



Ministry of
Environment

Asbestos Storage Facility Plan Examples

The purpose of this document

This document contains examples of what an operational plan, plans and specification, contingency plan and closure plan should look like for an asbestos storage facility, where asbestos is the only waste handled and no treatment or recycling is occurring.

The examples outline the minimal acceptable requirements each plan must contain. By providing complete and accurate information in accordance with Ministry guidance documents an application is less likely to experience delays or rejection.

Who should use this document?

Anyone preparing to submit an application for an asbestos storage facility to the Ministry of Environment for approval under the Hazardous Waste Regulation should use this document.

An application for a new facility must contain all four plans: operational plan, plans and specifications, contingency plan and closure plan. Otherwise an application is considered incomplete.

Disclaimer

This document does not supersede or replace the *Environmental Management Act* or its regulations; in the case of omissions or discrepancies, the *Act* and Hazardous Waste Regulation apply. This example does not list all provisions relating to waste discharges. It is for guidance only.

This document reflects requirements of the Hazardous Waste Regulation as well as additional information that will be considered by the Director when making a statutory decision.

Updated: February 24, 2014

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Operational Plan Example

Anyone preparing to submit an operational plan for an asbestos storage facility to the Ministry of Environment for approval under section 4 of the Hazardous Waste Regulation should use this example.

This example is what an operational plan should look like for an asbestos storage facility where asbestos is the only waste handled and no treatment or recycling is occurring.

This document should be used along with the British Columbia Ministry of Environment's [Section 4 Operational Plan Guideline](#).

HAZARDOUS WASTE REGULATION OPERATIONAL PLAN

Company Name (as registered with BC Corporate Registry):
ABC Hazardous Waste Company Ltd.

Doing business as Name:
ABC Waste Depot

Mailing Address:
45 – 123 W. Pender Street, Vancouver, BC V1C 1C1

Facility Address:
Provide civic street number & name, Municipality, BC V1A 1A1

Facility Contact: John Doe, Manager
Phone: 604 512 0000
Fax: 604 423 2345
e-mail: jdoe@serviceprovider.com

Landowner: ABC Investments Ltd.
123 Pleasant Road, Municipality, BC V1B 2B2
Contact: Tom Smith
Phone: 604 512 1111
Email: Tsmith@investment.com

Legal Description: Lot Z, Block A, Plan 12345, Section 21, R5W, New Westminster
District

Property ID: 124-555672

Lat Coordinates: 49.522019

Long Coordinates: 122.301660

Version No.: 1
Date: 2 Jan 2008

ABC WASTE DEPOT OPERATIONAL PLAN

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ABC WASTE DEPOT OPERATIONAL PLAN

1.0 INTRODUCTION

Provide a short introduction about the facility. Confirm that only waste asbestos is managed at the facility. Explain any other non-hazardous waste activities occurring at the site and describe types of non-hazardous wastes that are managed. Explain who the facility serves (generators or sources of hazardous waste).

2.0 TYPE AND QUANTITY OF HAZARDOUS WASTE

The following table lists the types and maximum quantities of hazardous waste that the facility will be authorized to store. No treatment, recycling or discharge of waste will occur.

Waste Name	Maximum Quantity Stored (kg)
waste asbestos	20,000

3.0 STORAGE AND PACKAGING PROCEDURE

Containment Method

Asbestos will only be accepted at the facility if it is confined according to the requirements within section 40(2) (b) of the Hazardous Waste Regulation (HWR) [*specify which containment techniques will be used at your facility*]:

- (i) dry airtight containment techniques such as
 - (A) packing in 6 mil plastic bags placed within a non-reusable drum and then sealed, or
 - (B) packing in a 6 mil plastic bag placed within a second 6 mil plastic bag and then sealed, or
- (ii) wet containment techniques such as saturation with water and containment in non-leaking sealed drums or equivalent, or
- (iii) director approved containment techniques

The confinement requirements will be adhered to from the time asbestos is picked up from a generator's site, stored, and transported out of the hazardous waste facility.

Storage Method

Describe storage method - for example, bins.

ABC WASTE DEPOT OPERATIONAL PLAN

Signage

The waste storage area will have signage at each entrance that will be legible from a distance of at least 10 metres.

