comment period and after all of the comments have been considered in the review. Notice of the final decision on the application along with information on the number of comments received and the impact of the comments is given to the public on the Environmental Registry (ER). This notice stays on the ER for 15 days, during which time, the public may seek leave to appeal the decisions for certain approvals. Details on third party appeals are provided in the guide entitled "EBR Requirements for Instruments".

#### **4.4 Mandatory and Discretionary Hearings**

Applications submitted under Part V, EPA for a waste disposal site may be subject to a mandatory hearing or a discretionary hearing. Section 30 of the EPA prescribes the types of applications that are subject to a mandatory hearing and Section 32 of the EPA prescribes those subject to a discretionary hearing. Generally, applications for new or expanding landfill sites and incinerators for disposal of domestic waste which is the equivalent of that generated by 1500 persons, or for hauled liquid industrial waste or hazardous waste, require a mandatory hearing.

Others are subject to a discretionary hearing. The hearing requirements should be discussed during the pre-submission consultation.

If a mandatory hearing is required, the Client will be notified up front and be requested to pay the hearing fee. A decision on the discretionary hearing will be made after completion of public consultation and technical review prior to issuing an approval.

#### **4.5 Emergency Certificate of Approval**

If Director is of the opinion that an emergency situation exists due to :

- (1) danger to the health or safety of any person,
- (2) impairment or immediate risk of impairment of the quality of the natural environment for any use that can be made of it,
- (3) injury or damage or immediate risk of injury or damage to any property or to any plant or animal life, he may, under Section 31, EPA, issue a Provisional Certificate of Approval without holding a public hearing which would otherwise be mandatory. The intent of Section 31 is to allow an emergency situation to be alleviated and provide time to obtain the approvals necessary for the long- term disposal of waste to be obtained.

An emergency situation may arise, for example, if the landfill being used by a municipality has reached approved capacity before alternative facilities have been established through the normal approvals procedure or where early site closure is required for a serious environmental reason. Without an approved facility available to handle a municipality's waste, the uncontrolled disposal of waste would pose a danger to health and a serious risk to the environment.

As solid waste management is an essential service for which municipalities are responsible and can be required to provide (Section 29, EPA), emergency certificates are only issued for a municipality. If a private sector facility provides the services on behalf of the municipality, the emergency certificate can be issued for the private facility to handle the municipality's waste.

An application for an Emergency Provisional Certificate of Approval is not formally required under Section 31 of the EPA, however, one is normally requested along with the necessary supporting information.

The following is a list of supporting documents required for the review of the application:

- (1) Details of the nature of the emergency situation and how it evolved. If a landfill has reached approved capacity, confirmation of the site contours should be provided through a site survey or other accurate means.
- (2) Reasons pursuant to Section 31, EPA whereby an emergency situation exists.
- (3) Details of the existing and proposed activities being pursued by the municipality to promote the reduction of waste requiring disposal.
- (4) The alternative solutions for alleviating the emergency situation and an evaluation of those alternatives. The evaluation criteria should include:

- (a) Hearing Board Decisions
    - not accept site rejected by Hearing Board,
    - not accept site currently before Hearing Board unless for the continued use by existing users.
  - (b) Impact on Environment
    - must be site where all impacts are or can be made acceptable within a reasonable time frame.
    - site where control systems are being implemented or a feasible program to control impact is being developed is acceptable.
  - (c) Existing Site
    - use of existing site preferred:
      1. increasing daily rate of fill amendment preferred,
      2. increasing total site capacity amendment acceptable.
    - use of new “greenfield” site not desirable.
  - (d) Willing Host
    - willing host municipality preferred (applies to both private and public sector site):
      1. Municipal representatives
        - resolution of council
      2. General public
        - input of public liaison committee; or
        - public meeting held by applicant.
  - (e) Site Located Within County or Waste Management Master Plan (WMMP) Study Area
    - use of own site preferred,
    - use of other site within county or WMMP desirable (as county can assume control of waste management under recent legislation change)
    - use of site outside of county or WMMP acceptable.
  - (f) Economic Impact
    - cost of alternative not normally an important consideration.
- (5) A description of the chosen alternative and how it alleviates the emergency situation.
  - (6) The closure measures to be implemented at any previously used waste disposal site which is no longer to be used.
  - (7) An operating and development plan for the period of the emergency clearly delineating operations during the emergency including:
    - (a) types and quantities of waste,
    - (b) municipalities served and their respective population,
    - (c) the length of time the facility is to be used,
    - (d) required changes to the operation/development of the site,

- (e) existing information on the environmental impacts of the site. For a landfill, this information should include potential groundwater, surface water and methane gas impacts, an impact monitoring program and any remedial measures required.
  - (f) a work plan and timetable for approval and implementation of long term waste management plan.
- (8) Work plan and timetable for approval and implementation of long term waste management plan.
  - (9) Letter from the medical officer of health indicating whether an emergency situation with respect to human health and welfare exists.

## **5. Public Notification and Access to Application Information**

The release of information contained in application forms or submitted in support of an application is subject to the provisions of the *Freedom of Information and Protection of Privacy Act*, Ontario Regulation 677/87 and the *Municipal Freedom of Information and Protection of Privacy Act*, 1989. These Acts define what may and what may not be disclosed to the public and will be used to assess all requests for information contained in approvals.

The information submitted with the application for approval may also be subject to the *Act Respecting Environmental Rights in Ontario Act*, which requires public notification of applications for approval of certain works. During the time that the notice of the proposal is on the Environmental Registry, the public will be able to submit written comments on the proposal to the approving office. In addition, the public will be able to view parts of the application submission at the approving office as well as at the District Office in the vicinity of the proposal. Comments that are submitted will be considered during the detailed review stage of the application.

The applicant should therefore clearly identify all documents which are to be considered confidential or proprietary and must provide detailed evidence in support of this claim. The evidence in support of this claim will be one of the factors the Ministry considers when making a decision regarding disclosure of the records.

## **6. False Information**

It is an offence under Section 184 of the *Environmental Protection Act* to knowingly give false information to the Ministry in respect to matters under the Act or regulations. Penalties for this and other violations could result in fines of up to \$10,000 for the first conviction and up to \$25,000 for each subsequent conviction where the offence is committed by an individual and \$50,000 and \$100,000 respectively where the offence is committed by a corporation.

## **7. Questions Regarding Filing Applications for Approval**

For any assistance or advice regarding the filing of applications for approval of waste disposal sites, the local District or Regional Office or the Waste Unit of the Environmental Assessment and Approvals Branch (EAAB) may be contacted. The telephone numbers and address for the EAAB are listed in the Foreword of this Guide.



## Waste Management Systems

### Part II - INSTRUCTIONS FOR COMPLETING APPLICATION FORM

Applications for approval of waste management systems must be submitted using application forms titled "Application for Approval of a Waste Management System". The application form is designed to be used in applying for the following waste management systems: (i) transportation systems which do not involve land spreading of biosolids or other organic wastes, (ii) processed organic waste systems which will be used for transporting and spreading waste on land, and (iii) hauled sewage systems.

The Client may choose to transport waste to any MOE approved site in Ontario, or may provide a list of the specific waste disposal sites or facilities that will be utilized. If specific sites are chosen, the list must include the MOE approval number for the facility and the facility location. For out of Province waste disposal, each Province or State, where receivers are located, must be listed on the application. If the Client intends to transport waste to disposal facilities in another Province or the U.S.A., the Client must notify each Province or State Regulatory agency and receive written confirmation from them that they will accept the transported waste. This confirmation should be obtained prior to applying for the System Certificate of Approval, and the confirmation should accompany the Client's application for the System Certificate of Approval.

Some of the information required on the application form may not be applicable to a particular proposed system. However, except where the application form instructs otherwise, the application must be completed in its entirety. Incomplete applications may be returned to the applicant. **If a particular item is not applicable, "NA" must be entered to indicate that the item has been considered.**

#### Section 1. Client Information

"Client" means the person or organization to whom the Certificate will be issued. This person or organization is ultimately responsible for compliance with all of the conditions on the certificate.

Client Information is the information which identifies the individual or corporation having legal responsibility for the proposed system, and who is normally the legal Owner of the system. Even if another individual or organization, formally authorized by the Owner of the proposed system, applies for approval on behalf of the Owner, it is still the Owner who is the Client for the purposes of this application.

