|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Applicant Summary** | |  | **Ministry of Environment and Climate Change Strategy** | |
| **Application Tracking #** |  |  | **Prepared by:** |  |
| **Authorization #** |  |  | **Title:** |  |
| **Applicant / Facility Name:** |  |  | **Date:** |  |

The *Information Requirements Table (IRT) for Permits and Operational Certificates under the Organic Matter Recycling Regulation (OMRR)* is a tool used by Ministry of Environment and Climate Change Strategy (ENV) staff to document specific guidance and instructions given to an applicant pursuing authorization to discharge under the *Environmental Management Act*. A Permit or Operational Certificate is only required for food waste and/or biosolids compost facilities with a design production capacity of 5,000 dry tonnes per year or more. Permit holders are also required to comply with all of the requirements of the Organic Matter Recycling Regulation, therefore a Notification before beginning the operation of a compost facility in accordance with section 25 of the Organic Matter Recycling Regulation is also required.

Note - this document was developed to capture all the items and complexities concerning permits under the Organic Matter Recycling Regulation. Accordingly, for any given application, not all the items will apply and not all required items will warrant detailed discussion of methods and other concerns.

As part of the Preliminary Application Phase, ENV will discuss with the applicant the items listed in this table to determine what will be required in support of their final application. A tick mark in the “Required” box of the “Requirements” Column in the table indicates an information item to be included into the application package as agreed to by both parties or as directed by ENV. Should it be determined that specific methods will be used to derive this information, this will be specified with a tick mark in the “Methods” box and specific details in the Comments column. In cases where complex impact assessments are to be undertaken, agreement on the methods used will be required. For simple methods, the methods used could be discussed with the applicant in a meeting and noted in the “Comments” column as agreed to in the table. For more complex methods, the applicant may be required to submit a “Methods Package” by an agreed date for ENV review, comment and acceptance. Once methods are accepted by ENV they should be either described in the “Comments” column and/or a reference made to the document describing the Methods Package.

If an IRT is required, the Final IRT will form part of an Application Instruction Document (AID) which documents application submission requirements for the applicant. The AID is issued by the Director after a preliminary application meeting has occurred. The AID will also include specific instructions related to the signoff of Qualified Professionals for Declaration of Competency and Conflict of interest.

When submitting the final application, please ensure the IRT is also submitted with the “Location” Column filled out to identify where each of the required items is located in the final application for all information requirements identified.

The ENV will be screening and assessing this application against this table and it is expected that the applicant does the same prior to any preliminary meetings and/or prior to any final submissions. The Ministry will be screening the final received application against the requirements noted in the Final AID to ensure it is complete before resources are dedicated to a full, detailed review.

