

INSTRUCTIONS TO TRANSPORT LICENCE APPLICANTS

PART III - ADDITIONAL REQUIREMENTS

PART 1 - ISSUING LICENCES

Transport licences are issued by the Director, Environmental Management Act, to persons or parties responsible for transporting hazardous waste. A licence is issued to a transport company, proprietorship or individuals. To obtain a licence to transport hazardous waste, an applicant must:

- complete the application form,
- write an exam based on knowledge of the regulatory requirements,
- provide a financial security deposit, if applicable,
- provide a contingency plan for spill emergencies,
- submit the application, all supporting documents, and application fee, if applicable, to the Director, Environmental Management Act, through Service BC (see Part IV Submission)

All requirements listed on this instruction sheet must be completed before submitting your application.

PART II - COMPLETING THE APPLICATION FORM

Company Name Enter the name of the applicant (carrier). In the case of a proprietorship, this is the name of the principal. For companies, it is their "legal" name **exactly** as registered by the B.C. Registrar of Companies. If the applicant (carrier) conducts business under a separate unregistered company name or style, a personal name must be entered.

Address Enter the applicant (carrier) address.

For companies, this is their legal address as registered with the B.C. Registrar of Companies. In the case of out-of-province companies, the corporate head office mailing address is required. Be sure to use the correct postal code.

Check One Box Indicate if this is a new application, a renewal of an existing licence or a revision to an existing licence.

Wastes Carried Tick only those waste type(s) that you are trained and capable of hauling. The waste types listed in this section are the most commonly transported hazardous wastes. If you have any questions, first contact the generator who is hiring you to carry a waste product or the Ministry office nearest you.

Dispatch Address Enter the address where the vehicles are leaving from. If there is more than one address attach a list of all addresses.

Vehicle List All vehicles that transport hazardous waste must be authorized by a transport licence issued by the Ministry before they are used to carry a load of hazardous waste. Only vehicles owned or leased by the applicant can be put on the transport licence.

We must have the following information on all vehicles/trailers:
[examples in brackets]

Vehicle Year and Make: [2017 Ford]

Licence Plate Number: [1235UY]

Province or State Licence Plate Number issued by: [BC]

Load Type: [Drum, Tank, Bulk, Carton, Bag, Roll-off or Lugger, Other]

Liability Insurance Coverage: [\$5 Million or more]

Liability Insurance Enter the name of the company or companies providing your third party liability insurance coverage that covers hazardous waste. Proof of insurance must be submitted.

Certification The registered company certification must be signed by a principal or owner or qualified personnel of the company. This will be the contact person and all correspondence will be mailed to this individual.

Financial Security (\$10,000 CAD) Send one of the following: irrevocable letter of credit/guarantee or surety bond. All carriers, with the exception of those who transport used batteries only, must include the security.

Transport licence Knowledge Exam The exam is designed to evaluate an applicant's knowledge of the legal requirements under the Environmental Management Act, the Hazardous Waste Regulation, the Spill Reporting Regulation, and if applicable, any other specific transportation aspect of certain waste.

Please call 1-866-205-2102 to order an exam. You will receive an email confirmation of your order and directions to call your local Service BC to schedule your writing time.

Consignee Confirmation Letter Identify all consignees and/or potential consignees; attach a copy of the consignee confirmation letters completed by the consignees to verify the hazardous waste will be received at an authorized facility.

Contingency Plan for Spills A copy of a contingency plan and the contingency plan certification for spills are required by each transporter. The contingency plan will outline emergency procedures, responsibilities, equipment and phone numbers.

The Package/website provides guidance documents on what the contingency plan should contain.

Vehicle Registration Attach all vehicle/trailer Certificate of Registration and Insurance Documents as proof of insurance and registration under the name of the applicant (carrier). In the case of large companies a fleet list must be attached with the following: year and make, licence plate number, maximum load and load type. THE FLEET LIST MUST BE DATED.

Insurance Verification of \$5 Million and hazardous waste insurance coverage Attach the insurance documents for BC Vehicles/trailers to confirm \$5 Million third party legal liability and hazardous waste coverage. For additional insurance requirements, or out-of-province companies, submit insurance documents or verification of a minimum of \$5 Million third party liability insurance and hazardous waste coverage. Hazardous wastes includes the Transportation of Dangerous Goods classes 1-9.