**Note: If the Client submits, with the application, a copy of their Master Business Licence (MBL) obtained from the Ontario Ministry of Consumer and Commercial Relations, this Section does not need to be completed except for its Business Identification Number, and Activity Classification Code and/or Business Activity Description items. [For information of the MBL the Client may call the Ontario Business Connections (Ontario Ministry of Consumer and Commercial Relations) at 1-800-565-1921 or (416)314-9151, or access their Internet site at <http://www.ccr.gov.on.ca>.]**

**1. Client Information**

Client Name <i>(legal name of individual or organization as evidenced by legal documents)</i>			Business Identification Number
Business Name <i>(the name under which the entity is operating or trading if different from the Client Name - also referred to as trade name)</i>			
Client Type:		Activity Classification Code/Standard Industrial Code <i>(if unknown please complete Business Activity Description)</i>	
<input type="checkbox"/>	Corporation	<input type="checkbox"/>	Federal Government
<input type="checkbox"/>	Individual	<input type="checkbox"/>	Municipal Government
<input type="checkbox"/>	Partnership	<input type="checkbox"/>	Provincial Government
<input type="checkbox"/>	Sole Proprietor	<input type="checkbox"/>	Other (describe):
Business Activity Description <i>(a narrative description of the business endeavour, this may include products sold, services provided or machinery/equipment used, etc.)</i>			

The following information about the Client is to be provided in this Section:

**Client Name** - this is the legal name of the Client, as evidenced by legal documents, which identifies the Client as the individual or corporation.

**Client Type** - this is the type of legal entity under which the Client has established his business. The Client must check one of the following choices provided in the form:

- **Corporation** - an incorporated entity having the status of a legal person having its own rights and responsibilities distinct from those of its owners/shareholders
- **Individual** - a private person
- **Partnership** - an unincorporated business having two or more owners who may be individuals, corporations or other unincorporated businesses
- **Sole Proprietor** - an individual being a single (sole) proprietor of an unincorporated company operating under a name registered under the Business Names Act
- **Federal Government** - a federal department or agency
- **Provincial Government** - a provincial ministry or agency
- **Municipal Government** - a municipal corporation or authority
- **Other** - this choice must be checked where none of the above specific types of entities apply to the Client, and the Client must specify the “other” type of entity which more appropriately describes the Client.

**Note: Unless the Client is a municipal, provincial or federal government, a proof of legal name of the Client must be submitted with all applications. An acceptable proof of legal name for a particular Client Type is provided by the following legal documents:**

- **Corporation (Ontario)**  
Form 1,2 or 3 under the Corporations Information Act as obtained from the Ontario Ministry of Consumer and Commercial Relations
- **Corporation (Canada)**  
Articles of Incorporation, Articles of Continuance (Form 11) or Articles of Amendment (Form 4) under the Canada Business Corporations Act as obtained from the Department of Consumer and Corporate Affairs
- **Individual**  
Birth certificate, passport or other document verifying legal name of the individual
- **Partnership (Limited)**  
Declaration under the Limited Partnerships Act as obtained from the Ministry of Consumer and Commercial Relations;
- **Partnership (General)**  
Documents verifying legal names of all entities constituting the partnership appropriate for the type of each individual entity
- **Sole Proprietor**  
Birth certificate, passport or other document verifying legal name of the individual

**Business Identification Number** - this is the number assigned to all registered business names by the Companies Branch of Ontario Ministry of Consumer and Commercial Relations.

**Business Name** - this is the name under which the Client is operating or trading, and must be provided if it is different from the Client's legal name.

**Activity Classification Code/Standard Industrial Code** - this is the (Canadian) Standard Industrial Classification (CSIC) code under which the Client's business endeavour is classified, as determined in accordance with the Statistics Canada publication "Standard Industrial Classification", 1980.

**Note: Do not enter here the United States SIC (USSIC) or International SIC (ISIC) codes. If the applicable CSIC code is unknown to the Client, the Business Activity Description field of the application must be completed.**

**Business Activity Description** - this is a narrative description of the Client's business activity, which must be provided if the Client does not know the (Canadian) Standard Industrial Classification code under which the Client's business activity is classified. This may include the products manufactured or sold, services provided, machinery/equipment used, etc.

## **Section 2. Client Physical Address**

Client Physical Address is the physical location of the Client's business head office or, if the Client is an Individual or Sole Proprietor, the Client's place of permanent residence.

**Note: If the Client submits with the application a copy of their Master Business Licence (MBL) obtained from the Ontario Ministry of Consumer and Commercial Relations, this Section does not need to be completed. [See Note under Section 1 - Client Information.]**

**2. Client Physical Address - Complete A, C and D or B, C and D**

A. Civic Address- Street information <i>(applies to an address that has civic numbering)</i>		Unit Identifier <i>(identifies type of unit, such as suite &amp; number)</i>			
B. Survey Address <i>(used for a rural location specified for a subdivided township, an unsubdivided township or unsurveyed territory)</i>					
Lot and Conc.: used to indicate location within a subdivided township and consists of a lot number and a concession number.	Lot	Conc.	Part and Reference: used to indicate location within an unsubdivided township or unsurveyed territory, and consists of a part and a reference plan number indicating the location within that plan. Attach copy of the plan.	Part	Reference Plan
2C. Municipality/Unorganized Township County/District			Province/State	Country	Postal Code
D. Telephone Number <i>(including area code &amp; )</i>		Fax Number <i>(including area code)</i>		E-mail Address	

The following Client address information is to be provided in this Section:

**Civic or Survey Address** - this is the address identifying a physical location within a municipality, unorganized township or an unsurveyed territory, and must be provided as follows:

- **Civic Address (Street Information)** - the type of address used in urbanized areas, consisting of Street Number, Name, Type and Direction, and Unit Identifier, e.g., 437 Park Drive West, Unit 7, **or**
- **Survey Address (Lot/Concession)** - the type of address used in rural and suburban areas of subdivided municipalities, consisting of Lot and Concession Number, e.g., Lot 22, Concession VII, **or**
- **911 Numbers** - numbers now assigned to rural addresses (often referred to as “fire box numbers”).
- **Survey Address (Lot/Plan)** - the type of address used in unsubdivided parts of the province, consisting of Lot Number, and Reference Plan Name and/or Number, e.g., Lots 4, 5 & 6, Plan 4.

**Note: A copy of the reference plan must be submitted with the application.**

- **Survey Address (Range, Block, Plan)** - this is another type of address used in unsubdivided parts of the province

**Non-Address Information** - this is any additional information which may clarify the location, and may include the community name, location in relation to roads, intersections, railway sidings, Northing and Easting coordinates, etc.

**Municipality/Unorganized Township** - this is the name of the lower tier municipality or unorganized (geographic) township (not the name of the community/settlement), and it must include the type of municipality (i.e., City, Town, Village, Township, or geographic township), e.g., City of Barrie, Cardinal Village, Rideau Township, Canis Bay geographic township.

**County/District** - this is the name of the upper tier municipality (Regional Municipality, County or District Municipality), or geographic District or territory within which the Municipality/Unorganized Township is located.

**Note: Do not include in the name the type of the upper tier municipality or geographic district, e.g., use Halton for R.M. of Halton, Simcoe for County of Simcoe, or Algoma for District of Algoma, etc.).**

**Province/State, and Country** - these must be provided.

**Postal Code** - this is the postal code of the area where the Client’s business head office is located (not necessarily the same as the postal code for the Client’s mailing address).

**Telephone Number** - telephone number must be provided, and must include area code.

**Fax Number and E-mail Address** - these should be provided if available.

**Section 3. Client Mailing Address**

Client Mailing Address is the address where the Client wishes to receive the approval and any correspondence in relation to this application.

