



## Hazardous Waste Facility Registration Form

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

### Hazardous Waste Regulation

FORM REFERENCE CODE: EMA-HWR-01.2

#### INSTRUCTIONS:

The registration process is comprised of multiple steps that require the submission of a preliminary registration and fee, followed by meetings with Ministry staff, and submission of a final registration. **This form may be used for submission of a Preliminary Registration, a Final Registration or an Amendment of an existing Registration for Hazardous Waste Management Facilities.**

Before completing this registration form, please review the following:

- Hazardous Waste Regulation under the *Environmental Management Act* at [www.bclaws.ca](http://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 registration form may not be accepted.

Once the preliminary registration has been submitted, your registration will be screened for completeness before the registrant is contacted to proceed through the Preliminary Application Phase for obtaining a Registration.

A Pre-Authorization Number and Tracking Number will be assigned to this request. Both numbers should be referenced on all further documents submitted to support the new registration request.

Under *Environmental Management Act*, a person is prohibited from introducing waste into the environment without authorization. Submitting a registration to discharge is NOT an authorization to discharge.

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

**There is no application fee or annual fee required for this registration.**

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

## Section 1: Purpose of Registration

A person required to register under section 43 (1) or (2) or to give notice under section 43 (4) of the Hazardous Waste Regulation must complete this form.

Identification numbers are site specific: complete a separate form for each hazardous waste site.

All persons must complete parts A and D. Part B is to be completed for facilities that generate hazardous waste (see form EPD-HWR.02). Part C is to be completed for management facilities. Some generator facilities may also be management facilities, and in that case, parts A, B, C and D must be completed. Note: a generator that temporarily stores hazardous waste before shipping it to a management facility is not considered to be a management facility.

<b>*Authorization Type Requested</b> (check one)	<input type="checkbox"/> New initial registration (for BC Generator Registration use Form EPD-HWR-02) <input type="checkbox"/> Registration amendment (to provide Subsequent Notification of changes to a registration)	1
<b>If this is a Subsequent Notification (amendment), please indicate what changes are being reported</b>	<input type="checkbox"/> Adding a waste type <input type="checkbox"/> Removing a waste type <input type="checkbox"/> Changing quantity of previously registered waste <input type="checkbox"/> Other (describe) _____ <p><b>If you need to transfer or cancel your registration, please use one of the following forms:</b></p> <ul style="list-style-type: none"> <li>• <b>EPD-EMA-A2</b> for change of ownership, name or address</li> <li>• <b>EPD-EMA-A3</b> for cancellations</li> </ul>	2
<b>Registered Site (RS) #</b> for Registration Amendments		3
<b>Registration date</b> for Registration Amendments	(mmm.dd.yyyy)	4
<b>Are you requesting an Exemption from the Preliminary Application Phase<sup>1</sup>?</b>	<input type="checkbox"/> Yes (attach letter with rationale) <input type="checkbox"/> No	5

<sup>1</sup> Please read the following carefully: This request for an exemption option is intended for applicants that have previous experience with registering facilities under the Hazardous Waste Regulation and do not require a meeting with the Ministry. If you are requesting to bypass the Preliminary Registration Process, ensure you have fully completed all components of the Registration Form and provided all required documents. Please note that requests will not always be granted. If your application includes a Section 51 Change in Requirements request, a request for an exemption will be denied. Incomplete registrations will be returned if they don't meet Ministry requirements.

**Section 2: PART A - Facility Information**

This must be the name of the company or person seeking registration, NOT an Agent acting on their behalf.

