

Discharge Factors Application Form

for authorization to discharge waste under the *Environmental Management Act*

New Permit, Approval, or Operational Certificate

FORM REFERENCE CODE: EPD-EMA-03.1

INSTRUCTIONS:

The application process is comprised of multiple steps that requires submission of a preliminary application and fee, followed by meetings with Ministry staff, and submission of a final application. **This form may be used in conjunction with the submission of an Application for a new Permit, Approval or Operational Certificate (Form EPD-EMA-02).**

Before completing this application form, please review the following:

- Waste Discharge Regulation under the *Environmental Management Act* at www.bclaws.ca; and,
- Ministry information and guidance documents that will assist in understanding the registration process and any other documents that may be required at <http://www2.gov.bc.ca/gov/content?id=0876E90DA4744A449423D35EB4E09785>.

It is preferred that this form is completed using a computer or typewriter. If completing this form by hand, please PRINT clearly.

Mandatory fields are marked with an asterisk (*). Please ensure all required fields are completed or the application form may not be accepted.

Once the final application has been submitted, the application will proceed through the Screening Phase to verify administrative and technical completeness.

A Pre-Authorization Number and Tracking Number has been assigned to this request. Both numbers should be referenced on all documents submitted to support the new application request.

Under *Environmental Management Act*, a person is prohibited from introducing waste into the environment without authorization. Submitting an application to discharge is NOT an authorization to discharge.

This application can be submitted to the Ministry of Environment by email (preferred), mail or by courier.

Mail or Email	Courier
Environmental Protection Division Business Services Branch PO Box 9377 Stn Prov Govt Victoria, BC V8W 9M1 Email: PermitAdministration.VictoriaEPD@gov.bc.ca	Ministry of Environment Environmental Protection Division Business Services Branch 3rd Floor, 2975 Jutland Road Victoria, BC V8T 5J9

Section 1: Application Information

*Tracking Number		1
*Pre-Authorization Number		2
*Applicant Name		3
*Facility Name		4
*Number of discharge points		7

A copy of Section 2 must be completed for each discharge point. I.e. If there are three points of discharge, there should be three copies of Section 2 completed and submitted.

Section 2: Discharge Details

<p>*Discharge Name e.g. Planer Mill Cyclone #2</p>			1
<p>*Discharge Type</p>	<input type="checkbox"/> Air <input type="checkbox"/> Effluent <input type="checkbox"/> Refuse		2
<p>*Site ID as Referenced on Site Map¹ e.g. Site A</p>			3
<p>Additional description (if needed)</p>			4
<p>Proposed treatment method and equipment to be used e.g. UV Disinfection, baghouse</p>			5
<p>Discharge location description e.g. end of pipe, landfill, stack #1,etc</p>			6
<p>*Discharge location position i.e. end of pipe coordinates <i>must be in decimal degree format to 4 decimal places</i></p>	Latitude (e.g., 49.8952) N	Longitude (e.g., 116.8177) W	7
<p>*Source of Data</p>	<input type="checkbox"/> GPS <input type="checkbox"/> Survey <input type="checkbox"/> Google Earth <input type="checkbox"/> Other (specify):		8
<p>If the Legal Land Description for the facility location is different than this discharge location</p>			
<p>Legal Land Description (Lot/Block/Plan) OR PID/PIN/Crown File No.</p>			9

¹ For each point of discharge, there must be a corresponding point displayed on a map using the Site Form (Form EPD-EMA-09.1).

***Table A: Proposed Flows**

INSTRUCTIONS: Complete the maximum rate of discharge, and if applicable, the minimum, and/or average rate. Typically, only a maximum is needed. Include the duration of the discharge (e.g., hours/day) and the frequency of the discharge (e.g., days/week, days/month or days/year). Typically, a discharge may start when the authorization is issued and continues until the authorization is cancelled. If this discharge is to be time limited, this should be discussed at your pre-application meeting. All units are to be in System International (SI) metric units.

Minimum Discharge Rate ⁺	Average Discharge Rate	Maximum Discharge Rate	Units (e.g. m ³ /day)	Duration	Duration Units (e.g. hrs/day)	Frequency	Frequency units (days/weeks)

+ For composting facilities, maximum annual production capacity

***Table B: Proposed Contaminant Concentrations**

INSTRUCTIONS: The contaminant data should be the characteristics of the waste when it enters the environment. Guidance on acceptable discharge quality may be found in applicable Provincial and Federal Regulations, Objectives, Guidelines, Criteria, Policies, Codes of Practice, Best Achievable Control Technology (BACT), Best Management Practices and, in some cases, draft documents.

Enter the contaminant and its maximum concentration and if applicable, the minimum, and/or average concentrations. All units are to be SI metric units. If the contaminant is to be discharged for a period less than the life of the authorization, enter the start and/or end dates. All air discharge rates are to be corrected to 20°C, 1 atmosphere pressure, and zero water vapour.

Parameter or Contaminant Name ⁱ	Minimum Concentration	Average Concentration	Maximum Concentration	Units (e.g. mg/L)

ⁱ For composting, type of material to be composted

Section 3: Receiving Environment Characteristics

Where a technical assessment of the discharge is not required by the Director, details of the receiving environment are to be listed here. If necessary, provide the information as an appendix to the application form. If a technical assessment is required, completion of this section is preferred, but optional. However, the details and supporting information to describe the receiving environment must be discussed in the technical assessment report.

Brief description of the receiving environment

e.g. name, description and characteristics of the water body, aquifer or airshed

Section 4: Distance to Nearest Specified Features

All measurements in metres

Water well	m	Serviced Lot	m	Park or Protected Area	m
Reservoir	m	Recreational Area	m	School or Daycare	m
Dwelling	m	Residential or Health Care Facility	m	Surface water (lake, stream, marine)	m