**Note: If the Client submits with the application a copy of their Master Business Licence (MBL) obtained from the Ontario Ministry of Consumer and Commercial Relations, this Section does not need to be completed. [See Note under Section 1 - Client Information.]**

**3. Client Mailing Address - Complete A and C or B and C**

A. Civic Address - Street information (includes street number, name, type and direction)				<input type="checkbox"/> Same as Client Physical Address	Unit Identifier ( <i>identifies type of unit, such as suite and number</i> )
B. Delivery designator				<input type="checkbox"/> Rural Route	<input type="checkbox"/> Suburban Service
				<input type="checkbox"/> Mobile Route	<input type="checkbox"/> General Delivery
				Delivery Identifier ( <i>a number identifying a Rural Route, Suburban Service or Mobile Route delivery mode</i> )	
C. Municipality	Postal Station	Province/State	Country	Postal Code	

The following Client address information is to be provided in this Section:

**Civic Address or Delivery Designator and Identifier (Non-Civic Address)** - this is the address identifying location for mail delivery purposes, and must be provided as follows:

- **Civic Address (Street Information)** - this is the type of mailing address used in urbanized areas, and it consists of Street Number, Name, Type and Direction, and Unit Identifier. If the delivery address is a Post Office Box Number, it should be provided in the Street Information area of the form (do not put P.O. Box # in the Unit Identifier area or the Delivery Designator area of the form), e.g., 437 Park Drive West, Unit 7, or P.O. Box 4035, **or**
- **Delivery Designator and Delivery Identifier (Non-Civic Address)** - this is the type of mailing address used in all other than urbanized areas, and it consists of a Delivery Designator (i.e., type of delivery: Rural

Route, Suburban Service, Mobile Route, or General Delivery) and Delivery Identifier (i.e., the number identifying a particular Rural Route, Suburban Service, or Mobile Route), e.g., R.R. 2.

**Municipality or Postal Station**

- **Municipality** - this is the name of the lower tier municipality within which the Client’s Postal Station is located; the names of unorganized (geographic) townships cannot be used in Mailing Address, and for locations not within an organized municipality, the Postal Station must be identified instead.
- **Postal Station** - this is the name of the Client’s Postal Station which is usually the name of the community or settlement within which the Postal Station is located; Postal Station name is only required for locations not within an organized municipality.

**Province/State, Country, and Postal Code** - these must be provided.

**Section 4. Site Information**

Site Information includes identification, description and location of the site where the vehicles used for the transportation of waste are presently stored or will be stored.

**4. Site Information - (location of truck storage)**

Site Name	MOE District Office	Legal Description(attach copy of a legal survey)
A. Site Address - Street information (applies to an address that has civic numbering and street information - includes street number, name, type and direction)	<input type="checkbox"/> Same as Client Physical Address	Unit Identifier (identifies type of unit, such as suite & number)

**B. Survey Address (used for a rural location specified for a subdivided township, an unsubdivided township or unsurveyed territory) NOTE: Do not complete "B" if you completed "A."**

Lot and Conc.: used to indicate location within a subdivided township and consists of a lot number and a concession number.	Lot	Conc.	Part and Reference: used to indicate location within an unsubdivided township or unsurveyed territory, and consists of a part and a reference plan number indicating the location within that plan. Attach copy of the plan.	Part	Reference Plan
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Non Address Information (includes any additional information to clarify clients' physical location)

Geo Reference	Zone	Accuracy Estimate	Geo Referencing Method	UTM Easting	UTM Northing
Map Datum					
Municipality/Unorganized Township		County/District			Postal Code
Adjacent Land Use		Is the Client the operating authority?		Is the Client the owner of the land (site)?	
<input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Recreational		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Residential <input type="checkbox"/> Agricultural		If No, attach the operating authority name, address and phone number.		If No, attach the owner’s name, address and consent for the installation and operation of the facilities.	
<input type="checkbox"/> Other: (specify)					
Is the Site located on the Oak Ridges Moraine Conservation Area as defined by the Oak Ridges Moraine Conservation Plan (ORMCP, a regulation made under the Oak Ridges Moraine Conservation Act (ORMCA)?					
<input type="checkbox"/> Yes (If yes please attach proof of Municipal planning approval for the proposed activity/work)					
<input type="checkbox"/> No					

The following site information is to be provided in this Section:

**Site Name** - this is the name under which the site is known, and it should be provided if applicable.

**MOE District Office** - this is the name of the District Office (or the Area Office, where the Area Office is not at the same location as the District Office) of the Ministry of the Environment in whose area of jurisdiction the site is located (the District Office where a duplicate copy of the application must be sent by the Client: e.g., Halton-Peel District Office).

**Legal Description** - this is the legal description of the site as evidenced by a copy of legal survey for the property, which must be enclosed with the application.

**Civic or Survey Address** - this is the address identifying the physical location of the site within a municipality, unorganized township or an unsurveyed territory, and must be provided as follows:

- **Civic Address (Street Information)** - the type of address used in urbanized areas, consisting of Street Number, Name, Type and Direction, and Unit Identifier, e.g., 437 Park Drive West, Unit 7, **or**
- **Survey Address (Lot/Concession)** - the type of address used in rural and suburban areas of subdivided municipalities, consisting of Lot and Concession Number, e.g., Lot 22, Concession VII, **or**
- **Survey Address (Lot/Plan)** - the type of address used in unsubdivided parts of the province, consisting of Lot Number, and Reference Plan Name and/or Number, e.g., Lots 4, 5 & 6, Plan 4.

**Note: A copy of the reference plan must be submitted with the application.**

- **Survey Address (Range, Block, Plan)** - this is another type of address used in unsubdivided parts of the province.

**Non-Address Information** - this is any additional information which may clarify the location, and it may include the community name, location in relation to roads, intersections, railway sidings, etc.

**Site Geo-Reference** - this is the geographic location of the site identified as point, line or polygon coordinates of the site in reference to the Universal Transverse Mercator (UTM) grid adopted for this purpose by the Ministry. The Client is encouraged to provide the geo-reference data for all sites, however, if the site is located within an unsurveyed territory or an unsurveyed township (i.e., whose physical address is not a civic address or Lot Number and Concession Number), the information must be provided, and applications involving such sites will be considered incomplete if the geo-reference data are missing. The geo-reference data required to be provided are as follows:

- **Map Datum** - this is the UTM datum of the map or GPS (Global Positioning System) used to specify position of the point or points of reference; currently, there are two map data systems in use in North America, namely, the North American Datum 1927 (NAD27) and NAD83. The NAD83 is preferred as the current Ontario Base Maps are constructed using this system, however NAD27 is acceptable.
- **Zone** - this is the UTM Zone within which the site is located; there are four UTM Zones within Ontario, namely 15, 16, 17 and 18.

- **Accuracy Estimate** - this is the accuracy (+/- metres) of the provided UTM Northing and Easting coordinates for the point(s) of reference; the accuracy of the data depends on the method used to generate the data, e.g., the accuracy of direct geodetic survey may be less than 1 metre, a GPS (depending on its quality) may guarantee accuracy from 1-10 metres to more than 10-30 metres, and a topographic map a 10-100 metre accuracy.
- **Georeferencing Method** - this is the method used to generate the data for the provided UTM Northing and Easting coordinates for the point(s) of reference; these could be determined by geodetic survey, or estimation from a map, a GPS or the Gazetteer (<http://geonames.nrcan.gc.ca/cgndb/english/cgndb.html>) or any other specified method.
- **UTM Easting** - this is the distance in metres from the western delimiter of the point's reference UTM Zone to the point of reference.
- **UTM Northing** - this is the distance in metres from the equator to the point of reference.

**Note: The site geo-reference point(s) identified in this section must be shown on the general site plan which must be submitted with all applications.**

**Municipality/Unorganized Township** - this is the name of the lower tier municipality or unorganized (geographic) township (not the name of the community/settlement), and it must include the type of municipality (i.e., City, Town, Village, Township, or geographic township), e.g., City of Barrie, Cardinal Village, Rideau Township, Canis Bay geographic township.

**County/District** - this is the name of the upper tier municipality (Regional Municipality, County or District Municipality), or geographic District or territory within which the Municipality/Unorganized Township is located. Do not include in the name the type of the upper tier municipality or geographic district, e.g., use Halton for R.M. of Halton, Simcoe for County of Simcoe, or Algoma for District of Algoma, etc.).

**Postal Code** - this is the postal code of the area where the site is located (not necessarily the same as the postal code for the site's mailing address).

**Land Use Designations for the proposed system storage location** - these are the existing Zoning and Official Plan designations for the site on which the vehicles are to be stored. This information can be obtained from the local municipal planning office, or from the local Planning Board in unorganized parts of the province.

**Adjacent Land Uses** - these are the existing Zoning and Official Plan designations for land use in the lands adjacent to the site; at least one of the provided choices (i.e., Industrial, Residential, Commercial, Agricultural, Recreational, Drinking Water Supply, or Other) must be identified; if "Other" is checked, it must be explained in the space provided. This information can be obtained from the local municipal planning office, or from the local Planning Board in unorganized parts of the province.

**Operating Authority** - this is a statement indicating whether the Client is to be the Operating Authority for the proposed works.

