

# Information Requirements Table for Hazardous Waste

Application Tracking Number: [Click here to enter text.](#)  
 Authorization Number: [Click here to enter text.](#)  
 [ insert company / project name ]

Applicant Summary	
<b>Application Tracking #</b>	
<b>Authorization #</b>	
<b>Applicant / Facility Name</b>	

Ministry of Environment	
<b>Prepared by:</b>	
<b>Title</b>	
<b>Date</b>	

The *Information Requirements Table (IRT) for Hazardous Waste* is a tool used by Ministry of Environment staff to document specific guidance and instructions given to a registrant pursuing authorization to discharge under the *Environmental Management Act*.

Note - this document was developed to capture all the items and complexities concerning hazardous waste.

Accordingly, for any given application, not all the items will apply and not all required items will warrant detailed discussion of methods and other concerns.

As part of the Preliminary Application Phase, MOE will discuss with the applicant the items listed in this table to determine what will be required in support of their final application. A tick mark in the "Required" column of the table indicates an information item to be included into the application package as agreed to by both parties or as directed by MOE. Should it be determined that specific methods will be used to derive this information, this will be specified with a tick mark in the "Methods" column. Specific methods may not be necessary for applications that will not require a subject matter expert review. In cases where complex impact assessments are to be undertaken, agreement on the methods used will be required. For simple methods, the methods used could be discussed with the applicant in a meeting and noted as agreed to in the table. For more complex methods, the applicant may be required to submit a "Methods Package" by an agreed date for MOE review, comment and acceptance. Once methods are accepted by MOE they should be either described in the "Methods" column or a reference made to the document describing the Methods Package.

If required, this document will form part of an Application Instruction Document (AID) which documents application submission requirements for the applicant. The AID is issued by the Director after a preliminary application meeting has occurred.

The MOE will be assessing this application against this table and it is expected that the applicant does the same prior to any preliminary meetings and/or prior to any final submissions. The Ministry will be screening the final received application against the requirements noted in the AID to ensure it is complete before resources are dedicated to a full, detailed review.

# Information Requirements Table for Hazardous Waste

Application Tracking Number: [Click here to enter text.](#)  
 Authorization Number: [Click here to enter text.](#)  
 [ insert company / project name ]

Information	Requirements	Comments	Location in Final Application
<b>1 General project description and overview - This section is an introduction to the application and provides background information on the project and the proponent.</b>			
1.1 Describe the application including the proposed facilities and processes	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
1.2 Provide company overview,	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
1.3 Identify the project location including site and surrounding land uses, watershed and water uses,	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
1.4 Describe relevant regulatory processes outside of EMA (Environmental Assessment, concurrent applications, etc).	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
<b>2 Detailed project Description - (may use existing EA project description if applicable)</b>			
2.1 Describe the project history and list related reports,	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
2.2 Describe the services, products and markets.,	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
2.3 Describe major activities, infrastructure and waste management related to:			
2.3.1 Site preparation and construction	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
2.3.2 Operations and processes	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
2.3.3 Closure and post-closure	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
2.4 Provide a detailed map of the projects location	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
2.5 Provide a detailed Site Plan with all the discharge and monitoring points.	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
2.6 Provide process Flow diagrams with respect to wastes and emissions.	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
2.7 Describe specific before and after conditions for permit amendment applications	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
<b>3 Detailed Assessment -</b>			
3.1 Document all processes, materials and wastes involved and assess each against the regulation	Required <input type="checkbox"/> Methods <input type="checkbox"/>		

# Information Requirements Table for Hazardous Waste

Application Tracking Number: [Click here to enter text.](#)  
 Authorization Number: [Click here to enter text.](#)  
 [ insert company / project name ]