| Information | Requirements | Comments | Location in Final Application |
| --- | --- | --- | --- |
| General project description and overview - This section is an introduction to the application and provides background information on the project and the proponent | | | |
| Describe the application including the proposed facilities and processes | Required |  |  |
| Provide a company overview | Required |  |  |
| Identify the project location including site and surrounding land uses, watershed and water uses | Required |  |  |
| Detailed project description | | | |
| Describe the project history and list related reports | Required |  |  |
| Describe the products and markets | Required |  |  |
| Describe relevant regulatory processes outside of EMA (Zoning, development, ALC application, concurrent applications, etc.) | Required |  |  |
| Document existing zoning and land use. | Required |  |  |
| Describe major activities, infrastructure and waste management related to: |  |  |  |
| Site preparation and construction | Required |  |  |
| Show all works at the site including receiving area, compost area, curing area and leachate tanks (those applicable) | Required |  |  |
| Provide a detailed map of the project’s location and surrounding properties | Required |  |  |
| Provide a detailed Site Plan with all the discharge locations and monitoring points | Required  Methods |  |  |
| Describe specific before and after conditions for permit amendment applications (e.g., changes to amount and characteristics of feedstock and leachate expected as a result of the proposed amendment) | Required  Methods |  |  |
| Environmental Impact Study (Facility Environmental Management Plan) | | | |
| Facility Design |  |  |  |
| Provide a summary of operations including method of composting, mixing procedures and description of the process | Required |  |  |
| List all organic matter to be composted (feedstock type/source/volume) as per Schedule 12 of the OMRR and class of compost to be created. | Required | <http://www.bclaws.ca/civix/document/id/complete/statreg/18_2002#Schedule12> |  |
| Describe storage and curing procedures | Required |  |  |
| Identify the proposed use/destination of created compost | Required |  |  |
| Calculate the maximum dry weight of finished compost to be created per year and maximum wet weight of compostable material (feedstock) to be imported | Required |  |  |
| Specify types and amounts of additional materials to be added such as bulking agents | Required |  |  |
| Describe odour control technology employed including a description of odour control works at each stage of the composting process | Required |  |  |
| Provide information on the utilities (water, power, sewer)available at the site | Required |  |  |
| Provide design drawings showing all works including receiving area, compost area, curing area and leachate tanks (those applicable) | Required |  |  |
| Provide full characterization of receiving environment and nearby receptors including: |  |  |  |
| Inventory of sensitive receptors (humans, plants, animal, etc. that could be potential receptors) | Required |  |  |
| Locations of closest water body, drinking water well (do a well record search), and closest neighbors | Required |  |  |
| First Nations’ use of surrounding land, resources, land claims and/or rights and title | Required |  |  |
| Soil type and topography | Required |  |  |
| Groundwater information including aquifer type/depth/flooding potential | Required |  |  |
| Site weather conditions (rainfall, snowfall, temperatures, typical wind direction) | Required |  |  |
| Summary of surrounding property uses/types/buffer areas | Required |  |  |
| Location/proximity of closest resident, commercial establishment and institution such as schools or hospitals | Required |  |  |
| Assess potential impacts |  |  |  |
| Determine and describe potential impacts of the composting method and equipment (additional detail to be provided in the facility design and design drawings section). | Required |  |  |
| Determine whether the proposed operation has a potential for public complaints or adverse environmental impacts. | Required  Methods |  |  |
| Identify, characterize and model potential odour impacts during facility operation for each phase of the process. | Required  Methods |  |  |
| Identify mitigation measures which may be included in other documents such as the Operating Plan, Odour Management Plan and Leachate Management Plan. Describe how they influence the prediction of adverse effects to human health or the environment. | Required  Methods |  |  |
| Operating Plan | | | |
| Contact Person (Operator) | Required |  |  |
| Source material(s) receiving procedures | Required |  |  |
| Proposed initial processing (blending/bulking): |  |  |  |
| Carbon/nitrogen ratio and nutrient balance | Required |  |  |
| Moisture content | Required |  |  |
| Active composting: |  |  |  |
| Time/temperature recording procedure | Required |  |  |
| Moisture/temperature content monitoring and adjustment | Required |  |  |
| Aeration method/proposed frequency | Required |  |  |
| Sampling and analysis plan for the resultant compost | Required  Methods |  |  |
| Residual management (foreign material) | Required |  |  |
| Animal attractant/vector control | Required |  |  |
| Contingency plan (fires/spills/complaints/dust) | Required |  |  |
| Screening/maturation procedure | Required  Methods |  |  |
| Intended distribution/use of finished compost | Required |  |  |
| Composting Personnel Training Plan | Required |  |  |
| Environmental Monitoring Plan (sampling and analysis) | Required  Methods |  |  |
| Closure Plan | Required |  |  |
| Odour Management Plan | | | |
| Odour predictions for various activities in the process | Required |  |  |
| Characterization of sources of odour emissions | Required  Methods |  |  |
| Model odour emissions to determine impacts | Required  Methods |  |  |
| Procedures to minimize odours at each stage of the process | Required |  |  |
| Aeration process | Required |  |  |
| Mitigation methods | Required |  |  |
| Odour complaint procedures | Required |  |  |
| Contingency procedures in the event of ongoing odour issues | Required |  |  |
| Leachate Management Plan | | | |
| Roof and/or covered areas | Required |  |  |
| Areas with impermeable surfaces | Required |  |  |
| Leachate collection/reuse | Required |  |  |
| Storm water management | Required |  |  |
| Leachate storage | Required |  |  |
| Leachate disposal/treatment/overflow prevention options (leachate disposal will require additional information/authorization) | Required |  |  |
| Environmental monitoring plan | Required |  |  |

**Guidance Documents to be considered when determining Information Items**

**Reference materials:**

The following reference material shall be used as a guide in creating the Permit Application support documents:

* Compost Facility Requirements Guideline: How to Comply with Part 5 of the Organic Matter Recycling Regulation (March 2004)
* Environmental Management Act and Public Health Act Organic Matter Recycling Regulation (includes amendments up to BC Reg 7/2019, February 28, 2019)

[[1]](#endnote-1)

1. <https://www2.gov.bc.ca/assets/gov/environment/waste-management/organic-waste/biosolids/compost-facility-req.pdf>

   <http://www.bclaws.ca/civix/document/id/complete/statreg/18_2002> [↑](#endnote-ref-1)