**Note: If Client is not the Operating Authority, the name, mailing address and telephone number of**

**the Operating Authority should be submitted as an attachment to the application.**

**Owner of the Land (Site)** - this is a statement indicating whether the Client is the owner of the storage site for the proposed system.

**Note: If Client is not the owner of the site, the name and mailing address of the land owner, and his/her written consent for the establishment and operation of the proposed system storage on the site must be submitted as an attachment to the application.**

**ORMCA check-box** – It is the applicant’s responsibility to verify whether or not the site is located on the Oak Ridges Moraine Conservation Area as defined by the Act and Plan. If “Yes” is checked, the applicant must attach proof of municipal planning approval (e.g. Letter from the site municipality confirming land use compliance and planning approval). Any ORMCA compliance documentation should be referenced under “other attached information” in the Supporting Information Checklist (Section 15).

### **Section 5. Project Technical Information Contact**

Project Technical Information Contact is an individual identified by the Client as one who is intimately familiar with the technical details of the proposal and may be contacted for any additional technical information that may be required during the Ministry’s review of the application.

#### **5. Project Technical Information Contact -Complete A, B, D and E or A, C, D, and E**

A. Name  Company  Same as Client Name

Contact Address

B. Civic Address - Street information (includes street number, name, type and direction)  Same as Client Mailing Address  Unit Identifier (identifies type of unit, such as suite & number)

C. Delivery Designator:  Rural Route  Suburban Service  Mobile Route  General Delivery  Delivery Identifier (a number identifying a Rural Route, Suburban Service or Mobile Route delivery mode)

D. Municipality  Postal Station  Province/State  Country  Postal Code

E. Telephone Number (including area code & extension)  Fax Number (including area code)  E-mail Address

The following information about the Project Technical Information Contact is to be provided in this Section:

**Contact Name** - this is the name of the individual to be identified by the Client as the Project Technical Information Contact.

**Name of Company** - this is the name of the Company (e.g., a consulting engineering firm) identified by the Client as the Client’s Project Technical Information Contact (if applicable).

**Contact Mailing Address** - this is the address at which the Project Technical Information Contact may be contacted by mail, and noted in the same way as the Client Mailing Address (see instructions for Section 3 “Client Mailing Address”). The address must include:

- **Civic Address or Delivery Designator and Identifier (Non-Civic Address),**

- **Municipality or Postal Station, and**
- **Province/State, Country, and Postal Code.**

**Contact Telephone Number** - telephone number must be provided, and must include the area code.

**Contact Fax Number and E-mail Address** - these should be provided if available.

**Section 6. Project Information**

Project Information is the information which describes the proposed system, which is the subject of the application.

**6. Project Information**

Type of Application: Current Certificate of Approval Number      Date of Issue (y/m/d)  
 New Certificate of  Amendment to current Certificate of Approval

Project Description Summary *(If EBR is applicable, this summary will be used in the EBR posting notice)*

.....

.....

.....

.....

Project Name *(Project identifier to be used as a reference in correspondence)*

The following information is to be provided in this Section:

**Type of Application** - this item provides choices for the Client to indicate whether the application is a request for a new Certificate of Approval or an amendment to a current Certificate of Approval. The choice should be made based on the following:

- **New Certificate of Approval** - this choice is to be indicated if the proposed waste management system is not associated with any existing system, or there is no record of any previous approvals for the existing system,
- **Amendment to Current Certificate of Approval** - this choice is to be indicated if the proposal involves (a) use of any additional vehicles for the transportation of waste which are to become part of an existing approved waste management system, or (b) modifications to any previously approved vehicles, or any (c) amendments to the terms or conditions of an existing approval.

**Current Certificate of Approval Number and Date of Issue** - these are the number and date of issue of the existing certificate that is to be amended, and must be provided if “Amendment to Current Certificate of Approval” is indicated in the “Type of Application” box. Also, a copy of the existing certificate and any previously issued amending Notices should be enclosed with the application in such a case.

**Project Description Summary** - this is a brief description of the proposed waste management system or additional equipment, and/or modifications to the existing system, and/or the requested changes to the terms

and/or conditions of the existing approval.

**Project Name** - this is a project identifier name to which the Client wishes the project to be referred in any correspondence from the Ministry in relation to the application for approval.

## Section 7. Non-Subject Waste

Non-Subject Waste is **waste not subject to the manifesting requirement** under Regulation 347 R.R.O. 1990, or as amended (i.e., the requirement to manifest the type of waste being transported on the outside of the vehicle used for that purpose).

**Note: This Section must only be completed if any of the waste handled, or to be handled by the waste management system, is “non-subject waste”, as defined above.**

In this section, the Client must specify the type(s) of non-subject waste, if any, which are, or are to be, transported under the waste management system which is the subject of the application for approval. This is to be done by checking off the applicable waste type, and where applicable, waste sub-type in the Non-Subject Waste checklist table of the form.

### 7. Non-Subject Waste (not applicable for subject waste applications)

- Domestic
- Commercial                       Dewatered catch basin clean-out material                       Grease trap waste                       Waste wash water                       Other (specify type(s))
- Non-hazardous Solid Industrial:                       Asbestos Waste in bulk                       Contaminated soil                       Spill clean up material                       Other (specify type(s))
- Hauled (septage) Sewage
- Processed Organic Waste (biosolids) or other organic waste

The non-subject waste types and sub-types are as follows:

**Domestic Waste** - this is waste of residential origin.

**Commercial Waste** - this is waste originating from commercial activities. For this type of waste, the waste must be further specified, as follows:

- Dewatered catchbasin clean-out material
- Grease trap waste
- Waste wash water
- Other (must be specified in the space provided)

**Non-Hazardous Solid Industrial Waste** - this is waste originating from industrial activities. For this type of waste, the waste must be further specified, as follows:

- Asbestos waste in bulk
- Contaminated soil
- Spill clean-up material
- Other (must be specified in the space provided)

**Hauled Sewage (Septage)** - this is sewage removed from on-site septic tanks or holding tanks for off-site

disposal.

**Note: A separate Certificate of Approval must be obtained for each site intended for the disposal of the hauled sewage. For that purpose the Client or the site owner must complete and submit to the appropriate local District Office of the Ministry of the Environment an Application for Approval of a Hauled Sewage (Septage). [For copies of the application form and further information, please contact the appropriate District Office of the Ministry.]**

**Processed Organic Waste (Biosolids)** - this is stabilized organic waste (i.e., aerobically or anaerobically digested sewage treatment sludge obtained from an approved sewage treatment facility) removed from the site of its generation for off-site land application. **[Note: Stabilized organic waste intended to be transported for off-site disposal other than land application should not be identified under this waste type. In such situations the waste is considered non-subject commercial waste and should be identified as such.]** These site approvals, when approved by the District Manager, become part of the Processed Organic Waste Management System issued for the hauling of biosolids.

**Note: A separate Certificate of Approval must be obtained for each site intended for land application of processed organic waste (biosolids). For that purpose the Client or the site owner must complete and submit to the appropriate local District Office of the Ministry an Application for Approval of a Processed Organic Waste (Biosolids) Disposal Site. [For copies of the application form and further information, please contact the appropriate District Office of the Ministry.]**

**Other Organic Waste** - this is organic waste from sources other than sewage treatment facilities. The “Guidelines for the Utilization of Biosolids and Other Wastes on Agricultural Land”, March, 1996, (MOEE, OMAFRA) document outlines criteria which must be met before other waste materials can be considered for use on agricultural land. In essence, these materials must be of benefit to crop production or soil health and not degrade the natural environment, before approval for use will be given by the Ministry of the Environment (MOE). The materials should supply essential plant nutrients and/or organic matter, or other constituents that will maintain crop production or soil health. Information on Other Organic Waste can be noted in the space for Processed Organic Waste, and should be stated as “Other Organic Waste”.

## **Section 8. Organic Waste Source**

Note: This Section must only be completed if the waste handled, or to be handled under the waste management system, is “processed organic waste (biosolids)” or other organic waste, **as defined for the purpose of Section 7 (Non-Subject Waste) above, i.e., it is intended for disposal by land application.**

Processed Organic Waste is obtained from sewage treatment facilities, and Other Organic Waste is obtained from a variety of generators. In this section the Client must provide information on the volume and source of the processed organic waste (biosolids) or Other Organic Waste handled, or to be handled, by the waste management system. The quality of these wastes must meet the requirements of the “Guidelines for the Utilization of Biosolids and Other Wastes on Agricultural Land”, March, 1996, (MOEE, OMAFRA).

