

Closure Plan Guidance for a Hazardous Waste Management Facility

Purpose of this document

This document is intended to assist applicants and their agents in preparing a closure plan in a manner that meets the expectations of the Ministry of Environment and Climate Change Strategy (ministry) and in accordance with the Hazardous Waste Regulation.

How to use this document

Applicants should develop documents for submission to the ministry using the guidance provided in this template and following site-specific application instructions provided during the structured application process. Template text can be modified if equivalent information is included with adequate rationale.

Within the template, text in *green italics* is for your information only and should be removed prior to submission. Text framed by square brackets “[]” indicate it may be necessary to insert text. Black text and tables are recommended by the ministry.

The ministry expects submissions to be written in a manner that allows them to be implemented with certainty and consistency. Avoid the use of language that is ambiguous, vague or qualitative such as: appropriate, reasonable, general, suitable, and regularly. Provide clarity by stating what will be done and include a specific frequency and method where relevant.

Disclaimer

The guidance provided in this document helps to clarify ministry policy and the provisions of the Environmental Management Act (the Act) and the Hazardous Waste Regulation (HWR). This is not a legal document and the information in it does not constitute legal advice or impose any legally binding requirements. Guidance provided in this document does not replace the Act, the HWR or any other applicable law. Any amendments to the Act, the HWR and other legislation referred to in this document may affect provisions of the guidance; in the event of an inconsistency, the Act, HWR or other applicable legislation will prevail.

Hazardous Waste Regulation Section 14 – Closure Plan

Company Legal Name: *as registered with the B.C. Corporate Registry*

Doing Business As: *if applicable*

Facility Address:

[Civic Address], [Municipality], [Postal Code],

P.O. Box numbers are not acceptable for the facility address. If the facility does not have a civic address, provide alternative location information (latitude and longitude), and driving directions to the facility.

Ministry Registration Number(s): [RS# and/or BCG#]

Operational Plan Version Number: [##] *most recently updated version number*

Operational Plan Date: [YYYY-MM-DD] *date of most recent version of the plan*

Reminder: *Section 43(2)(4) of the HWR requires that the ministry be notified of any material changes to the information provided at the time of application, within 30 days of the date of the change.*

This includes but is not limited to:

- *Facility contact information, phone number, email, etc.*
- *Mailing address, billing address, billing email address*

Also, any changes to the content of the plan requires prior written approval of the director.

In order to provide notification of changes to this registration, or to propose changes to the closure plan, an amendment application form is required to be submitted to the ministry.

CLOSURE PLAN
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Please include page numbers in your submission

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1.0 CLOSURE PROCEDURE AND SCHEDULE

Indicate when the facility will close. This may be conceptual and described as the factors that would lead to closure. If the closure date is predetermined (e.g. as per a lease agreement or project end date), it should be noted here.

1.1 Notification

Notification must be electronically provided to the ministry within 90 days of completing closure in accordance with the most recent and approved closure plan. Clearly indicate the date closure will be completed.

1.2 Decontamination

Describe any decontamination procedures that will be used. State that after hazardous waste has been removed, the waste storage and/or treatment area(s) will be cleaned and sampled to confirm decontamination of the works.

1.3 Remaining Waste

Estimate and tabulate the quantity of any hazardous waste residues which will remain at the site after closure. If there will be no hazardous waste residues remaining, it should be stated.

1.4 Environmental Study

Propose a study or sampling of the surrounding environment in order to obtain a description of the soil, sediment, groundwater and surface water at the site. If this is not applicable, provide reasoning.

1.5 Post-Closure Activity

If applicable, describe the anticipated post-closure activities and include timelines needed to complete each of these activities.

1.6 Closure Report

Indicate that a closure report confirming all closure activities will be completed as outlined above and will be submitted electronically to the ministry. A Qualified Professional should be used to prepare and certify the closure report. Closure report guidance is available on the ministry's website.

2.0 PLAN CERTIFICATION

This closure plan was prepared in accordance with and meet(s) the requirements of the Hazardous Waste Regulation.

The information contained in this operational plan is true and complete to the best of my knowledge.

Name	Signature
Title	Stamp, if applicable
Name of Company	Date

The plan should be certified by the author, which may be the facility owner/operator or an agent of the owner/operator.

Having a qualified professional prepare and certify the facility's closure plan may reduce application processing time. For the definition of a qualified professional and information on the ministry's professional reliance model, please refer to the ministry's [Professional Accountability Policy website](#).

APPENDICES (IF APPLICABLE)

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

REVISION HISTORY			
Approval Date	Effective Date	Document Version	Notes
March 30, 2020	April 2020	Ver. 1	Document created
June 22, 2020	June 22, 2020	Ver. 2	Title adjusted