



Government
of
Saskatchewan

APPROVAL TO ESTABLISH, CONSTRUCT AND/OR OPERATE TRANSFER STATION

Ministry of Environment
Environmental Protection Branch
Landfills

Issued pursuant to *The Environmental Management and Protection Act, 2010*, and *The Municipal Refuse Management Regulations*.

File: 24050-50/L/TS/Hanley

APPROVAL NO. PO18-115

To: The Town of Hanley, (the Approval Holder):

PURSUANT to Section 11 of *The Municipal Refuse Management Regulations*, an approval to operate a transfer station located at: **NW ¼ Sec.6, Twp. 31, Rge. 03, W3rd Meridian**, is issued to the Approval Holder, subject to the following terms and conditions.

This Approval hereinafter called Approval No. PO18-115 takes effect on **24th day of July, 2018** and supersedes and replaces all other authorizations, approvals and permits previously issued under *The Municipal Refuse Management Regulations* regarding this facility.

Failure to comply with the transfer station Approval Terms and Conditions may result in Approval cancellation or compliance related actions.

Issued on the **24th day of July, 2018**

Raechelle Janzen, Senior Environmental Protection Officer
Environmental Protection Branch
Saskatchewan Ministry of Environment
Acting for and on Behalf of the Minister of Environment

Terms and Conditions

Section One: Definitions

- 1.1 All words and phrases have the same definitions as set out in *The Environmental Management and Protection Act (2010)*, and *The Municipal Refuse Management Regulations*.
- 1.2 In this Approval:
- "Act" means *The Environmental Management and Protection Act (2010)*;
 - "Regulation" means *The Municipal Refuse Management Regulations*;
 - "Clean Wood Waste" means trees, brush and limbs. Includes lumber or wood which has not been painted, stained, treated or preserved in any manner or fashion and has any associated hardware removed.

Section Two: General

- 2.1 The Approval Holder shall properly maintain and operate the transfer station in accordance with this Approval, the Regulations, and all other Acts and Regulations of the Province of Saskatchewan.
- 2.2 The Approval Holder shall post a copy of this Approval in a conspicuous place at the transfer station for the Approval Holder's waste management personnel. Where not practical, the Approval shall be posted in a conspicuous place at the municipal office.
- 2.3 Where any submission, notice or reporting (applications for construction, operation or decommissioning, annual reports, written spill reports etc.) is required to be given by the Approval Holder it shall be provided to:
- Environmental Protection Branch, Landfills Section submitted through the Ministry of Environment's online portal at <https://envrbrportal.crm.saskatchewan.ca/> or centre.inquiry@gov.sk.ca
 - Should you encounter any issue with the online portal submission or require assistance in regards to your facility, please contact the **client service office at 1-800-567-4224** or centre.inquiry@gov.sk.ca

Section Three: Municipal Waste Handling, Concentration, Accumulation, and Storage

- 3.1 The transfer station shall function as a location for concentration or accumulation of municipal solid waste for transportation to a waste disposal ground as outlined below. Final on-site disposal of waste at a transfer station is prohibited unless specifically authorized below.
- 3.2 The Approval Holder shall not allow the disposal or treatment of any liquid domestic waste, hazardous substances or waste dangerous goods, or other prohibited material at the transfer station, unless otherwise allowed in this Approval.
- 3.3 The Approval Holder shall take measures to limit the spread of refuse. Every effort must be taken to immediately collect any debris or refuse blown off site.



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- 3.4 All domestic waste is to be concentrated or accumulated in the waste collection bins located on site.
- 3.5 The Approval Holder may temporarily accumulate, concentrate or store at the facility materials for recycling or disposal as outlined in the approved operation plan.
- 3.6 Burning of domestic waste is prohibited.
- 3.7 In the event of an **unauthorized fire**, the Approval Holder must take immediate action to extinguish as per the emergency response plan. The Approval Holder must notify the ministry immediately of the fire by calling the spill report line at **1-800-667-7525** and submit a written report to the **ministry within 30 days** following the incident. This report shall include, at a minimum: site location, description of the incident, emergency response measures, assessment and corrective actions, and actions taken to prevent similar incidents in the future.
- 3.8 The Approval Holder may burn clean wood wastes at their transfer station provided it is done so in accordance with the following conditions:
- a) Clean wood waste and tree products shall be segregated from other types of refuse at the transfer station;
 - b) prior to burning, the Approval Holder shall inspect the clean wood pile to ensure that it only contains clean wood waste, as defined above, and records that such an inspection was made;
 - c) the Approval Holder shall only burn clean dry, well aerated wood;
 - d) the Approval Holder shall not burn during Air Quality Advisories and/or Burn Restrictions;
 - e) the Approval Holder shall only burn in open areas away from overhead wires and branches and at least 15m away from any structure;
 - f) The Approval Holder shall prepare a fire break on the ground at least two meters around the outside diameter of piles.
 - g) Burning shall be conducted during the daytime when meteorological conditions are favourable.
 - h) The Approval Holder shall immediately cease burning and suppress a fire if the fire has caused or is causing an air contaminant or adverse effect as defined by *The Environmental Management and Protection Act, 2010*.
 - i) The fire shall be supervised and controlled at all times, and shall not be left unattended unless approval from the local fire authority has been received. The Approval Holder shall ensure that the fire is completely extinguished to ensure smoldering of material does not occur. A buried fire is not considered extinguished. Soaking the material with water is the best method. Ashes should be cold prior to leaving the site.
 - j) The Approval Holder shall have fire suppression equipment present at all times or on standby during any type of open-air burning.
 - k) The Approval Holder shall abide by *The Wildfire Act, 2015* where applicable, and any local by-laws, codes or regulations.