**8. Organic Waste Source** (*processed organic waste or other organic waste applications only*) - Complete A, B, C, E, and F or A, B, D, E, and F

A. Estimated Volume Handled on an annual basis

tonnes

cubic metres

B. Plant/Facility Name	Plant/Facility Owner	Plant/Facility Type			
C. Civic Address- Street information <i>(applies to an address that has civic numbering and street information includes street number, name, type and direction)</i>		Unit Identifier <i>(identifies type of unit, such as suite &amp; number)</i>			
D. Survey Address <i>(used for a rural location specified for a subdivided township, an unsubdivided township or unsurveyed territory)</i>					
Lot and Conc.: used to indicate location within a subdivided township and consists of a lot number and a concession number.	Lot	Conc.	Part and Reference: used to indicate location within an unsubdivided township or unsurveyed territory, and consists of a part and a reference plan number indicating the location within that plan. Attach copy of the plan.	Part	Reference Plan
E. Municipality/Unorganized Township County/District		Province/State	Country	Postal Code	
F. Telephone Number <i>(including area code &amp;</i>	Fax Number <i>(including area code)</i>		E-mail Address		

The information required in the application is as follows:

**Estimated Volume Handled Annually** - this is the estimated volume of biosolids or other organic waste, expressed in tonnes or cubic metres, handled, or to be handled, under the waste management system annually.

**Plant/Facility Name** - this is the name of the sewage treatment plant(s) or other facility(ies) served, or to be served, under the waste management system for the removal of biosolids or other organic waste for off-site disposal by land application.

**Note: A separate waste management system Certificate of Approval must be obtained for each source of biosolids, unless the Client intends to serve a number of sewage treatment facilities in a county or a regional municipality. These facilities must be listed on the application form. For existing waste management system Certificates of Approval for biosolids, additional sources within the county or regional municipality, in which the system is operated, may be added by amendment to the Certificate. If the Client intends to haul and spread other organic waste, a separate waste management system Certificate must be obtained for this waste, and its source(s) must be listed on the application form.**

**Plant/Facility Owner** - this is the name of the legal entity who is the owner of the plant/facility which is the source of biosolids or other organic waste.

**Plant/Facility Type** - this is the type of plant/facility which is the source of biosolids (e.g., municipal sewage treatment plant) or other organic waste (e.g., food processing plant).

**Civic or Survey Address** - this is the address identifying the physical location of the plant(s)/facility(ies) which is(are) the source(s) of biosolids or other organic wastes within a municipality, unorganized township or an unsurveyed territory, and must be completed in accordance with the instructions for the client physical address under Section 2 - Client Physical Address in this part of this Guide.

**Municipality/Unorganized Township, County/District, Province/State, and Country** - these must be completed in accordance with the instructions for the Client physical address under Section 2 - Client Physical Address in this part of this Guide.

**Postal Code** - this is the postal code of the area where the plant/facility is located (not necessarily the same as the postal code for the plant's or facility's mailing address).

**Section 9. Method of System Operation**

**Note: This Section must only be completed if the waste handled, or to be handled under the waste management system, is “processed organic waste (biosolids)” or other organic waste, as defined for the purpose of Section 7 (Non-Subject Waste) above, i.e., it is intended for disposal by land application.**

Method of System Operation is the method of collection, storage (if applicable), and land application of processed organic waste (biosolids) or other organic waste handled, or to be handled, under the waste management system which is the subject of the application for approval.

**9. Method of System Operation** (*processed organic waste or other organic waste applications only*)

Frequency of Pickup

Loading Procedures

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Spreading Methods	Storage Facilities ( <i>tanks, lagoons etc . . .</i> )
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If applicable, this information must be provided as follows:

**Frequency of Pickup** - this is the frequency of removal of processed organic waste (biosolids) or other organic waste from the source identified in Section 8 above for off-site disposal by land application.

**Loading Procedures** - these are the methods and procedures used, or to be used, for the removal of the processed organic waste (biosolids) or other organic waste from the source identified in Section 8 above.

**Spreading Methods** - these are the methods and procedures used, or to be used, for the land application of the processed organic waste (biosolids) or other organic waste removed from the source identified in Section 8 above.

**Storage Facilities** - these are the storage facilities (at the spreading site, or an approved transfer facility), if any, used under the system for temporary storage of the processed organic waste (biosolids) or other organic waste removed from the source identified in Section 8 above prior to its land application.

**Section 10. Subject Waste**

Subject Waste means liquid waste and hazardous waste subject to the manifesting requirement under Regulation 347 (but does not include exemption under Regulation 347 R.R.O. 1990, or as amended). Part III of the Guide for Applying, Approvals Process and Requirements, provides specific guidance for waste management systems for Biomedical Waste and for PCB Waste.

**Note: This Section must only be completed if any of the waste handled, or to be handled under the waste management system, is “subject waste”, as defined above.**

If you intend to collect and transport **subject waste** you are required to submit the following additional information and documentation.

**The documents noted in Section 1 previously must be true and certified** copies from the issuing agency. Photocopies and notarized copies are not acceptable.

In this Section, if applicable, the Client must identify the specific Waste Class Names and Code Numbers

**(based on the Ministry publication “New Ontario Waste Classes, January 1986)** for all types of subject waste which is, or is intended to be, handled under the waste management system which is the subject of the application for approval, and make statements regarding, driver training, suitability of the vehicles used, and liability insurance.

**10. Subject Waste***(subject waste applications only)*

List all waste classes transported for each category of subject waste (see Ontario Waste Classes - this information must be completed for Subject Waste

Non-Hazardous Liquid Industrial		Hazardous Liquid	
Name	Class	Name	Class
Name	Class	Name	Class
Hazardous Solid		Other (specify type):	
Name	Class	Name	Class
Name	Class	Name	Class
All current and future drivers will be trained in accordance with Regulation 347 and all pertinent environmental legislation.		<input type="checkbox"/> Yes	
Each vehicle used to transport a specific subject waste class is suitable for that waste transportation in order to preserve the health and safety of the		<input type="checkbox"/> Yes	
A minimum of \$1,000,000.00 liability insurance has been obtained for all vehicles used to transport subject waste		<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Yes
List or describe additional insurances, for example, environmental impairment liability insurance.		<input type="checkbox"/> Not Applicable	

**NOTE: For transporters of pathological waste and PCB’s (waste classes 243 & 312) Operations Manual and Driver Training Manual must also be attached, and Financial Assurance must be provided.**

If applicable, this information must be provided as follows:

**Waste Class Names and Code Numbers** - the applicable Waste Class Names and the corresponding Waste Class Code Numbers should be listed under the appropriate subject waste categories identified in this Section of the application form, as follows:

- **Non-Hazardous Liquid Industrial Waste**
- **Hazardous Liquid Waste**
- **Hazardous Solid Waste**
- **Other Subject Waste** - this category should only be used if a particular waste class does not fit any of the specific categories named in the form. **[Note: If a waste class is entered under this category, the category should be identified (named) by the Client in the space provided.]**

**Driver Training** - if any of the waste handled, or to be handled under the waste management system, is “subject

waste”, the Client must check the “**Yes**” box beside the statement “**All current and future drivers will be trained in accordance with Regulation 347 R.R.O. 1990, or as amended and all pertinent environmental legislation.**”.

**Suitability of Vehicles** - if any of the waste handled, or to be handled under the waste management system, is “subject waste”, the Client must check the “**Yes**” box beside the statement “**Each vehicle used to transport a specific subject waste class is suitable for that waste transportation in order to preserve the health and safety of the public and the natural environment.**”

**Liability Insurance** - if any of the waste handled, or to be handled under the waste management system, is “subject waste”, the Client must check the “**Yes**” or “**Not Applicable**” box beside the statement “**A minimum of \$1,000,000.00 liability insurance has been obtained for all vehicles used to transport subject waste.**” The Client must provide a copy of the Certificate of Insurance from the Client's insurance company, which confirms that all of the vehicles owned and operated by the Client as part of the waste management system, are insured under a general vehicle liability policy for a minimum of one million dollars (\$1,000,000.00).

**Additional Insurance** - if any additional insurances have been obtained for the waste management system, the Client should list or describe them, otherwise, the Client must check the “**Not Applicable**” box provided. Waste Management Systems such as those hauling Biomedical waste and mobile PCB destruction facilities may be required to provide financial assurance. Consult the Financial Assurance Guideline for Details.