Examples include:

“DANGER - ASBESTOS STORAGE AREA - AUTHORIZED PERSONNEL ONLY”.

“DANGER - ASBESTOS STORAGE AREA. BREATHING ASBESTOS DUST MAY CAUSE LUNG DISEASE AND/OR CANCER. UNAUTHORIZED PERSONNEL KEEP OUT”.

Records

Waste quantity will be measured and recorded for each load. Describe how each load will be visually inspected and records will be kept specifying:

- the date and weight of the load;
- the integrity of the containment methods;
- any unusual attributes of the waste; and
- corrective action taken for exposed waste.

Please note if the waste is a dangerous good under the Federal Transportation of Dangerous Goods Act and Regulations, the federal requirements apply in addition to provincial requirements.

4.0 MONITORING

4.1 WASTE CHARACTERIZATION MONITORING

Describe what reasonable measures will be taken to ensure material accepted at the facility is waste asbestos and properly contained.

4.2 AIR MONITORING

Monitoring of asbestos fibers in air will be conducted in accordance with an Exposure Control Plan required by WorkSafeBC (include in Appendix 1). Results of the monitoring will be summarized in the annual report as described in Section 5.

4.3 MONITORING EFFLUENT DISCHARGE TO THE ENVIRONMENT OR STORM SEWERS

Effluent from the facility that enters storm sewers or the environment must meet the effluent criteria prescribed by Schedule 1.2 of the Hazardous Waste Regulation.

If the facility is entirely indoors or the handling and storage is completely protected from weather, stormwater monitoring will not be conducted if rainwater does not come into contact with the facility or hazardous waste.

However, if there is a potential that rainwater/effluent will enter the environment or storm sewers from the facility, stormwater monitoring will be conducted. The stormwater monitoring program must be designed by a qualified professional. The monitoring program must contain at least two samples per year (one in the rainy season) and at a minimum include pH, TSS, and oil. The qualified professional should take into consideration the specifics of the site.

ABC WASTE DEPOT OPERATIONAL PLAN

4.4 MONITORING EFFLUENT DISCHARGE TO MUNICIPAL TREATMENT WORKS/ SANITARY SEWER

Describe what applies:

There will be no discharge to the sanitary sewer therefore no effluent monitoring will take place.

Or

There is a discharge. Therefore, for example, effluent discharging from the oil/water separator to the sanitary sewer must be monitored as per section 4.3 above.

4.5 TREATMENT / DELISTING PROTOCOL MONITORING

No treatment or delisting occurs at this facility.

4.6 GROUNDWATER MONITORING

Effluent from an asbestos facility is unlikely to impact groundwater. However, as every site is unique, please have a qualified professional indicate, with justification, whether or not the facility will monitor groundwater.

5.0 REPORTING

An annual report will be submitted to the Ministry of Environment with the following information:

- a) A summary of monthly records of waste received and shipped, with the month-end inventory and a summary of manifest discrepancies;
- b) A summary of the results from the monitoring program in section 4 in tabular form and a statement outlining the number of exceedances of permitted levels that occurred during the reporting period. The dates of the exceedances must be clearly identified in the data submission and an explanation as to the cause of the exceedances and a description of the measures taken to rectify the situation must be provided. Should no exceedances have occurred over the reporting period, a statement to that effect must be included. Where there were environmental impacts include any remediation and assessments conducted by qualified professionals;
- c) A summary of containment method inspections described in Section 3;
- d) Confirmation that an emergency system testing was conducted as per section 12 of the Hazardous Waste Regulation and that records from the testing are available upon request for inspection; and
- e) A summary of incidents that required the facility to implement its contingency plan.

The annual report must be submitted to the Ministry of Environment in electronic form, such as email, by February 28th for the previous calendar year.

6.0 AUDITING

The facility will be audited annually by an independent qualified professional registered in British Columbia with the appropriate professional organization.

ABC WASTE DEPOT OPERATIONAL PLAN

This annual frequency will continue for 3 years to develop a track record of compliance. If after three consecutive audits with results showing zero non-compliance, a reduced auditing frequency of once every two years can be used. If any subsequent audit contains a non-compliance, then normal auditing frequency of once per year will resume.

