

Transfer Station Operations Plan

General

A transfer station is a facility used to temporarily store solid waste before that solid waste is transported to a treatment, recycling, recovery or waste disposal facility. As condition of the Permit to Operate a Transfer Station, owners must complete and maintain an operations plan.

Operations Plan

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

- a) procedures for minimizing nuisance, dust, litter, disease vectors, odour and scavengers;
- b) procedures for preventing wildlife, vermin and feral animals;
- c) an animal management plan should be included for large predatory animals;
- d) procedures for handling and storage of waste received at the transfer station, including the transportation of that waste to a recycling or disposal facility;
- e) procedures for waste inspection and screening, handling of waste that does not meet the waste acceptance criteria, and prevention of waste violation;
- f) procedures for handling and disposing of special waste (if accepted);
- g) procedures and requirements for handling and storing hazardous substances and/or waste dangerous goods; and
- h) procedures for staff training of site operations, equipment and safety.

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

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 transfer stations to ensure compliance with the permit conditions and operations plan.

Emergency response plans are required for permitted transfer stations. These can be stand-alone documents or included in the operations plan. The emergency response plan should detail the emergencies and incidents that may occur at the facility that could potentially harm human or environmental health and the course of action to mitigate the impacts.

Required Record Keeping

Every owner of a transfer station should include the following records for the operational life and retained for at least seven years following the closure of a transfer station:

- a) site suitability report and design plan;
- b) construction records;
- c) site plan (and updates) showing the compliance boundary, waste storage area (s), location of surface water control and groundwater monitoring systems, location of bins, containers, or areas used for temporary waste storage;
- d) operating plan (and updates/deviations), including environmental monitoring;
- e) inspection reports, compliance audits, site investigations, spill reports, and health and safety records;
- f) waste movement manifests;
- g) any online registration, application or proposal submitted to the ministry along with any related correspondence;
- h) record of any other environmental sampling, analysis or monitoring;
- i) description of each of the waste types (including special waste) received and/or transferred, including tonnage, estimates of the population served, and the number of years the landfill has been in operation;
- j) closure plan; and
- k) any certificate received from a person qualified as agreed to by the ministry.

Note: Every owner 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.

For more information about transfer station operations plans please contact the ministry's Inquiry Centre at 1-800-567-4224. Transfer station operations plans can be submitted through the Ministry of Environment online business portal at <https://www.saskatchewan.ca/business/environmental-protection-and-sustainability/environmental-online-business-portal>

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 ministry.

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

Tel: 1-800-567-4224 (toll-free in North America) or 306-787-2584

Web: www.saskatchewan.ca/environment

Email: Centre.Inquiry@gov.sk.ca