

Landfill Operations Plan

General

A landfill is a facility that permanently disposes of refuse and other non-hazardous materials. An operations plan outlines the procedures for all aspects of operating the landfill facility, including waste acceptance, diversion, storage, and/or disposal. This includes, but is not limited to, the operation of the landfill cell, hazardous waste storage areas, leachate management and environmental monitoring plans. The plan should be comprehensive so that the landfill is operated to minimize potential impacts on human health and the environment.

Landfill owners may follow the landfill operation best practices or best practices of a similar jurisdiction. As a condition of the Permit to Operate a Waste Disposal Ground, owners must complete and maintain an operations plan. Operations plans can be submitted through the Ministry of Environment's [Online Business Portal](#).

Operations Plan

The operations plan should include the details of the operating process and general instruction as outlined by relevant best management practices, generally including but not limited to:

- Procedures for minimizing nuisance, dust, litter, disease vectors, odour and scavengers;
- Procedures for waste inspection, screening, handling, and measures for preventing and managing violation of the waste acceptance criteria;
- Procedures for handling, storage and management of temporarily stored waste;
- Procedures for waste placement, seepage control and leachate management;
- Air quality, surface water, and groundwater management and monitoring programs including compliance levels;
- Procedures for disposing of special waste, such as friable waste asbestos;
- Procedures for managing the landfill, such as covering and compacting requirements;
- Procedures and requirements for handling and storing hazardous substances and/or waste dangerous goods;
- Procedures for preventing wildlife, vermin and feral animals;
- An Animal Management Plan for large predatory animals;
- Procedures for staff training of site operations, equipment and safety;
- Design criteria for the maximum waste elevation for final waste placement/final cover; and
- A monitoring and maintenance program such as inspections and record management.

Site-specific conditions may be issued to allow for the burning of for the clean wood pile. Special waste acceptance depends on the site characterization and will be site-specific and captured in the permit.

If an owner wishes to accept and not treat hydrocarbon-impacted soil, the soil concentrations must meet the ministry's requirements and the criteria for future land use. If an owner wishes to treat hydrocarbon-impacted soil, a separate industrial works application and permit are required.

Owners have a duty to ensure that the operation and environmental protection activities are carried out according to the operations plan. The Ministry of Environment inspects waste disposal grounds to ensure compliance with the permit conditions and operations plan.

Emergency Response Plan

An emergency response plan (ERP) is required for permitted waste disposal grounds. These can be a stand-alone document or can be included in the operations plan. The ERP should detail the emergencies and/or incidents that may occur at the facility that could potentially harm human and/or environmental health and the course of action to mitigate the impacts. The plan shall also include the following:

- A site map including lists and locations of the hazardous substances and waste dangerous goods;
- Emergency notification and reporting procedures;
- Emergency action procedures for spills and unauthorized discharges; and
- Procedures for unauthorized fires.

Required Record Keeping

Every owner should ensure that the records are kept throughout the life of facility, or as required by the permit to operate, and retained for at least seven years following the closure of the waste disposal ground. The following are general record-keeping requirements:

- A description for each waste type received (including special waste) and/or transferred, including tonnage, estimates of the population served, and the number of years the landfill has been in operation;
- Records of any environmental sampling, analysis or monitoring;
- Site plan (and updates) showing the compliance boundary, waste storage ground, location of surface water control and groundwater monitoring systems, locations of buildings, containers, or areas used for temporary waste storage;
- Construction records;
- Site suitability report and design plan;
- Inspection records, compliance audits, site investigations, spills reports, and health and safety records;
- Any online registration, application or proposal submitted to the ministry along with any related correspondence; and
- Waste movement manifests.

Note: Every owner of a landfill should ensure that the records are made available to the ministry on request and that if ownership changes, the records are transferred to the new owner.

Definitions

Special Waste:

- Waste containing naturally occurring radioactive material or technologically enhanced naturally occurring radioactive material;
- Animal or animal carcass waste that may contain one or more reportable diseases listed in the Reportable Diseases Regulations (Canada);
- Emergency livestock mortalities as identified by the Ministry of Agriculture;
- Waste asbestos; and
- Any other material or substance that may require special handling due to the potential adverse effects from disposal, as identified by the Minister.

Hazardous substances and/or waste dangerous goods: a substance with the characteristics described in subsection 4(4) of [The Hazardous Substances and Waste Dangerous Goods Regulations](#).

Contact and References

Saskatchewan Ministry of Environment

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