## **Section 11. Disposal Sites Information**

**Note: This Section must be completed for all waste management system applications for approval, except where the waste handled, or to be handled by the system, is “processed organic waste (biosolids)” or other organic waste, as defined for the purpose of Section 7 (Non-Subject Waste) above, i.e., it is intended for disposal by land application, and Section 8 (Processed Organic Waste Source) above has been completed.**

Disposal Site Information required for waste management system applications not involving land application of “processed organic waste (biosolids)” or other organic waste is general information about the sites intended for disposal of the waste handled, or to be handled, under the system.

### **11. Disposal Sites Information***(not applicable to processed organic waste and hauled sewage or other organic waste applications)*

Any Ontario site approved by the Ministry of the Environment

Sites approved by a regulatory agency outside Ontario *(specify Province/State)*

This Section should be completed by checking off one or both of the choices provided, as follows:

- **Any sites approved by the Ministry of the Environment** - this choice is to be checked off if the waste is to be disposed of at any waste disposal site(s) having a valid Certificate of Approval issued by this Ministry allowing for the particular type(s) of waste to be accepted for disposal at the site.
- **Sites approved by a regulatory agency outside Ontario** - this choice is to be checked off if the waste is to be disposed of at any approved waste disposal site(s) outside of the jurisdiction of this Ministry. **[If this choice is checked off, the client must specify the Province(s) and/or State(s) having jurisdiction over the site(s).]**

**Section 12. Vehicle Information**

Vehicle Information is the information on the vehicles used, or to be used, for the transportation of waste, for “processed organic waste management systems”, for hauled sewage systems, for other organic waste and the equipment used, or to be used, for spreading of “biosolids” or hauled sewage or other organic waste on land.

**Vehicles** - in the table provided in this Section, the Client must identify each vehicle which is, or is to be, part of the waste management system which is the subject of the application for approval.

**12. Vehicle Information**

List all vehicles and equipment to be used in the operation of the Waste Management System

Year	Make	Model	Serial Number	Licence Plate Number	Province/State
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Are all vehicles owned by the client?     Yes     No *(provide details on ownership arrangements)*

Type of Spreading Equipment *(hauled sewage and processed organic waste applications only)*

Type	Description
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This Section should be completed as follows:

- **Year** - this is the year of production of the vehicle.
- **Make** - this is the name of the manufacturer of the vehicle.
- **Model** - this is the name of the model of the vehicle.
- **Serial Number** - this is the serial number of the individual vehicle.
- **Licence Plate Number** - this is the licence plate number of the individual vehicle.
- **Province/State** - this is the name of the Province or State which has issued the above licence plate for the individual vehicle.

**Vehicle Ownership** - the Client must identify the ownership of all vehicles which are, or are to be, part of the waste management system which is the subject of the application for approval. Unless all vehicles are owned by the Client, and the Client has so indicated by checking off the “Yes” choice in this section, the Client must provide details of the ownership arrangements for all vehicles in the space provided, or attach to the application a separate sheet with that information.

**Spreading Equipment** - if the waste management system which is the subject of the application for approval is

a “processed organic waste management system” or a hauled sewage system or other organic waste, in this section, the Client must identify the type and describe all equipment used, or to be used, for spreading of “biosolids” or hauled sewage or other organic waste on land.

**Section 13. Emergency Procedures**

Emergency Procedures are the procedures intended to be followed by the operators of the system in case of a spill of the waste transported by the system. These procedures must be identified in the space provided.

**13. Emergency Procedures**

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.....

.....

**Section 14. Other Approvals/Permits**

**Note: This Section must only be completed if the waste handled, or to be handled by the waste management system, is “hauled sewage (septage)” or “processed organic waste (biosolids)” or other organic waste, as defined for the purpose of Section 7 (Non-Subject Waste) above.**

In this Section of the application form, if applicable, the Client must list the numbers of all existing Certificates of Approval for any hauled sewage or processed organic waste or other organic waste disposal sites associated or intended to be associated with the waste management system which is the subject of the application for approval.

**14. Other Approvals** *(hauled sewage and processed organic waste or other organic waste applications only)*

List the Certificate of Approval number(s) for the disposal sites associated with the proposed waste management system. *(If available at the time of the application)*

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**Section 15. Supporting Information Checklist**

The Supporting Information Checklist includes all major types of information and documentation which may be required in support of an application for approval of a waste management system. [Note: A detailed outline of the supporting information and documentation requirements for various types of waste management system proposals is provided in Part III of this Guide.]

**15. Supporting Information Checklist** - *This is a list of all supporting information to this application and is subject to the FOI/POPA.*

Supporting information	Attached		Reference	Can be disclosed	
Proof of Legal Name of Client	<input type="checkbox"/> Yes	<input type="checkbox"/> No	.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name, Address and Phone Number of the Operating Authority	<input type="checkbox"/> Yes	<input type="checkbox"/> No	.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Drivers Training Manual	<input type="checkbox"/> Yes	<input type="checkbox"/> No	.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Operations Manual	<input type="checkbox"/> Yes	<input type="checkbox"/> No	.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Financial Assurance	<input type="checkbox"/> Yes	<input type="checkbox"/> No	.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Confirmation of Liability Insurance (\$1,000,000.00 minimum)  Yes  No .....  Yes  No  
 Other Attached Information  Yes  No .....  Yes  No

The Checklist must be completed as follows:

For all items of the Checklist (i.e., all listed types of supporting information), the Client must indicate in the **"Attached" column** whether or not a particular type of information is enclosed with the application to ensure that where a particular type of information is not submitted with the application, it is not by omission but because the Client has determined that the type of information is not relevant to the proposal.

- For all submitted supporting information whose type is one of those listed in the Checklist, the Client must identify in the **"Reference" column** the attachment which contains the information (e.g., report name and chapter/page number, or drawing title, number, revision number and date), and indicate in the **"Disclosable" column** whether or not the Client considers the submitted information confidential. [Note: For clarification on the issue of confidentiality and release of information, please refer to “Public Notification and Access to Application Information” in Part I of this Guide].
- For any submitted supporting information which does not fall within the definition of any of the specific items of the Checklist, the Client should identify it in the "Other Attached Information" item, and complete the item as above.
- Where the Client wishes the Ministry to consider as supporting information for the application any information submitted previously (e.g., with another application), the "Attached" column of the item should be checked as “No”, and the "Reference" column must identify the Certificate of Approval number and the associated document which contains the information.

**Section 16. Application Fees**

Application Fees cover the cost incurred by the Ministry in processing an application for approval. The charge applicable to a particular application is established in accordance with the Ontario Regulation 364/98 entitled “Regulation Made Under the Environmental Protection Act - Fees - Approvals”. The Regulation sets out in detail the fee components applicable to various types of applications for approval and their individual aspects.

**16. Application Fee**

Category Code	Category Description	Amount	Quantity	Sub Total

Total:

The Application Fees table of the application form must be completed based on the **Summary of Cost sheet enclosed with the application form**, as follows:

**Category Code and Category Description** - these are identifiers of an individual aspect of a particular type of application for approval (cost category) to which a separate fee applies, as per the Summary of Cost sheet. All cost categories applicable to the particular application for approval must be listed in the Application Fees table.

**Amount** - this is the individual fee amount applicable to the individual cost category, as per the Summary of Cost sheet.

**Quantity** - this is the number indicating how many individual facilities or systems under a particular cost category are the subject of the application for approval (e.g., if the application involves two ..... , the category applicable to a ..... applies two times, i.e., the quantity is "2").

**SubTotal** - this is the total fee under a particular cost category applicable to the application for approval.

**Total** - this is the total fee required for the application for approval.

**Note: For further clarification the Client should also refer to the Regulation or to the current Application Cost Guide available from the Ministry, that is:**

**Costs for EPA s. 27 Applications - Supplement to Application For Approval**

**Section 17. Statement of Client**

Statement of Client is the Client's affirmation that to the best of their knowledge, the information provided in the application form and the submitted supporting documentation is accurate and complete, and that the person identified in the application as the Project Technical Information Contact is authorized to act on the Client's behalf for the purpose of obtaining approval for the proposed system.

**17. Statement of Client**

I, the undersigned hereby declare that, to the best of my knowledge, the information contained herein and the information submitted in support of this application is complete and accurate in every way and that the Project Technical Information Contact identified in item 5 of this form is authorized to act on my behalf for the purpose of obtaining approval under Section 27 of the EPA for the waste management system identified herein.

