

Registered Site Preliminary Application and Registration Form for authorization under the *Environmental Management Act*

Hazardous Waste Regulation

FORM REFERENCE CODE: EPD-HWR-01.5

INSTRUCTIONS:

The authorization process is comprised of multiple steps that require the submission of a preliminary application and registration form, followed by meetings with ministry staff, and submission of a final application package. **This form may be used for submission of a preliminary application to newly register or amend an existing registration for a Hazardous Waste Regulation (HWR) Registered Site.**

Before completing this preliminary application and registration form, please review the following:

- Hazardous Waste 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 gov.bc.ca/wastedischarge-authorizations.

It is preferred that this form is completed using a computer. 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 preliminary application and registration form may not be accepted.

Once the preliminary application and registration form has been submitted, your information will be screened for completeness before the registrant is contacted to proceed through the preliminary application phase for obtaining approvals under the HWR.

A registered site number and tracking number will be assigned to this request. Both numbers should be referenced on all further documents submitted to support the application.

Under the *Environmental Management Act*, a person must not construct, establish, alter, enlarge, extend, use or operate a facility for the treatment, recycling, storage, disposal or destruction of a hazardous waste except in accordance with the HWR. Submitting registration information does NOT constitute an approval for these activities. HWR approvals may be obtained by following the application process, which is initiated by the completion of this form.

This 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
Ministry of Environment & Climate Change Strategy Environmental Protection Division Business Services PO Box 9377 Stn Prov Govt Victoria, BC V8W 9M6 Email: PermitAdministration.VictoriaEPD@gov.bc.ca	Ministry of Environment & Climate Change Strategy Environmental Protection Division Business Services 3rd Floor, 525 Superior Street Victoria, BC V8V 0C5

Section 1: Purpose of Application

A person required to register under section 43 (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 registered site.

<p>*Authorization requested (check one)</p>	<p><input type="checkbox"/> New initial registration</p> <p><input type="checkbox"/> Registration amendment</p> <p><input type="checkbox"/> Change in ownership (<i>new registration – complete form using new client name information</i>)</p>	1
<p>If this is a subsequent notification (amendment), please indicate what changes are being reported (check all that apply)</p>	<p><input type="checkbox"/> Name change (<i>complete form using new client name information</i>)</p> <p><input type="checkbox"/> Change to plans and specifications (HWR s.4(1)(b))</p> <p><input type="checkbox"/> Change to operational plan (HWR s.4(1)(d))</p> <p><input type="checkbox"/> Change to contingency plan (HWR s.11)</p> <p><input type="checkbox"/> Change to closure plan (HWR s.14)</p> <p><input type="checkbox"/> Change to financial security (HWR s.17(2))</p> <p><input type="checkbox"/> Addition of or change to a demonstration trial (HWR s.18(2))</p> <p><input type="checkbox"/> Addition of or change to a delisting protocol (HWR s.53)</p> <p><input type="checkbox"/> Change in requirements (HWR s.51) (<i>submit EPD-HWR-03 with this form</i>)</p> <p>If you need to cancel your registration, please use the following form: EPD-EMA-A3 for cancellation.</p>	2
<p>Registered Site (RS) # for registration amendments and change in ownership</p>		3
<p>Are you requesting an exemption from the preliminary application phase¹?</p>	<p><input type="checkbox"/> Yes (<i>attach letter with rationale</i>) <input type="checkbox"/> No</p>	4

¹Please read the following carefully: Request for exemption from preliminary application phase is intended for applicants that have previous experience with registering facilities under the HWR and **do not require a meeting** with the ministry. If you are requesting to bypass the preliminary application phase, 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 from the preliminary application phase will be denied...

Section 2: PART A – Facility Information

This must be the name of the company or person seeking registration and/or HWR approvals, 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	15
Billing Email Address <i>if different than above</i>				16

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.

*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: 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.

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 form;

“agent” means the agent as identified in section 4 of this 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 9 of this registration form.

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

Section 5: PART A – Facility Location and Operator Information

<p>*Facility Type and Description <i>Briefly describe the activities proposed for the hazardous waste management facility, OR If this is an amendment, describe the proposed changes to the facility.</i></p>			1
<p>*Are there any discharges from the facility?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No		2
<p>If there is a discharge, indicate the type</p>	<input type="checkbox"/> Air emission <input type="checkbox"/> Effluent <input type="checkbox"/> Residue (solids, sludge, etc.)		3
<p>Standard Industrial Classification (SIC)</p>			4
<p>*Regional District</p>			5
<p>*Facility Location <i>approximate centre of the site 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>*Source of Data</p>	<input type="checkbox"/> GPS <input type="checkbox"/> Survey <input type="checkbox"/> Google Earth <input type="checkbox"/> Other (specify):		7
<p>*Either Legal Land Description or PID/PIN/Crown File Number is required below.</p>			
<p>Legal Land Description (Lot/Block/Plan)</p>			8
<p>PID/PIN/Crown File No.</p>			9
<p>*Facility Address</p>	<i>Street / City / Province / Postal Code 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)

*The legal land owner of the facility is the registrant.	<input type="checkbox"/> Yes <input type="checkbox"/> No	1
*If the registrant is not the legal land owner:		
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: PART C – Hazardous Waste Management Facility

<p>*Facility Type</p>	<p><input type="checkbox"/> Onsite management facility</p> <p><input type="checkbox"/> Receiver of hazardous waste</p>	<p>1</p>
<p>*Type of Activity <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 in the table below. If additional rows are required, please provide the additional rows in an attached document.**

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

Section 8: Checklist of Information Required for HWR Registered Site Applications

Information Requirements for Preliminary Applications

Please note that if the following information is not submitted with the preliminary application for a new registration or an amendment of an existing registration for a hazardous waste management facility, your application may not be accepted as complete.

	Check box if included
Location Map Form (Form EPD-EMA-08)	<input type="checkbox"/> Included
Project Description Attach a written description of the proposed or existing facility and the details of the application. Suggested length is one (1) page.	<input type="checkbox"/> Included
<i>If requesting Preliminary Application Exemption</i> Rationale Letter	<input type="checkbox"/> Included

*Applications for ONLY a change in ownership or name change do not require the submission of a project description.

Please **DO NOT** submit draft plans at the time of preliminary application unless otherwise instructed to do so.

Information Requirements for Final Applications

Through the preliminary application process, you will be issued an **application instruction document (AID)** describing the plans and information requirements that need to be submitted in your final application package.

You must adhere to your AID in preparation of your final application package. Your final application package will be screened against your AID to determine whether it can be accepted into review.

Section 9: 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