

Notification Form for Construction or Beginning Operation of a Compost Facility

for authorization to discharge waste under the *Environmental Management Act*

Organic Matter Recycling Regulation

FORM REFERENCE CODE: EPD-OMR-03.2

INSTRUCTIONS:

The notification process under this Regulation does not require a preliminary notification or pre-notification meetings with Ministry staff. **This form may be used for submission of a Notification for the following types of compost facilities under the Organic Matter Recycling Regulation (OMRR):**

- facilities that process food waste or biosolids, and possess a design production capacity of less than 5,000 tonnes (dry weight) of finished compost per year; or
- facilities that process any other feedstocks listed in [Schedule 12](#) of the OMRR, regardless of design production capacity.

NOTE: Compost facilities that process food waste or biosolids, and possess a design production capacity of 5,000 or greater tonnes (dry weight) per year of finished compost, require a permit in addition to following the OMRR. See Form EPD-OMR-01 for more information.

Before completing this registration form, please review the following:

- Organic Matter Recycling 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 notification form may not be accepted.

Sending the following completed information to the Ministry of Environment by email or mail to the address noted below constitutes submitting a notification to a Director under the Code.

Under the *Environmental Management Act*, SBC 2003, c. 53 (the "Act"), a person is prohibited from introducing waste into the environment except in compliance with the Act and any applicable regulations.

The registrant does not have authorization to discharge under the Regulation until all required information has been submitted to a Director, a Medical Health Officer and, if in the agricultural land reserve, the Agricultural Land Commission. A submitted Notification becomes effective 90 days after the person delivers the notification to a Director and, if in the Agricultural Land Reserve, the Land Reserve Commission.

This form can be submitted to the Ministry of Environment by email (preferred), by mail or by courier.

There is no notification fee or annual fee required for this notification under the Organic Matter Recycling Regulation.

Mail or Email	Courier
Environmental Protection Division Business Services Branch PO Box 9377 Stn Prov Govt Victoria, BC V8W 9M1 Email: PermitAdministration.VictoriaEPD@gov.bc.ca	Ministry of Environment Environmental Protection Division Business Services Branch 3rd Floor, 2975 Jutland Road Victoria, BC V8T 5J9

Section 1: Purpose of Notification

*Application Type (check one)	<input type="checkbox"/> New notification <input type="checkbox"/> Change in information to an existing notification (provide registration #)	1
*Authorization Number (if applicable)		2

To change information for an existing notification, please submit this completed form with changes noted prior to implementing any changes to the compost facility.

Section 2: Registrant Information (“the Registrant”)

This must be the name of the company or person submitting notification under the Regulation, NOT an Agent acting on their behalf.

*Registrant Type	<input type="checkbox"/> Business <input type="checkbox"/> Individual <input type="checkbox"/> Government		1
*Company Legal Name <i>as registered with the BC Registrar of Companies</i>			2
OR * Individual’s Full Legal Name			3
Doing Business As <i>if applicable</i>			4
Incorporation Number <i>as registered with the BC Registrar of Companies (if applicable)</i>			5
*Contact Numbers <i>e.g. (999) 999-9999</i>	Phone	Mobile	6
*Email Address <i>generic company email address</i>			7

*Legal Address <i>as registered with BC Registrar of Companies</i>	Unit # / Street			8
	City	Province	Postal Code	9
*Mailing Address <i>if different from above</i>	<input type="checkbox"/> Same as Legal Address			10
	Unit # / Street			11
	City	Province	Postal Code	12
*Billing Address <i>if different from above</i>	<input type="checkbox"/> Same as Mailing Address <input type="checkbox"/> Same as Legal Address			13
	Unit # / Street			14
	City	Province	Postal Code	11
Billing Email Address <i>if different than above</i>				12

Section 3: Registrant's Contact for Technical Information

Name of the person the Ministry can contact regarding the technical details for this notification that is NOT the Agent.

Contact's Last Name				1
Contact's First Name				2
Contact's Title				3
Mailing Address	<input type="checkbox"/> Mailing address is the same as Section 2 above			4
	Unit # / Street			5
	City	Province	Postal Code	6
Contact Numbers <i>e.g. (999) 999-9999</i>	Phone	Mobile		7
Email Address				8

Section 4: Authorized Agent (“the Agent”)

The Registrant may authorize an Agent to deal with the Ministry directly on future aspects of this registration. This section must be completed in full if an Agent is used. An Agent is a person who is not an employee of the Registrant.

Agent’s Company Legal Name <i>as registered with the BC Registrar of Companies</i>				1
Doing Business As <i>if different than above</i>				2
Agent’s Last Name				3
Agent’s First Name				4
Agent’s Title				5
Mailing Address	Unit # / Street			6
	City	Province	Postal Code	7
Contact Numbers <i>e.g. (999) 999-9999</i>	Phone	Mobile		8
Email Address				9

In this section:

“Registrant” means the applicant as identified in section 2 of this registration form;

“Agent” means the Agent as identified in section 4 of this registration form.

I/we (the Registrant) hereby authorize the above-named Agent to deal with the Ministry directly on all aspects of this registration. I/we (the Registrant) understand and agree with the terms and conditions in Section 8 of this registration form.