- 3.9 The Approval Holder shall dispose of all elm tree material according to *The Dutch Elm Disease Regulations, 2005*. Burning of any elm tree material at a transfer station shall be conducted in accordance with the conditions outlined in section 3.8 of this Approval.
- 3.10 The Approval Holder may store non-hazardous waste for the purpose of re-use in accordance with the approved operations plan.

Section Four: Supervision, Security, Inspection and Reporting

- 4.1 The Approval Holder shall ensure that the transfer station is supervised at all times during hours of operation. When the facility is not supervised, controls shall be put in place to prevent unauthorized access.
- 4.2 Unless otherwise authorized, the Approval Holder shall ensure that perimeter fencing is constructed along the designated boundaries of the transfer station and maintained in a manner that will prevent unauthorized access.
- 4.3 The Approval Holder shall maintain signage at the entrance to the transfer station, which clearly identifies the transfer station name, the owner, the hours of operation and emergency contact numbers.
- 4.4 The Approval Holder shall conduct regular inspections of the transfer station in accordance with the approved operations plan and Appendix A of the Approval to confirm ongoing compliance with the day-to-day operation of the transfer station.
- 4.5 The Approval Holder shall maintain records of the transfer station operations. All records shall be maintained throughout the life of the facility, and made available to ministry personnel upon request. Records shall be maintained in accordance with the approved operations plan but at minimum shall include:
- records of the volume/weight of waste hauled monthly (number of bins), etc.;
 - site diagram, showing location of major features of the transfer station and must be kept on file;
 - document all complaints and how those complaints were dealt with, which must include dates and times, and complainants names;
 - inspections completed in accordance with Appendix A;
 - document maintenance records, dates and times when blown refuse was retrieved, and by whom;
 - dates of clean wood burns.
- 4.6 The Approval Holder shall submit an annual operating report to the ministry by April 1st of each year. The report shall include information as outlined in Section 4.5 of this Approval.

Section Five: Alterations

- 5.0 The Approval Holder shall not carry out major alterations without first notifying the ministry and receiving approval.



- 5.1 The Approval Holder shall provide “as constructed” plans and specifications of alterations referred to in section 5.0 to the ministry within ninety (90) days of their completion.

Section Six: Transfer Station Closure, Reclamation

- 6.0 The Approval Holder shall apply for written approval from the ministry to close the transfer station at least 90 days prior to requested closure date. Closure and decommissioning activities shall follow requirements in the Site Assessment and Corrective Action Plan Chapters of the Saskatchewan Environmental Code.

Section Seven: Additional Requirements

- 7.0 The Approval Holder shall have in place an Emergency Response Plan that is satisfactory to the ministry. A copy of the plan shall be submitted to the ministry **within 6 months** of issuance of this Approval.
The Plan shall include information that addresses but is not limited to:
- a) site map overview
 - b) Emergency notification and reporting procedures
 - c) Emergency action procedures for spills, and unauthorized discharges
 - d) Transfer station fire procedures
- 7.1 The Approval Holder shall have in place an Operations Plan that is satisfactory to the minister. A copy of the plan shall be submitted to the ministry for review and written approval **within 1 year** of the issuance of this Approval.
- 7.2 The Operations Plan shall include information that addresses, but is not limited to the site operation including:
- a) operational procedures such as waste control, surface water management and nuisance controls;
 - b) an animal management plan;
 - c) details on keeping and maintaining operating records;
 - d) a program for detecting and preventing the disposal of hazardous and unauthorized wastes;
 - e) waste acceptance and placement procedures within the active transfer station area;
 - f) a monitoring and maintenance program;
 - g) information as required in Appendix A.
- 7.3 The Operations Plan and Emergency Response Plan shall be reviewed by the Approval Holder annually and updated as required. Changes to the plans shall be submitted to the ministry for review and approval.



APPENDIX A
Town of Hanley Transfer Station
Operating Approval No. PO18-115

Schedule for Environmental Inspections and Maintenance**

1. Inspect facility in accordance to the approved operations plan.
2. Shall include at a minimum:
 - inspect fencing and repair any holes, breaks, or other damage to the fence;
 - retrieve any debris that has left the confines of the transfer station and associated debris fencing;
 - inspect all access roads and record evidence of illegal dumping outside the facility;
 - identify and blockade any alternate roadways that may access the facility, bypassing the locked gate;
 - check records and reporting requirements are being met;
 - Inspect the site for evidence of any unauthorized discharge.

**Once a deficiency is noted, maintenance is to be performed as soon as practical in order to maintain Approval conditions and proper operating standards.

All environmental inspections and records shall be maintained throughout the life of the facility, and made available to Saskatchewan Environment officials upon request.