The audit will assess whether the hazardous waste facility is in compliance with the Hazardous Waste Regulation, including compliance with approved plans, waste information documentation, and delisting protocols (if applicable). The audit report will include a summary of the professional qualifications of the auditor and will include a summary of noncompliance issues. The audit report will be submitted with recommendations for resolving any noncompliance issues. The audit report will be signed by the auditor with the following statement **“Standard auditing principles were followed and the audit represents a true compliance assessment of the facility in terms of the *Environmental Management Act* and Hazardous Waste Regulation”**. The audit report will be submitted to the Ministry of Environment in electronic form, such as email, by June 30th each year.

7.0 CERTIFICATION

Having a qualified professional certify your operational plan is **optional** (except for the effluent and groundwater monitoring program); however, it will likely reduce application processing time.

The qualified professional is required to be registered in British Columbia with a professional organization. The professional must be acting under that organization’s code of ethics and is subject to disciplinary action by that organization, and through suitable education, experience, accreditation and knowledge can reasonably be relied on to provide advice within the area of expertise applicable to the duty or function.

Please provide the qualifications of the person certifying the report and include a certification statement similar to the one below in bold. Have it signed and stamped by the person who certified the plan.

This plan was prepared in accordance with and meets the requirements of the Hazardous Waste Regulation and is adequate to protect human health and the environment.

Name of Qualified Professional

Signature

Name of Company

Date and Stamp

ABC WASTE DEPOT OPERATIONAL PLAN

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Any additional Information you want to include in your contingency plan application

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EXAMPLE

Plans and Specifications Example

Anyone preparing to submit plans and specifications for an asbestos storage facility to the Ministry of Environment for approval under section 4 of the Hazardous Waste Regulation should use this example.

This document should be used along with the British Columbia Ministry of Environment's [*Plans and Specifications Guideline*](#).

HAZARDOUS WASTE REGULATION PLANS AND SPECIFICATIONS

Company Name (as registered with BC Corporate Registry):
ABC Hazardous Waste Company Ltd.

Doing business as Name:
ABC Waste Depot

Mailing Address:
45 – 123 W. Pender Street, Vancouver, BC V1C 1C1

Facility Address:
Provide civic street number & name, Municipality, BC V1A 1A1

Facility Contact: John Doe, Manager
Phone: 604 512 0000
Fax: 604 423 2345
e-mail: jdoe@serviceprovider.com

Landowner: ABC Investments Ltd.
123 Pleasant Road, Municipality, BC V1B 2B2
Contact: Tom Smith
Phone: 604 512 1111
Email: Tsmith@investment.com

Legal Description: Lot Z, Block A, Plan 12345, Section 21, R5W, New Westminster
District

Property ID: 124-555672

Lat Coordinates: 49.522019

Long Coordinates: 122.301660

Version No.: 1
Date: 2 Jan 2008

ABC WASTE DEPOT PLANS AND SPECIFICATIONS

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ABC WASTE DEPOT PLANS AND SPECIFICATIONS

1.0 INTRODUCTION / EXECUTIVE SUMMARY

Summarize or highlight key aspects of the plans and specifications.

2.0 SITE PLAN, RELATED DRAWINGS, SPECIFICATIONS AND DESIGNS

The site plan shows existing and planned works and improvements to the property. This site plan does not need to be to scale as it is meant to give a general overview of the facility. Recent aerial photography of the site may also be helpful.

The site plan should indicate:

- Property boundaries
- All surface water features, please include their name(s)
- Roads
- Position and location of works or buildings (structures, storage facilities) with distances to all property boundaries and surface water features
- The location of any diversion or collection ditches
- The location of any surface and ground water monitoring sites
- Any distinct topographic features such as steep slopes or gullies
- Any fuel or hazardous product storage facilities
- Adjacent properties
- Environmentally sensitive areas
- North arrow
- Location of spill response equipment

ABC WASTE DEPOT PLANS AND SPECIFICATIONS

Site Plan



EXAMPLE

Location Map

Site Plan and Location Map

Date:

Name of Hazardous Waste Facility:

Address of Hazardous Waste Facility:

ABC WASTE DEPOT PLANS AND SPECIFICATIONS

3.0 SECTION 3 SITING REQUIREMENT STATEMENT

Have a professional engineer state this plan meets the requirements of Section 3 of the Hazardous Waste Regulation.

