



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-03.2

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 by email (preferred), mail or by courier.

Mail or Email	Courier
Environmental Protection Division Business Services PO Box 9377 Stn Prov Govt Victoria, BC V8W 9M6 Email: PermitAdministration.VictoriaEPD@gov.bc.ca	Ministry of Environment & Climate Change Strategy Environmental Protection Division Business Services Branch 3rd Floor, 525 Superior Street Victoria, BC V8V 0C5



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).

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