



## HAZARDOUS WASTE TRANSPORT LICENCE APPLICATION CONTINGENCY PLAN CERTIFICATION INSTRUCTIONS

### Who prepares the plan?

When preparing a Contingency Plan, it is important to note that the simplicity or complexity of a plan is based on the type(s) of hazardous wastes being transported and the hazards associated with each waste. It is the responsibility of the carrier to ensure that the person preparing the contingency plan has the capability to do so. **Those carriers who do not have a qualified professional in their employment should engage the services of a qualified consulting professional for preparing the contingency plan.** A contingency plan is technical in nature, requiring the writer to be knowledgeable about the hazardous wastes, associated risks and options for management of the wastes in an emergency situation.

### Who certifies?

The Contingency Plan Certification is to be completed by:

1. The qualified professional or person preparing the contingency plan and
2. The carrier who implements that contingency plan.

### Content in Certification

There are 4 items you are certifying for. Please ensure that all these items are/will be met as applicable. Providing false or misleading information may mean an offence under the Hazardous Waste Regulation and the *Environmental Management Act*.

### Additional instructions

- Letter head: use carrier's company letter head on the document
- **Wet signature needed**
- The certification checklist (table below) must have the carrier's initials confirming that the items described are covered in the contingency plan.

### Submission

Please attach this completed certification to the Contingency Plan submitted with your application for a licence to transport hazardous waste.

Please note: a Contingency Plan may be audited at any time.

## LICENCE TO TRANSPORT HAZARDOUS WASTE CONTINGENCY PLAN CERTIFICATIONS

I, \_\_\_\_\_, certify that:  
*(print name of person who prepared the contingency plan, and position)*

- 1) I have prepared the attached Contingency Plan entitled: \_\_\_\_\_  
\_\_\_\_\_ and dated: \_\_\_\_\_  
for the transporter named below, in accordance with the "Guidelines for Preparing Contingency Plans for Carriers of Hazardous Waste" and it reflects the items in the checklist I initialed on page 2, and;
- 2) The above referenced contingency plan is accurate, complete and appropriate for the transport operations and the type(s) of hazardous waste(s) described in the contingency plan and that the carrier is licensed to transport.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Position** \_\_\_\_\_

**Credentials** \_\_\_\_\_

I, \_\_\_\_\_, certify that:  
*(print name of the carrier or of the carrier's representative, and position)*

- 1) The above reference plan will be periodically tested and used in the event of emergencies involving the release of hazardous waste and/or vehicle fuel, and
- 2) All drivers and pertinent employees have been trained on the above referenced contingency plan.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Position** \_\_\_\_\_

**Credentials** \_\_\_\_\_

Transporter Name	LT#
Mailing Address	
Email Address	Phone #

## CONTINGENCY PLAN CERTIFICATION CHECKLIST

ITEM	INITIAL
<b>1. Policy statement of the carrier company</b>	
<b>2. Purpose and Scope of the Contingency Plan</b>	
<b>3. Elements of Emergency Planning</b>	
<b>a) Identification of the Hazardous Wastes</b> <ul style="list-style-type: none"> <li>○ List each waste in this section and its contaminants (especially when generic name is being used)</li> <li>○ Examples: leachable toxic waste (metal); leachable toxic waste (hydrocarbon or other organic contaminants); leachable toxic waste (mercury); contaminated soil (hydrocarbon); contaminated soil (metals); waste oil (liquid oil with sludge); waste oil (rags), waste oil (soil contaminated with oil); etc.</li> </ul>	
<b>b) Identification of the Hazard of the Wastes</b> <ul style="list-style-type: none"> <li>○ Indicate the potential hazards for each of the waste types in the list</li> <li>○ Hazards are different for different types of contaminants, e.g. leachable toxic waste (metal) and leachable toxic waste (hydrocarbon)</li> </ul>	
<b>c) Risk Identification</b>	
<b>d) Legislation and Industry Standards</b> <ul style="list-style-type: none"> <li>○ list of each waste and its reportable quantity</li> </ul>	
<b>e) Emergency Organization and Responsibilities</b>	
<b>f) Resources</b> (human resources, equipment and materials inventory)	
<b>g) Internal and External Notifications</b>	
<b>h) Electronic Communications</b>	
<b>i) Public Affairs</b>	
<b>4. Emergency Response to Spills</b>	
<b>a) Response Action Decision</b>	
<b>b) Plan Activation and Response Mobilization</b>	
<b>c) Response Action/Containment/Cleanup</b>	
<b>d) Evacuation</b>	
<b>e) Disposal of Spilled Contaminants and Debris</b>	
<b>f) Site Restoration/Remediation</b>	
<b>g) Post-Incident Evaluation</b>	
<b>5. Training and Practice Drills</b>	
<b>6. Plan Evaluation</b>	
<b>7. Plan Updates</b>	
<b>8. Record Keeping</b>	
<b>9. Certification of the Contingency Plan</b>	
<ul style="list-style-type: none"> <li>○ <b>Certification wording</b> (accurate, appropriate, complete)</li> <li>○ Indicate date, name and position of person certifying, and sign certification</li> </ul>	
<b>10. Appendices and Operational Guidelines (attach if applicable)</b>	