4.0 OPERATIONAL REQUIREMENTS

Include a detailed breakdown for each section listed in Part 3 and 4 of the Hazardous Waste Regulation for how the facility has been designed and constructed to meet the requirements in that section. For an asbestos storage facility, please address the sections listed below as a minimum and include others if they apply. Include drawings and supporting documents as needed and identify the location of key aspects in your site plan.

SECTION 7 - WEATHER PROTECTION

Explain how your facility has been designed and constructed so that elements of weather have no detrimental effect on the capability of the facility to manage hazardous waste.

SECTION 8 - ACCESS SECURITY

Explain how your facility is designed and constructed to prevent access by unauthorized persons.

SECTION 9 - PREVENTION OF FIRE, EXPLOSION AND ACCIDENTAL REACTIONS

Explain how the facility is designed and constructed to prevent fire, explosion and accidental reactions.

SECTION 10 - SPILL CONTAINMENT SYSTEM

Explain how the facility is designed and constructed to provide and maintain a spill containment system for all hazardous waste stored. Identify the location of spill response equipment on your site plan.

ABC WASTE DEPOT PLANS AND SPECIFICATIONS

5.0 PLAN CERTIFICATION

A professional engineer **must** certify the plans and specifications. Please provide the qualifications of the person certifying the plan and include a certification statement similar to the one below. Have it signed and stamped by the person who certified the plan.

The professional engineer needs to be registered in British Columbia with a professional organization. The professional engineer must be acting under that organization's code of ethics and is subject to disciplinary action by that organization, and through suitable education, experience, accreditation and knowledge can reasonably be relied on to provide advice within the area of expertise applicable to the duty or function.

Please provide the qualifications of the professional engineer certifying the plan and include a certification statement similar to the one below in bold. Have it signed and stamped by the engineer who produced the plan.

This plan was prepared in accordance with and meets the requirements of the Hazardous Waste Regulation and is adequate to protect human health and the environment.

Name of Professional Engineer

Signature

Name of Company

Date and Stamp

ABC WASTE DEPOT PLANS AND SPECIFICATIONS

List of Appendices (if applicable)

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Any additional Information you want to include in your application

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EXAMPLE

Contingency Plan Example

Anyone preparing to submit a contingency plan for an asbestos storage facility to the Ministry of Environment for approval under section 11 of the Hazardous Waste Regulation should use this document.

This document should be used along with the British Columbia Ministry of Environment's [Section 11 Contingency Plan Checklist](#).

HAZARDOUS WASTE REGULATION SECTION 11 - CONTINGENCY PLAN

Company Name (as registered with BC Corporate Registry):

ABC Hazardous Waste Company Ltd.

Doing business as Name:

ABC Waste Depot

Mailing Address:

45 – 123 W. Pender Street, Vancouver, BC V1C 1C1

Facility Address:

Provide civic street number & name, Municipality, BC V1A 1A1

Facility Contact:

John Doe, Manager

Phone: 604 512 0000

Fax: 604 423 2345

e-mail: jdoe@serviceprovider.com

Landowner:

ABC Investments Ltd.

123 Pleasant Road, Municipality, BC V1B 2B2

Contact Name: Tom Smith

Phone: 604 512 1111

Email: Tsmith@investment.com

Legal Description: Lot Z, Block A, Plan 12345, Section 21, R5W, New Westminster District

Property ID: 124-555672

Lat Coordinates: 49.522019

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Version No.: 1

Date: 2 Jan 2008

ABC WASTE DEPOT CONTINGENCY PLAN

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ABC WASTE DEPOT CONTINGENCY PLAN

1.0 ELEMENTS OF EMERGENCY PLANNING

1.1 IDENTIFICATION OF RISKS

Identify all the emergencies that can reasonably be expected to occur and their potential risk to employees, environment and people offsite when handling, storing or transporting the waste asbestos at the facility or any other hazardous material. For example, risks could include fire/explosion, spills, floods, earthquakes, and equipment or power failure.