Registrant’s Full Name <i>NOT the Agent</i>				10
Date signed				11
Signature of the Registrant				12

Section 5: Compost Facility Location

FOR INTERNAL USE ONLY: <ul style="list-style-type: none"> Use Primary BCENIC of 569999 – Waste treatment – Compost Facilities Waste Discharge Regulation Schedule: 2 “composting operations” 		
*Regional District		1
*Land Application Location <i>approximate centre of the site</i> <i>must be in decimal degree format to 4 decimal places</i>	Latitude (e.g., 49.8952) N	Longitude (e.g., 116.8177) W 2
*Source of Data	<input type="checkbox"/> GPS <input type="checkbox"/> Survey <input type="checkbox"/> Google Earth <input type="checkbox"/> Other (specify):	
<i>*Either Legal Land Description or PID/PIN/Crown File Number is required.</i>		
Legal Land Description (Lot/Block/Plan)		4
PID/PIN/Crown File No.		5
*Facility Address	<i>Street / City / Province / Postal Code</i> <i>OR if no civic address, describe location (e.g. 3 km north of Sechelt, BC, on Highway 101)</i>	
		6

Section 6: Legal Land Owner of Land Application Site

*The Legal Land Owner of the facility is the Registrant.	<input type="checkbox"/> Yes <input type="checkbox"/> No	1
<i>*If the Registrant is not the Legal Land Owner:</i>		
Is this federal or provincial Crown land?	<input type="checkbox"/> Yes <input type="checkbox"/> No	2
Is the Legal Land Owner aware of the proposed application to discharge waste?	<input type="checkbox"/> Yes <input type="checkbox"/> No	3
Has the Legal Land Owner received a copy of this application?	<input type="checkbox"/> Yes <input type="checkbox"/> No	4
Legal Land Owner First and Last Name		5
Legal Land Owner Contact Numbers <i>e.g. (999) 999-9999</i>	Phone:	Mobile:
Legal Land Owner Email Address		7

Section 7: Regulation Specific Requirements

<i>If this notification is for beginning operation of the compost facility:</i>		
*What is the design capacity of the compost facility (the amount of compostable materials (feedstock) received, in wet weight, per year)?	tonnes/year	1
*What is the design production capacity of the compost facility (the maximum amount of finished compost that can be produced per year, in dry weight)?	tonnes/year	2
*What types of wastes (i.e., feedstocks) are to be received? <i>See list of materials suitable for composting in Schedule 12 of OMRR.</i>		3
*What is the intended distribution of the finished compost?		4
* Is a copy of a personnel training program plan that addresses the site-specific training needed to operate the compost facility in compliance with the Regulation attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No	5
*Has an operating and closure plan for this facility been developed by a qualified professional?	<input type="checkbox"/> Yes <input type="checkbox"/> No	6

*Have design plans and specifications for this facility been developed by a qualified professional?	<input type="checkbox"/> Yes <input type="checkbox"/> No	7
*Has a leachate management plan for this facility been developed by a qualified professional?	<input type="checkbox"/> Yes <input type="checkbox"/> No	8
*Has an odour management plan for this facility been developed by a qualified professional?	<input type="checkbox"/> Yes <input type="checkbox"/> No	9
*Is the Compost Facility on land in the Agricultural Land Reserve?	<input type="checkbox"/> Yes <input type="checkbox"/> No	10
If yes, has notification of beginning operation of this compost facility been sent to the Agricultural Land Commission?	<input type="checkbox"/> Yes <input type="checkbox"/> No	11

If this notification is for construction or modification of a compost facility with a design production capacity of 20,000 or greater tonnes (dry weight) of finished compost per year:		
* Has a Qualified Professional conducted and produced an Environmental Impact Study Report? <i>Compost facilities that process food waste or biosolids, and possess a design production capacity of 5,000 or greater tonnes (dry weight) per year of finished compost, require a permit. An Environmental Impact Study is required for all permitted facilities. Use Form EPD-OMR-01 to apply for a permit.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	1
If yes, is the Environmental Impact Study Report attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No	2

Section 8: Declaration and Signature

Please carefully read the following before placing your signature.

By completing this Registration for an authorization, the Registrant understands and agrees with the following terms and conditions:

1. In this section:

“Registrant” means the registrant as identified in section 2 of this registration form;

“Director” means any statutory decision maker under EMA;

“EMA” means the Environmental Management Act, S.B.C. 2003, c. 53, as amended or replaced from time to time;

“FOIPPA” means the Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996, c. 165, as amended or replaced from time to time;

“Province” means Her Majesty the Queen in Right of British Columbia;

“Regulatory Document” means:

- a) this registration form,
- b) any document that the Registrant submits or causes to be submitted to the Province or the Director in support of this registration, and
- c) any document that the Registrant submits or causes to be submitted to the Director or the Province pursuant to
 - i. any regulation made under EMA that regulates the facility described above or the discharge of waste from that facility; or
 - ii. any order issued under EMA directed against the Applicant that is related to the facility described above or the discharge of waste from that facility.

2. In consideration of the Province receiving this registration form, subject to paragraph 3, the Registrant hereby irrevocably authorizes the Province to publish on the Ministry of Environment website the entirety of any Regulatory Document.

3. Despite paragraph 2, if the Registrant clearly identifies on the face of a Regulatory Document that the Regulatory Document, or clearly identified portions of it, are confidential and provides in writing with the document a rationale for why the document or portion thereof could not be disclosed under FOIPPA, the Registrant does not consent to the Province publishing the document or any portion of it if, in the opinion of the Director, the document or portion could not be disclosed under FOIPPA, if it were subject to a request under section 5 of FOIPPA.

4. In consideration of the Province receiving this application, the Registrant agrees that it will indemnify and save harmless the Province and the Province’s employees and agents from any claim for infringement of copyright or other intellectual property rights that the Province or any of the Province’s employees or agents may sustain, incur, suffer or be put to at any time that arise from the publication of a Regulatory Document.

5. The Registrant certifies that the information provided in this registration form is true, complete and accurate, and acknowledges that the submission of insufficient information may result in this registration being returned causing delays in the registration review process.

*Name of Registrant or Agent (print)	*Signature of Registrant or Agent	*Date