

## Closure Report Guidance Hazardous Waste Regulation

### Purpose of this document

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This document is intended to assist anyone who is preparing to close a hazardous waste management facility in accordance with the Hazardous Waste Regulation.

### Requirements for a Closure Report

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A closure report confirms that the closure activities carried out at a hazardous waste management facility have been completed according to the approved closure plan. It will also convey if additional post-closure activities are required.

A closure report must be prepared by a qualified professional.

### Report Contents

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The closure report must include:

**1. Background**

Briefly describe the facility history including the waste types stored, the activities undertaken at the facility and the facility age. Indicate the reason for closure.

**2. Summary of Completed Closure Activities**

A summary of closure activities completed in comparison with the approved closure plan including residual sampling and decontamination procedures. Include dates in which closure activities were completed.

**3. Description and Estimate of the Quantity of Waste**

Include a description and estimate of the quantity of any hazardous waste remaining at the site and how it will be managed or the date in which the last shipment of hazardous waste was received and the date in which all hazardous waste was removed from the facility.

#### **4. Soil, Sediment, Ground Water and Surface Water at the Site**

Include a clear description of the soil, sediment, ground water and surface water at the facility site. Use applicable monitoring data collected for required monitoring programs and provide additional monitoring data to support the site description when relevant.

#### **5. Assessment of Risk to Human Health and the Environment**

Use monitoring data, site descriptions and other pertinent information to complete an assessment of the risk remaining to human health and environmental receptors.

#### **6. Post Closure Activities**

Include the following:

- Planned remediation and cleanup activities.
- Planned monitoring and maintenance activities.
- Frequency of monitoring and maintenance activities.
- Responsible person(s) who will conduct post-closure activities (proposed) and dates by which all post-closure activities will be completed.
- A list of all contaminated works remaining at the site and descriptions of the conditions of the works left or the date in which the facility was decommissioned.

## **Cancelling Registration After Closure**

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To cancel a registration under the HWR, a cancellation request must be submitted to the ministry. The cancellation request form is located on the [ministry website](#). The ministry will consider the information provided in the closure report before rendering a decision on whether the registration can be cancelled.

Prior to cancellation, the ministry requests the applicant demonstrate that a Site Profile has been submitted to our Land Remediation Branch. As per requirements of the Section 3(3) of the Contaminated Sites Regulation, a Site Profile must be submitted not less than 10 days before the time the owner dismantles a building or structure, or otherwise decommissions a site which was used for an industrial or commercial purpose or activity listed under Schedule 2 of that regulation, which includes hazardous waste storage, treatment or disposal. Further information regarding this process can be accessed on the ministry's [Site Profiles website](#).

In some cases, additional information may be requested of the applicant to support the cancellation request. Once the ministry is satisfied that sufficient supporting information has been provided, the registration will be cancelled. This typically coincides with the return of the facility's financial security if applicable.

**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.*

REVISION HISTORY			
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