PART IV - SUBMISSION

New for 2021: Visit your local Service BC Centre to submit your application. Service BC will review your application for completeness, process your payment and submit your application to the Hazardous Waste Program. Please use the link to arrange an appointment with the Service BC office nearest you

<https://appointments.servicebc.gov.bc.ca/appointment> to book an appointment

Out-of-province applicants or citizens not wishing to visit a Service BC office may submit their completed application forms to **applications.sbc@gov.bc.ca**

A LICENCE IS VOID IF THE CIRCUMSTANCES UNDER WHICH THE HAZARDOUS WASTE TRANSPORTED DIFFER SIGNIFICANTLY FROM THE INFORMATION PROVIDED IN THE APPLICATION.



Province of British Columbia
APPLICATION FOR A LICENCE TO TRANSPORT
HAZARDOUS WASTE

FORM 2 (s.45)

I/we hereby apply for (check one)

☐ a licence to transport **hazardous** waste within British Columbia

☐ a revision of a licence (number LT.....)

☐ a renewal of a licence (number LT.....)

Application Tracking Number
(office use only)

SECTION 1 **TRANSPORTER IDENTIFICATION**

Company Name					

Postal Mailing Address					
	PO Box or Street	City	Prov/State	Country	Postal Code

Phone Number:		Fax Number:	Cell Number:
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Email Address:	
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NSC Number:		Date:	
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Certificate of Registration under B.C. Business Corporations Act (Please attached copy of certificate)	Registration Number:	Date:
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SECTION 2 **HAZARDOUS WASTE TYPE**

This undertaking relates to the transportation of the following wastes:

	ANTIFREEZE		ENVIRONMENTALLY HAZARDOUS (Class 9)		PCBs
	ASBESTOS		FLAMMABLE LIQUIDS		PESTICIDES
	BATTERIES		FLAMMABLE SOLIDS		PETROLEUM PRODUCTS
	BIOMEDICAL		LAB PACKS		PHOTO IMAGING
	COMPRESSED GASES		LEACHABLE TOXIC		POISONS
	CONTAMINATED SOIL		OIL FILTERS		SOLVENTS
	CORROSIVE		OXIDIZING SUBSTANCES		WASTE CONTAINING DIOXINS
	DRY CLEANING		PAINT		WASTE CONTAINING PAHs
	OTHER:				

by vehicles dispatched from an operation located at:

Dispatch Address					
	Street	City	Prov/State	Country	Postal Code

[If more than one address, attach list of all dispatch addresses]

SECTION 3
VEHICLE DOCUMENTATION

1. If **10 or less** vehicles/trailers are used for transporting hazardous waste, copies of the **registration and insurance** documents are required to be submitted to this office. (A *minimum \$5 million third party legal liability and hazardous waste coverage are required for each vehicle/trailer*) **or**
2. If **11 or more** vehicles/trailers are used to transport hazardous waste, a completed and dated fleet list may be used. In addition, a **current Certificate of Insurance/letter** from the insurance company **must** be attached indicating a minimum \$5 million third party legal liability and hazardous waste coverage for all vehicles/trailers noted on the fleet list.

FLEET LIST – _____
(Date)

Vehicle Year	Vehicle Make	Licence Plate No	Province or State	Net Load Capacity (kg or L)	Load Type (i.e. bags, bulk, barrels, roll off, tank, etc.	Liability Insurance Coverage \$

[Attach a separate sheet for additional vehicles/trailers operating under this licence]



Province of British Columbia
APPLICATION FOR A LICENCE TO TRANSPORT
HAZARDOUS WASTE

FORM 2 (s.45)

SECTION 4	INSURANCE
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Liability Insurance provided by _____ is carried by the applicant on each vehicle and trailer.

SECTION 5	CERTIFICATION
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I, _____ (*Print Name*), certify that I am aware of the requirements of the Hazardous Waste Regulation as related to the transportation of hazardous waste, and that the information in this application and in the supporting documents submitted are correct and complete.

Print name of applicant

Signature of applicant

Date of Application

Telephone Number

Fax Number