

**BC Ministry of Environment, Municipal Wastewater Regulation (MWR), Registration Document Checklist - use and submission of this checklist is optional**

<b>FOR NEW REGISTRATIONS</b>		<b>*MWR Reference</b>	<b>Attached</b>	
			<b>Yes</b>	<b>NA</b>
1	<b>Completed registration form.</b> Use the guidance available on the web to assist with completion of the form and individual fields.			
2	<b>Facility Operating Plan.</b> Documents the proper operation, maintenance and monitoring procedures for the facility.	23,24		
3	<b>Commissioning Plan.</b> Contains the operational procedures and monitoring required to commission the facility.	23,24		
4	<b>Contingency Plan.</b> Describes emergency procedures for the facility, procedures for notifying a health officer when necessary, actions to take if the effluent fails to meet quality requirements, and alternate disposal or storage options for reclaimed water when use is not possible.	23,25		
5	<b>Irrigation Plan.</b> Documents the timing of reclaimed water use, maximum application rate and growing season based on the crop or vegetation, site specific loading, and nutrient and metals limits.	26		
6	<b>Closure Plan.</b> In the case of a temporary treatment system, details decommissioning procedures for the facility.	23		
7	<b>Construction and Operation Environmental Impact Study.</b> A plan to control and minimize environmental impacts due to the construction and operation of the facility.	19(1)		
8	<b>Receiving Environment Environmental Impact Study.</b> Details the cumulative effects due to the discharge on the receiving environment, establishes additional effluent quality requirements to protect public health and the environment, provides monitoring and sampling details for the receiving environment, demonstrates that the proposed discharge will not adversely affect public health or the environment, addresses impacts to the receiving environment when effluent quality is met and when quality is degraded.	19(2)		
9	<b>Overflow Environmental Impact Study.</b> Submit documents required by sections 21 and 42 of the MWR.	21,42		
10	<b>Inflow and Infiltration Study.</b> Submit documents required by section 44 of the MWR.	44		
11	<b>Proof of a security and capital replacement fund.</b> Proof that satisfies all requirements of section 29 of the MWR.	29,30		
12	<b>Proof of an Assurance Plan.</b> Proof that satisfies all requirements of section 31 of the MWR.	31		
13	<b>Copy of the Local Service Area Bylaw.</b> If a local service area bylaw applies to the construction or operation of the wastewater facility, provide a copy of the bylaw.	14		
14	<b>Proof that the local Medical Health Officer was notified of, or has authorized the use of reclaimed water.</b> Include a copy of the letter that clearly indicates the date of submission to the health officer.	14		
15	<b>Proof that the land use authority is aware of the intent to register the discharge.</b> Submit proof that the local government was notified of the intent to register the discharge.	14		
16	<b>A copy of design drawings for the wastewater facility, including the discharge works, signed and stamped by a qualified professional.</b>	13		
17	<b>Site plan.</b> A site plan showing the receiving environment monitoring sites in relation to the layout of the wastewater facility and the discharge.	13		
18	<b>Proof of restrictive covenants.</b> If water conservation measures are significant to the design of the wastewater facility, include proof that restrictive covenants respecting the measures are in place.	14		
19	<b>Proof of a development permit from a municipality for construction of the facility.</b> Submit proof of a development permit application for construction of the wastewater treatment facility.	14		
20	<b>Technical Information Summary Sheet(s).</b> This is a summary of effluent quality requirements, maximum design flow, effluent and receiving environment monitoring program including frequency, notification and reporting requirements. The intent of this sheet is to simplify the compliance and inspection process by highlighting key site information.	12		
21	<b>Certification by Qualified Professionals.</b> This is a signoff sheet for professionals certifying that the wastewater facility meets the requirements of the MWR.	15		
22	<b>Proof of certification for the treatment plant operator.</b> Submit proof that the operator is registered under the EOCP for the applicable treatment facility class.	47		
23	<b>Non refundable application fee (\$200):</b> The application fee must be submitted along with the application form to ensure that the registration will be processed without delay. Cheques, money orders or cash (if paid in person) are acceptable. Credit cards are not acceptable at this time. Cheques must be made payable to the Minister of Finance. Application fees are non-refundable. Note: annual discharge fees will be assessed <b>after</b> the registration process.			

<b>FOR REVISED REGISTRATIONS (INCLUDING TRANSFER OF REGISTRATION)</b>		<b>*MWR Reference</b>	<b>Attached</b>	
			<b>Yes</b>	<b>NA</b>
1	<b>Updated registration form.</b> Complete section 2 and any other section(s) that requires updating. There is no need to fill in information that is already on file.			
2	<b>Using the checklist above for new registrations, submit any documents that have been revised, or are required by the MWR according to the extent of the revision. Be sure to also submit a new application fee, as described in 23 above.</b>	16		NA

\* Note: MWR references may not reflect all applicable sections of the regulation and are provided for guidance only.