List the maximum quantity of asbestos and other wastes stored on site. Indicate the potential hazards for each waste type.

1.2 LEGISLATION AND INDUSTRY STANDARDS

Provide the following:

- list of each waste and its reportable quantity under the BC Spill Reporting Regulation, for example 50 kg for waste asbestos;
- list of all legislation the facility is responsible for meeting including:
 - Environmental Management Act*
 - Hazardous Waste Regulation
 - Spill Reporting Regulation
 - Spill Cost Recovery Regulation
 - Contaminated Sites Regulation; and
- list all best management practices or ISO and other environmental management certifications, programs or systems used by the facility, as applicable.

1.3 EMERGENCY ORGANIZATION AND RESPONSIBILITIES

Describe who is responsible for activating the contingency plan. Describe roles of other employees.

Organizational charts are excellent visual aids for demonstrating emergency organization; flow charts with action items easily show responsibilities.

1.4 RESOURCES

Describe what is available on-site for human resources (internal and external, contractors), spill and fire fighting response equipment and materials. Add facility maps or drawings showing locations of waste storage containers and response equipment. Attach any Material Safety Data Sheets (MSDS) as applicable.

The plan should recognize the need for and availability of resources close to the facility. Provide 24 hour phone contact lists, such as offsite spill response contractors.

ABC WASTE DEPOT CONTINGENCY PLAN

1.5 INTERNAL AND EXTERNAL NOTIFICATIONS

Describe who would be notified for each type of emergency and whether 24 hour contacts are available. Please list and explain what would trigger notifications and how the notifications would be made (e.g. phone call).

For example, Emergency Management BC requires that spills are reported immediately via telephone. Section 2 of the [Spill Reporting Regulation](#) includes a list of information that is required when a reporting a spill.

Other external agencies might include Environment Canada or WorkSafeBC.

1.6 PUBLIC AFFAIRS

In an emergency situation who is responsible for answering inquires from media and the general public?

2.0 EMERGENCY RESPONSE PROCEDURES

Describe in detail:

- the response (including notification and evacuation);
- mobilization of human and spill response resources;
- containment;
- post incident cleanup;
- disposal;
- information pertaining to post incident evaluation; and
- any site restoration or remediation that will be performed.

Indicate which personnel are responsible for each procedure, if applicable.

Refer to the Ministry of Environment's [Section 11 Contingency Plan Checklist](#) to ensure you have included all required components, such as shut down procedures, communication networks that will be used, evacuation procedures and so on.

Consider organizing this section by emergency type and roles. For example, if the emergency is an earthquake, describe all the procedures that would be taken by each role: describe the responsibilities of the facility manager versus employee.

3.0 TRAINING AND PRACTICE DRILLS

Describe all training and practice drills and include documentation and storage procedures or all training and drill records. This plan must be accessible and understood by all employees. All staff must be familiar with their role/responsibilities in the response plan. Include how often training and practice drills will be conducted.

4.0 PLAN EVALUATION

Describe how/when the plan will be re-assessed, focus on continuous improvement and prevention. This should include lessons learned from emergencies, near miss events, training and drills.

5.0 CERTIFICATION

Having a qualified professional certify your contingency plan is **optional**; however, it will likely reduce application processing time.

ABC WASTE DEPOT CONTINGENCY PLAN

The qualified professional is required to be registered in British Columbia with a professional organization. The professional must be acting under that organization's code of ethics and is subject to disciplinary action by that organization, and through suitable education, experience, accreditation and knowledge can reasonably be relied on to provide advice within the area of expertise applicable to the duty or function.

Please provide the qualifications of the person certifying the report and include a certification statement similar to the one below in bold. Have it signed and stamped by the person who certified the plan.

This plan was prepared in accordance with and meets the requirements of the Hazardous Waste Regulation and is adequate to protect human health and the environment.

Name of Qualified Professional

Signature

Name of Company

Date and Stamp

ABC WASTE DEPOT CONTINGENCY PLAN

List of Appendices (if applicable)

APPENDIX A –

Any Additional Information you want to include in your contingency plan application

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EXAMPLE

Closure Plan Example

Anyone who is preparing to submit a closure plan for an asbestos storage facility to the Ministry of Environment for approval under section 14 of the Hazardous Waste Regulation should use this document.

