



Ministry of
Environment

Express Transaction Process

The Express Transaction Process is for relatively low-risk waste discharge applications that involve simple registration and notification processes, or minor administrative amendments to existing authorizations (such as name or address changes, transfers, and cancellations of air and effluent permits). Express Transactions will generally be processed within 2 to 8 weeks upon acceptance of the application package.

The Express Transaction Process applies to:

- ✓ Agricultural Waste Control Regulation
- ✓ Asphalt Plant Regulation
- ✓ Code of Practice for Concrete and Concrete Products
- ✓ Code of Practice for Industrial Non-Hazardous Waste Landfills (Wood Processing)
- ✓ Code of Practice for Slaughter and Poultry Processing
- ✓ Code of Practice for Soil Amendments
- ✓ Land-Based Finfish Waste Control Regulation
- ✓ Mushroom Compost Facilities Regulation
- ✓ Petroleum Storage and Distribution Facilities Storm Water Regulation
- ✓ Vehicle Dismantling and Recycling Industry Environmental Planning Regulation
- ✓ Name and address changes ONLY (no other changes to authorization)
- ✓ Transfers for permits, approvals and operational certificates
- ✓ De-registrations
- ✓ Permit cancellations for air and effluent permits. *Note: Landfill and other solid waste discharge authorization cancellations will follow the Routine Application Process

Other more complex applications that require technical assessments and reviews by ministry staff are managed according to the Routine Application Process. More complex regulatory registration processes under the Municipal Wastewater Regulation and Hazardous Waste Regulation are also managed according to the Routine Application Process.

The Express Transaction Process has three phases:

Phase	Description
Intake Phase <i>Same for all EMA transactions, both Express and Routine</i>	<p>This is the initial phase when all incoming applications are sorted by transaction type (Express or Routine) then checked for administrative completeness prior to being entered into the Ministry's Authorizations Management System (AMS) and assigned a tracking number.</p> <p>Incomplete applications are returned to the applicant and will not be entered into AMS.</p>
Screening Phase	<p>This phase confirms that the application request does not contain any unusual aspects which would require a more detailed review (e.g. a substitution request requires a more comprehensive technical review that cannot be completed according to the Express Transaction timelines). If the application requires further review it is deemed to be an exception and it is moved into the Routine Application Process.</p>
Processing (and Decision) Phase	<p>This is the final phase when the technical information from the application is entered into AMS and a letter is created confirming acceptance of the registration or notification.</p> <p>If the application requires a statutory decision, the file is forwarded to a decision maker for decision. A decision letter is generated and sent to the applicant and the documents become publicly viewable on the Ministry's website.</p>

Intake Phase

The Intake Phase is the same for both Express and Routine Applications. This phase is important for workflow tracking and management purposes. Victoria Permit Administration (in Business Services Branch) receives all applications, registrations and notifications, and will ensure that all requisite administrative information is present.

Incomplete applications, registrations and notifications are not accepted. Incomplete applications are returned to the applicant and not tracked in the Ministry's Authorizations Management System (AMS). Applications, registrations and notifications that are complete will be assigned an AMS tracking number and will proceed either within the Express Transaction (simple) Process or the Routine Application (more complex) Process.

Screening Phase

The Screening Phase is a very short phase in the Express Transaction Process. This phase confirms that the application request does not contain any unusual aspects which would require a more detailed review (e.g. a substitution request requires a more comprehensive technical review that cannot be completed according to the Express Transaction timelines). If the application requires further review it is deemed to be an exception and it is moved into the Routine Application Process and the applicant is invited to participate in pre-application activities with ministry staff.

Processing (and Decision) Phase

Most Express Transactions do not require a statutory decision and can be processed relatively quickly by staff. After the Screening Phase confirms that the application is suitable to be processed as an Express Transaction, staff process the application by ensuring that all required information has been submitted with appropriate sign-offs as necessary (e.g. many authorizations require submissions of plans prepared by appropriate Qualified Professionals). Technical information, plans and data are entered into AMS.

Some Express Transactions require approval of a Statutory Decision Maker and in these instances the application package is forwarded to a Statutory Decision Maker for consideration.

At the end of the Processing Phase the ministry will send a letter to the applicant to communicate the outcome of their application (e.g. accepted, rejected etc.). All application materials and decisions are publicly viewable in AMS.

Additional Authorization Process Information

How applications are processed

In order to meet target timelines, ministry staff will focus on processing the oldest applications first. This provides a fair service to our clients, and helps ensure that as many clients as possible receive timely service.

As with any new process, it is possible that wait times may be longer as ministry staff adjust to the new process and clients who applied under the old process are served. The ministry appreciates clients' patience as we transition to this new process, which will help to provide improved service for everyone.

Application Status Queries

The ministry's website now has an Application Status Query Tool where clients and members of the public can view the status of any application at any time. The data generated by the tool is updated in real time, and users can enter search criteria of interest to them. This is replacing the monthly Application Queues that were previously published by the ministry.

Still have questions?

If clients have general questions about the authorization process including whether or not an authorization required, and they are unable to find the answer on the ministry's website, they may submit an inquiry via our online service request form, available here:

<http://www2.gov.bc.ca/gov/content?id=7BF7B740DF52491A9E6605CF86E1B2E7>.