<b>*Registrant Type</b>	<input type="checkbox"/> Business <input type="checkbox"/> Individual <input type="checkbox"/> Government			1
<b>*Company Legal Name</b> <i>as registered with the BC Registrar of Companies</i>				2
<b>OR * Individual's Full Legal Name</b>				3
<b>Doing Business As</b> <i>if applicable</i>				4
<b>Incorporation Number</b> <i>as registered with the BC Registrar of Companies (if applicable)</i>				5
<b>*Contact Numbers</b> <i>e.g. (999) 999-9999</i>	Phone	Mobile		6
<b>*Email Address</b> <i>generic company email address</i>				7
<b>*Legal Address</b> <i>as registered with BC Registrar of Companies</i>	Unit # / Street			8
	City	Province	Postal Code	9
<b>*Mailing Address</b> <i>if different from above</i>	<input type="checkbox"/> Same as Legal Address			10
	Unit # / Street			11
	City	Province	Postal Code	12
<b>*Billing Address</b> <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
<b>Billing Email Address</b> <i>if different than above</i>				12

**Section 3: PART A – Registrant’s Contact for Technical Information**

Name of the person the Ministry can contact regarding technical information for this registration that is NOT the Agent

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

**Section 4: PART A - 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.*

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

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

**Section 5: PART A - Facility Location and Operator Information**

<p><b>*Facility Type and Description</b> <i>Briefly describe the discharge if applicable</i></p>			1
<p><b>*Are there any discharges from the facility?</b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No		2
<p><b>If there is a discharge, indicate the type</b></p>	<input type="checkbox"/> Air emission <input type="checkbox"/> Effluent <input type="checkbox"/> Residue (solids, sludge, etc.)		3
<p><b>Standard Industrial Classification (SIC)</b></p>			4
<p><b>*Regional District</b></p>			5
<p><b>*Facility Location</b> <i>approximate centre of the site</i>  <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	6
<p><b>*Source of Data</b></p>	<input type="checkbox"/> GPS <input type="checkbox"/> Survey <input type="checkbox"/> Google Earth <input type="checkbox"/> Other (specify):		7
<p><b><i>*Either Legal Land Description or PID/PIN/Crown File Number is required.</i></b></p>			
<p><b>Legal Land Description (Lot/Block/Plan)</b></p>			8
<p><b>PID/PIN/Crown File No.</b></p>			9
<p><b>*Facility Address</b></p>	<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>		10

**Section 6: PART A - Legal Land Owner of Facility (if not registrant)**

<b>*The Legal Land Owner of the facility is the Registrant.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		1
<b><i>*If the Registrant is not the Legal Land Owner:</i></b>			
<b>Is this federal or provincial Crown land?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		2
<b>Is the Legal Land Owner aware of the proposed application to discharge waste?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		3
<b>Has the Legal Land Owner received a copy of this application?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		4
<b>Legal Land Owner First and Last Name</b>			5
<b>Legal Land Owner Contact Numbers</b> <i>e.g. (999) 999-9999</i>	Phone:	Mobile:	6
<b>Legal Land Owner Email Address</b>			7

**Section 7: PART B - Hazardous Waste Generator**

A generator ordinarily generates and stores hazardous waste onsite and ships the hazardous waste to a management or disposal facility.

<p><b>Generator type</b> e.g. sawmill, restaurant, petroleum refinery, residence, etc.</p>		1
<p><b>Source / process generating the Hazardous Waste</b> e.g. maintenance shop</p>		2

**WASTE IDENTIFICATION TABLE: Identify all wastes generated**

	Physical State Code	Waste Identification			Waste Quantities and Handling			
		Name of waste	TDG UN#	TDG Class	Produced / 30 day period	In storage	Units	Handling Code
A							<input type="checkbox"/> L <input type="checkbox"/> kg	
B							<input type="checkbox"/> L <input type="checkbox"/> kg	
C							<input type="checkbox"/> L <input type="checkbox"/> kg	
D							<input type="checkbox"/> L <input type="checkbox"/> kg	
E							<input type="checkbox"/> L <input type="checkbox"/> kg	
F							<input type="checkbox"/> L <input type="checkbox"/> kg	
G							<input type="checkbox"/> L <input type="checkbox"/> kg	
H							<input type="checkbox"/> L <input type="checkbox"/> kg	

If “other” handling code selected, please specify how the waste is handled

Physical State Codes: L = Liquid, S = Solid, G = Gas, SL = sludge

Handling Codes:

- 01 storage
- 05 biological treatment
- 09 other (please specify)
- 02 thermal treatment
- 06 secure landfill
- 10 land farming
- 03 chemical treatment
- 07 recycled
- 11 off site management
- 04 physical treatment
- 08 solidification