This document should be used along with the British Columbia Ministry of Environment's *Section 14 Closure Plan Checklist*.

HAZARDOUS WASTE REGULATION

SECTION 14 - CLOSURE PLAN

Company Name (as registered with BC Corporate Registry):

ABC Hazardous Waste Company Ltd.

Doing business as Name:

ABC Waste Depot

Mailing Address:

45 – 123 W. Pender Street, Vancouver, BC V1C 1C1

Facility Address:

Provide civic street number & name, Municipality, BC V1A 1A1

Facility Contact:

John Doe, Manager

Phone: 604 512 0000

Fax: 604 423 2345

e-mail: jdoe@serviceprovider.com

Landowner:

ABC Investments Ltd.

123 Pleasant Road, Municipality, BC V1B 2B2

Contact Name: Tom Smith

Phone: 604 512 1111

Email: Tsmith@investment.com

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ABC WASTE DEPOT CLOSURE PLAN

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EXAMPLE

ABC WASTE DEPOT CLOSURE PLAN

1.0 CLOSURE SCHEDULE

Include a schedule of how and when the facility will be closed and an estimate of the total time required to close the facility. State that a director at the Ministry of Environment will be notified in writing no later than 90 days after the final quantity of hazardous waste is received at the facility.

Describe the age of the facility and potential conditions that would trigger closure. If the closure date is predetermined as per a lease agreement it should be noted here.

2.0 CLOSURE PROCEDURE

Describe any decontamination procedures that will be used and estimate the quantity of any hazardous waste residues which will remain at the site after closure. If there will be no hazardous waste residues, state this.

If hazardous waste will be transported from the site, indicate where it will be transported to. State that after hazardous waste has been removed, the waste storage area will be cleaned using appropriate asbestos abatement procedures and sampling as required by WorkSafeBC.

If applicable, describe the anticipated post closure activities.

3.0 REPORTING AND FINANCIAL SECURITY

One of the requirements for the return of financial security is the submission of the closure report. A Closure Report will be submitted to the Ministry of Environment by an appropriate qualified professional within 60 days to the completion of the closure. A Closure Report must be submitted after the closure activity has taken place.

The Closure Report will describe how the facility was closed in accordance with the approved Closure Plan, or if the Closure Plan has been amended, the most recent amendment. Details should include:

- 3.1 SUMMARY OF COMPLETED CLOSURE ACTIVITIES**
Residual sampling and decontamination procedures.
- 3.2 DESCRIPTION OF WASTE**
Removed and remaining waste.
- 3.3 LIST OF ANY CONTAMINATED WORKS REMAINING AT THE SITE**
Removed and remaining works and the conditions the remaining works.
- 3.4 DESCRIPTION OF THE SOIL, SEDIMENT AND SURFACE WATER AT THE SITE**
- 3.5 ASSESSMENT OF RISK REMAINING**
To human health and the environment.

ABC WASTE DEPOT CLOSURE PLAN

3.6 POST CLOSURE ACTIVITIES

As applicable.

4.0 CERTIFICATION

Having a qualified professional certify your closure plan is **optional**; however, it will likely reduce application processing time.

The qualified professional is required to be registered in British Columbia with a professional organization. The professional must be acting under that organization's code of ethics and is subject to disciplinary action by that organization, and through suitable education, experience, accreditation and knowledge can reasonably be relied on to provide advice within the area of expertise applicable to the duty or function.

Please provide the qualifications of the person certifying the report and include a certification statement similar to the one below in bold. Have it signed and stamped by the person who certified the plan.

This plan was prepared in accordance with and meets the requirements of the Hazardous Waste Regulation and is adequate to protect human health and the environment.

Name of Qualified Professional

Signature

Name of Company

Date and Stamp

ABC WASTE DEPOT CLOSURE PLAN

List of Appendices (if applicable)

APPENDIX A –

Any additional Information you want to include in your closure plan application.

APPENDIX B –

EXAMPLE