Name <i>(please print)</i>	Title
Signature	Date <i>(y/m/d)</i>

This section must be completed as follows:

**Name and Title** - these are the name and title of the Client (if the Client is an individual or a sole proprietor), or an individual authorized to sign documents on behalf of the Client.

**Note: If the person signing the application is not the Client who is an individual or a sole proprietor, or where the Client is a corporation, if the person signing the application is not an officer of the corporation identified in the documents of incorporation (e.g., President, CEO, CAO, Municipal Clerk), the Client's written authorisation for the person signing the application must be enclosed with the application. For example, in case of a partnership, if one of the partners is signing the application, that person must be authorized by the other partners to do so on their behalf.**

**Signature and Date** - the application must be signed and dated by the person identified above.

**Note: It is an offence under Section 184 of the Environmental Protection Act to knowingly give false information to the Ministry of the Environment with respect to matters under the EPA.**

## **Part III - INSTRUCTIONS FOR COMPLETING APPLICATIONS FOR WASTE TRANSPORTATION APPROVALS**

### **1. Biomedical Waste Transportation Requirements**

In order to obtain an approval for the transportation of biomedical waste you are required to submit an application for such approval to the Ministry. The necessary application form for your use has been enclosed. When submitting an application for review, your application should include the following:

1. A completed "Application for a Certificate of Approval for a Waste Management System" signed by a Director or Officer of the Company.
2. (a) A true and certified copy of the most recent "Initial Notice or Notice of Change", issued by the Ministry of Consumer and Commercial Relations (Form 1, 2 or 3 of Ontario Regulation 189, R.R.O. 1980) filed under the Corporations Information Act or the most current true and certified copy of the registration filed under the Business Names Act, 1990, or;  
  
(b) Where the corporation has registered federally; the most recent, true and certified copies issued by Consumer and Corporate Affairs Canada of:
  - the Articles of Incorporation; and
  - a Form 3 and Form 6, or;  
(c) Applicants from outside of Ontario must submit a true and certified copy issued by the Ministry of Consumer and Commercial Relations of an Extra-Provincial Licence (Form 1) filed under the Extra-Provincial Corporation Act, or;  
  
(d) If the applicant is not a corporation, a true and certified copy of the appropriate business registration along with a copy of the applicant's birth certificate.
3. A detailed list of all vehicles and equipment which you propose to use to transport biomedical waste. The list must include the year, make, model, serial number, licence plate number, capacity and the Province or State of plate issuance for each vehicle or piece of equipment.
4. Proof of vehicle and/or equipment ownership must also be provided and may be confirmed by providing a photocopy of the registration card from the Ministry of Transportation.
5. A copy of a Certificate of Insurance from your insurance company which confirms that all vehicles to be operated as part of the waste management system are insured under a general vehicle policy for a minimum of one million dollars (\$1,000,000).
6. A description of the physical location where the vehicles are to be stored or parked when not in use.
7. A description of the physical location where the vehicles are to be disinfected and washed.
8. A copy of your Driver and Waste Management Personnel Training Manual which is used to train drivers and personnel that would be handling biomedical waste. The manual must confirm that all personnel handling biomedical waste have been trained as required by Ontario Regulation 347 R.R.O. 1990, or as

amended and more specifically in the handling and management of biomedical waste. The manual shall also contain operations and contingency plans as described below.

9. An Operations Plan. The Operations Plan must include detailed packaging and biomedical waste handling methods as well as vehicle disinfection procedures:
  - (a) Identify the types of biomedical waste transported
  - (b) Indicate how the waste is to be packaged
  - (c) Detail the Company's procedures with respect to training drivers
  - (d) Identify the driver's responsibility for waste handling
    - understanding of emergency handling procedures
    - safe and secure waste loading
    - ensuring attendance with waste load at all times
    - decontamination of waste transportation vehicle.
  
10. A detailed Contingency Plan. Such a plan must include emergency management procedures and a contingency plan for various accident and spill scenarios:
  - (a) Spill
    - identify items in kit used to clean up and repackage spill
    - indicate where spill kit is kept
  - (b) List protective equipment to be utilized by driver in the event of a spill
  - (c) Describe procedures followed by driver in dealing with a spill
    - spill containment
    - spill notification
    - spill clean-up
    - spill repackaging and handling for disposal
    - decontamination of equipment and vehicle/road surfaces
  
11. (a) A list of waste disposal sites or facilities to which the biomedical waste is to be transported in Ontario and the MOE Approval No. for the facility. For all US facilities provide the US EPA No. Facilities in other provinces should also be listed, as well as their site numbers.
  - (b) Written confirmation from each receiver that the facility will accept the biomedical waste.
  
12. (a) A list of any other types of waste which you are proposing to transport in addition to biomedical waste. If any additional waste includes subject waste, the Ministry of the Environment waste class numbers, and, the categories of subject waste must also be noted, i.e., non-hazardous liquid industrial waste, hazardous liquid and/or hazardous solid waste.
  - (b) For each of the waste types or classes listed for 12(a) above, you are required to provide a list of the approved waste disposal facilities and their MOE approval numbers to which you propose to transport

the particular type of class of waste, or, the proponent may elect in the application to transport waste to any MOE approval site in Ontario. For the waste listed in 12(a) above the proponent may also choose to apply to transport waste to any province or state outside of Ontario provided that each province/state is specifically listed. The proponent must comply with Generator Registration and Manifesting requirements.

You will be required to provide proof that you have notified each jurisdictional regulatory agency, outside of Ontario, of the proposed waste transport, where applicable, and proof of the concurrence of each agency to receive the waste.

It should be noted that no other waste or material may be transported concurrently with biomedical waste.

13.<sup>1</sup> An Irrevocable Letter of Credit in the minimum amount of fifty thousand dollars (\$50,000) is to be posted with the Ministry of the Environment.

The amount will be calculated once the Company has indicated:

- (i) the sized (dimensions) of the biomedical transportation container utilized, and
- (ii) the number of containers required to reach maximum fleet capacity.

When you have completed your application it should be submitted to this Branch of the Ministry of the Environment as noted in the letterhead above.

Incomplete applications will not be accepted.

Fee payment **must be** enclosed with the application submission. See the attached fee schedule for clarification. A certified cheque or money order must be made payable to the Minister of Finance. Please do not send cash.

Should you have any question regarding the above noted requirements, please contact the Environmental Assessment and Approvals Branch at:

Tel. (416) 314-8001 or (Toll Free) 1-800-461-6290  
Fax. (416) 314-8452

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<sup>1</sup> The letter of credit is not required for biomedical transportation where generators transport their own waste to a local receiving facility (i.e., hospitals).

## 2. PCB Waste Transportation Requirements for Commercial Carriers

Each of the following items of information is required to be submitted as part of an application for a Provisional Certificate of Approval for a Waste Management System to collect and transport PCB waste in the Province of Ontario:

1. A completed "Application for a Certificate of Approval for a Waste Management System" signed by a director or officer of the Company;
2.
  - (a) A true and certified copy of the most recent "Initial Notice or Notice of Change", issued by the Ministry of Consumer and Commercial Relations (Form 1, 2 or 3 of Ontario Regulation 189, R.R.O. 1980) filed under the Corporations Information Act or the most current true certified copy of the registration filed under the Business Names Act, 1990; or
  - (b) Where the corporation has registered federally, the most recent true and certified copies and issued by Consumer and Corporate affairs Canada of:
    - the Articles of Incorporation; and
    - a Form 3 and Form 6, or;
  - (c) Applicants from outside of Ontario must submit a true certified copy issued by the Ministry of Consumer and Commercial Relations of an Extra-Provincial License (Form 1) filed under the Extra-Provincial Corporations Act, or;
  - (d) If the applicant is not a corporation, a true and certified copy of the appropriate business registration along with a copy of the applicant's birth certificate.
3. A detailed list of all vehicles and equipment which the applicants proposes to use to transport PCB waste. The list must include the year, make, model, serial number, licence plate number, and Province/State of plate issuance for each vehicle or piece of equipment. Proof of vehicle ownership is also required. This could be confirmed by providing a photocopy of the vehicle registration card from the Ministry of Transportation.
4. A photocopy of a Certificate of Insurance from the applicant's insurance company which confirms that all of the vehicles operated by the applicant as part of the waste management system are insured under a general vehicle liability policy for a minimum of one million dollars (\$1,000,000.00).
5. A description of the physical location where the vehicles are stored or parked when not in use.
6. A copy of the applicant's Driver and Waste Management Personnel Training Manual which is used by the applicant to train drivers and personnel that would be handling PCB waste. The manual must confirm that all personnel handling PCB waste have been trained as required by the Ontario Regulation 347 R.R.O. 1990, or as amended, and more specifically in the handling and management of PCB waste. The manual should also contain the operations and contingency plans are described below.
7. A detailed Operations Plan. The Operations Plan must include, the purpose, detailed packaging and PCB handling methods as well as vehicle decontamination procedures:

- i) Clearly state the purpose of the intended PCB transport;
  - ii) Identify each type of PCB waste intended for transport, i.e., full transformers - large or small, empty transformers - large or small, liquids, small capacitors, large capacitors, leaking capacitors, hydraulic equipment;
  - iii) For each type of PCB waste noted above, please indicate detailed packaging methods;
  - iv) Specify the driver's responsibilities with respect to handling of PCB waste material by ensuring:
    - a) That they are fully aware of handling procedures as a result of safety training by the company;
    - b) Integrity of vehicle and waste load during transportation, i.e., circle check every 200 km/two hours;
    - c) Safety of waste loading;
    - d) Security of load for transport;
    - e) Safe unloading;
    - f) The vehicle is locked and that the driver is in attendance at all times with the waste load;
  - v) Identify vehicle decontamination procedure in the event of a spill inside the vehicle.
  - vi) Indicate if the vehicle is used to transport any other type of waste.
8. A detailed Contingency Plan. Such a plan must include emergency management procedures and a Contingency Plan for various accident and spill scenarios. Each of the following must be described in detail:
- i) Spill kit
    - a) Identify items included used to clean up and repackage a spill;
    - b) Indicate where the spill kit is kept;
    - c) Indicate how personnel potentially using equipment have been trained;
  - ii) List protective equipment/clothing to be used or worn during clean-up;
  - iii) Identify how spill containment will be conducted in relation to the PCB waste type transported (i.e., solids/liquids);
  - iv) Identify which parties/agencies are notified and the notification order (i.e., head office of company, MOE SAC, MOE local district office, etc.) in the event of a spill
  - v) Indicate specifically how spill clean up is conducted:
    - a) Inside the vehicle;
    - b) On soil/hard surfaces;
  - vi) Repackaging or spills and contaminated material
    - a) Identify the types of containers in which repackaged waste or contaminated material will be

collected;

- b) Indicate how the waste will be disposed after repackaging;
- vii) Decontamination of equipment used in spill clean up.
9. An Irrevocable Letter of Credit in the Amount of one hundred thousand dollars (\$100,000.00) must be sent to the Director of the Environmental Assessment and Approvals Branch prior to the operations and issuance of a PCB waste management systems.
10. (a) A list of any other waste which the applicant is proposing to transport in addition to PCB waste must be provided. If any additional waste includes subject waste the Ministry of the Environment waste classes must be provided, and each class of subject waste must be segregated into the 3 categories of non-hazardous liquid industrial waste, hazardous liquid or hazardous solid waste.
- (b) For each of the waste types or classes listed for 10(a) above, the applicant is required to provide a list of the approved waste disposal facilities where the waste is intended to be transported, and the MOE approved site in the Province of Ontario,
- (c) If any of the waste disposal sites which the applicant proposes to use are located outside of the Province of Ontario, each Province or State must be listed for the purpose of notification to the jurisdictional regulatory agency.

When you have completed your application, it should be submitted to Ministry of the Environment, Environmental Assessment and Approvals Branch.

Incomplete applications will not be accepted.

A fee payment **must be** enclosed with the application submission. See attached fee schedule for clarification. A certified cheque or money order must be made payable to the Minister of Finance. Please do not send cash.

Should you have any question regarding the above noted requirements, please contact the Environmental Assessment and Approvals Branch at:

Tel. (416) 314-8001 or (Toll Free) 1-800-461-6290

Fax. (416) 314-8452

### 3. PCB Waste Transportation Requirements for Hydro Electric Commissions and Municipalities

Each of the following items of information is required to be submitted as part of an application for a Provisional Certificate of Approval for a Waste Management System to collect and transport PCB waste in the Province of Ontario:

1. A completed "Application for a Certificate of Approval for a Waste Management System" signed by a director or officer of the hydro electric commission or a person in authority with the municipality.
2. A detailed list of all vehicles and equipment which the applicant proposes to use to transport PCB waste. The list must include the year, make, model, serial number, licence plate number and the province of plate issuance for each vehicle or piece of equipment. Proof of vehicle ownership is also required. This could be confirmed by providing a photocopy of the vehicle registration card from the Ministry of Transportation.
3. A photocopy of a Certificate of Insurance from the applicant's insurance company which confirms that all of the vehicles operated by the applicant as part of the waste management system are insured under a general vehicle liability policy for a minimum of one million dollars (\$1,000,000.00).
4. A description of the physical location where the vehicles are stored or parked when not in use.
5. A copy of the applicant's Driver and Waste Management Personnel Training Manual which is used by the applicant to train drivers and personnel that would be handling PCB waste. The manual must confirm that all personnel handling PCB waste have been trained as required by the Ontario Regulation 347 R.R.O.1990 or as amended, and more specifically, in the handling and management of PCB waste. The manual shall also contain operations and Contingency Plans as described below.
6. A detailed Operations Plan. The Operations Plan must include, the purpose, detailed packaging and PCB handling methods as well as vehicle decontamination procedures:
  - i) Clearly state the purpose of the intended PCB transport and if any of the proposed activity involves field operation;
  - ii) Identify each type of PCB waste intended for transport, i.e., full transformers - large or small, empty transformers - large or small, liquid, small capacitors, large capacitors, leaking capacitors, hydraulic equipment;
  - iii) For each type of PCB waste noted above, please indicate detailed packaging methods;
  - iv) Specify the driver's responsibilities with respect to handling the PCB waste material by ensuring:
    - a) That they are fully aware of handling procedures as a result of safety training by the company;
    - b) Integrity of vehicle and waste load during transportation, i.e., circle check every 200 km/two hours;
    - c) Safety of waste loading;
    - d) Security of load for transport;
    - e) Safe unloading;
    - f) The vehicle is locked and that the driver is in attendance at all times with the waste load;
  - v) Identify vehicle decontamination procedures in the event of a spill inside the vehicle;

- vi) Indicate if the vehicle is used to transport any other type of waste.
7. A detailed contingency plan. such a plan must include emergency management procedures and a contingency plan for various accident and spill scenarios. Each of the following must be described in detail:
- i) Spill kit
    - a) Identify items included used to clean up and repackage a spill;
    - b) Indicate where the spill kit is kept;
    - c) Indicate how personnel potentially using equipment have been trained;
  - ii) List protective equipment/clothing to be used or worn during clean-up;
  - iii) Identify how spill containment will be conducted in relation to the PCB waste type transported (i.e., solids/liquids);
  - iv) Identify which parties/agencies are notified and the notification order (i.e., head office of company, MOE SAC, MOE local district office, etc.) in the event of a spill;
  - v) Indicate specifically how spill cleanup is conducted:
    - Inside the vehicle;
    - On soil/hard surface;
  - vi) Repackaging of spills and contaminated material
    - a) Identify the types of containers in which the repackaged waste or contaminated material will be collected;
    - b) Indicate how the waste will be disposed after repackaging;
  - vii) Decontamination of equipment used to spill clean-up.
8. (a) A list of any other waste which the applicant is proposing to transport in addition to PCB waste. If any additional waste includes subject waste, the Ministry of the Environment Waste classes and categories must be provided,
- (b) For each of the waste types or classes listed for 8(a) above, the applicant is required to provide a list of the approved waste disposal facilities where the waste is intended to be transported, the MOE Approval # for the facility, or, the applicant may specify any MOE approved site in the Province of Ontario.

When complete, the application should be submitted to the Environmental Assessment and Approvals Branch of the Ministry of the Environment.

Incomplete applications will not be accepted.

Fee payment **must be** enclosed with the application submission. See attached fee schedule for clarification. A certified cheque or money order must be made payable to the Minister of Finance. Please do not send cash.

Should you have any question regarding the above noted requirements, please contact the Environmental

Assessment and Approvals Branch at:

Tel. (416) 314-8001 or (Toll Free) 1-800-461-6290

Fax. (416) 314-8452