**TRANSPORTER TABLE:**

**\*List the name, address and License to Transport number of the principal intended hazardous waste carrier(s)/transporter(s) for each waste type; attach a separate sheet if necessary**

Waste Type	Name of transporter	Licence to Transport #	Address of transporter

**RECEIVER TABLE:**

**\*List the name and address of the principal intended receiver(s)/consignee(s) where you intend to ship the hazardous wastes generated for each waste type; attach a separate sheet if necessary**

Waste Type	Name of recipient	Address of recipient

**\*Is the mode of generation of Hazardous Waste:**  
(choose one)

<input type="checkbox"/> Ongoing <input type="checkbox"/> Intermittent <input type="checkbox"/> One time only
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**Section 8: PART C - Hazardous Waste Management Facility**

This part is to be completed for management facilities. Some generator facilities may also be management facilities. A generator facility that temporarily stores hazardous waste before shipping it to a management facility is not considered to be a management facility.

<p><b>*Facility type</b></p>	<p><input type="checkbox"/> Onsite management facility</p> <p><input type="checkbox"/> Receiver of hazardous waste</p> <p><input type="checkbox"/> Return collection facility (for household hazardous wastes)</p>	<p>1</p>
<p><b>*Type of activity</b> <i>check all that apply</i></p>	<p><input type="checkbox"/> Store    <input type="checkbox"/> Treat    <input type="checkbox"/> Recycle    <input type="checkbox"/> Dispose</p>	<p>2</p>

**WASTE IDENTIFICATION TABLE: Identify all wastes**

	Physical State Code	Waste Identification			Waste Quantities and Handling			
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C						<input type="checkbox"/> L <input type="checkbox"/> kg		
D						<input type="checkbox"/> L <input type="checkbox"/> kg		
E						<input type="checkbox"/> L <input type="checkbox"/> kg		
F						<input type="checkbox"/> L <input type="checkbox"/> kg		
G						<input type="checkbox"/> L <input type="checkbox"/> kg		
H						<input type="checkbox"/> L <input type="checkbox"/> kg		

If “other” handling code selected, please specify how the waste is handled

Physical State Codes: L = Liquid, S = Solid, G = Gas, SL = sludge

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- 08 solidification

## Section 9: Checklist of Information Required

**Please note that if the following required information is not submitted with the Registration, your registration may not be accepted as complete.**

	Check box if included
<b>Location Map Form</b> (Form EPD-EMA-08)	<input type="checkbox"/> Included
<b>If requesting Preliminary Application Exemption Rationale Letter</b>	<input type="checkbox"/> Included

<b>Required Information for Storage, Treatment and/or Recycling Facilities</b> <i>Guidance documents for preparing information noted below is available on the Ministry's website</i>	
<b>Operational Plan</b> (HWR Section 4)	<input type="checkbox"/> Included <input type="checkbox"/> No change
<b>Monitoring Program (Environmental, Discharge, Operations)</b> (HWR Section 4)	<input type="checkbox"/> Included <input type="checkbox"/> No change
<b>Plans and Specifications</b> (HWR Section 4)	<input type="checkbox"/> Included <input type="checkbox"/> No change
<b>Contingency Plan</b> (HWR Section 11)	<input type="checkbox"/> Included <input type="checkbox"/> No change
<b>Closure Plan</b> (HWR Section 14)	<input type="checkbox"/> Included <input type="checkbox"/> No change
<b>Estimate of Financial Security</b> (HWR Section 17)	<input type="checkbox"/> Included <input type="checkbox"/> No change
<b>Demonstration Trial</b> (HWR Sections 17 and 21)	<input type="checkbox"/> Included <input type="checkbox"/> Not applicable
<b>Delisting Protocol</b> (HWR Sections 19(2) and 21(3))	<input type="checkbox"/> Included <input type="checkbox"/> Not applicable
<b>Application for a change in requirements of the HWR</b> (HWR Section 51 - Form EPD-HWR-03)	<input type="checkbox"/> Included <input type="checkbox"/> Not applicable

**Section 10: PART D - 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 B.C. government 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