Information	Requirements	Comments	Location in Final Application
3.2 Assess all volumes and types	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
3.3 Volume reduction proposed [HWR s. 2(6)] (i.e. crush fluorescent lights)	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
3.4 Assess each management option/process for each waste	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
3.5 Assess and identify all transportation to and from the site	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
<b>4 Administrative &amp; Thresholds</b>			
4.1 Generating/accumulating <5L/5Kg - Note HWR s. 17.1 PCB storage & HWR s. 46(1) Manifest thresholds still apply	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
4.2 Generate > schedule 6 and store on site - HWR sch. 6 - must register as generator under HWR s. 43(1)	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
4.3 Generating/accumulating > 5L/5kg and storing < HWR sch. 6 volumes - See HWR s. 48 exemptions & HWR s. 17 & 17.1 storage - requirement to stay under thresholds	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
4.4 HW received or generated off site - HWR sch. 6 - must register as a registered site under HWR s. 43(2)	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
4.5 HW treatment, disposal or recycling > HWR Sch. 6 - must register as registered site under HWR s. 43(2)	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
4.6 Return collection facilities storing any quantity combined types of household HW up to a max of 25,000 Kg or L - must register as per HWR s. 42.3	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
4.7 Return collection facilities storing over 25,000 Kg or L of combined types of household HW - must register as per HWR s. 43(2)	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
<b>5 Waste Managed in accordance with Part 6 (HWR s. 39.1 thru 42)</b>			
5.1 Describe each specific waste, quantities and processes	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
5.2 Exemption for HW generated and passively stored on site as primary business is not waste management - {see HWR s. 16(2)}	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
5.3 Exemption for storage facilities storing less than HWR Sch. 6 - [see HWR s. 48]	Required <input type="checkbox"/> Methods <input type="checkbox"/>		

# Information Requirements Table for Hazardous Waste

Application Tracking Number: [Click here to enter text.](#)  
 Authorization Number: [Click here to enter text.](#)  
 [ insert company / project name ]

Information	Requirements	Comments	Location in Final Application
<b>6 Requirements applicable to all types of Facilities</b>			
6.1 Siting standards [HWR s. 3]	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
6.2 Design plans and specifications (template and checklist) [HWR s. 4]	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
6.3 Operational Plan [HWR s. 4]	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
6.4 Waste information [HWR s. 5]	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
6.5 Waste record [HWR s. 6]	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
6.6 Weather protection [HWR s. 7]	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
6.7 Access security [HWR s. 8]	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
6.8 Prevention of fire, explosion and accidental reactions [HWR s. 9]	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
6.9 Spill protection and reporting [HWR s. 10]	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
6.10 Contingency plan [HWR s. 11]	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
6.11 Emergency systems testing [HWR s. 12]	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
6.12 Personnel training [HWR s. 13]	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
6.13 Closure plan, closure report and post-closure activities [HWR s. 14]	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
6.14 Operational requirements (storage)[HWR s. 16]	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
6.15 Performance standards [HWR s. 17(1) & 17.1]	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
6.16 Financial Security [HWR s. 17(2)]	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
6.17 Demonstration trial application and report [HWR s. 18 and 20(2)]	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
6.18 Demonstration trial report submission [HWR s. 18 and 20(2)]	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
6.19 Application for Director's approval of the treatment process (to be included in Operational Plan [HWR s. 4])	Required <input type="checkbox"/> Methods <input type="checkbox"/>		

# Information Requirements Table for Hazardous Waste

Application Tracking Number: [Click here to enter text.](#)  
 Authorization Number: [Click here to enter text.](#)  
 [ insert company / project name ]

Information	Requirements	Comments	Location in Final Application
6.20 Delisting or delisting method application [HWR s. 53] (to be included in Operational Plan [HWR s.4])	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
6.21 Effluent discharges as per HWR Sch. 1.2 (if contaminant not listed in Sch. 1.2 Director may need to approve standard)	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
6.22 Air emissions as per HWR Sch. 2 (if contaminant not listed in Sch. 2 Director may need to approve standard)	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
6.23 Residual management (not delisted residue) (to be included in Operational Plan [HWR s. 4])	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
<b>7 Transport of Hazardous Waste - Manifesting &amp; Licence to Transport (LT)</b>			
7.1 Manifesting if quantities > HWR s. 46(1) thresholds	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
7.2 Licence to Transport required for quantities > HWR s. 46.1 thresholds, total in vehicle	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
7.3 Licence exemption for licencing for generators under HWR s. 45(2)	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
7.4 Licence and manifest exemptions under HWR s. 46(4)	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
7.5 Licence to Transport must be valid and a copy must be in the vehicle. Registration form should indicated proposed carrier and the LT#	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
7.6 All hazardous waste must be shipped to authorized sites. The registration form should indicated the proposed authorized consignees and authorization number(s)	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
<b>8 Additional Requirements for Specific facilities</b>			
8.1 Recycle facilities [HWR s. 15]	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
8.2 Treatment [HWR s. 18 & 19]	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
8.3 Incinerators and thermal Treatment [HWR s. 20-21 & Sch. 2]	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
8.4 Mobile Treatment [HWR s. 22-24]	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
8.5 Secure Landfills [HWR s. 24.1 - 27]	Required <input type="checkbox"/> Methods <input type="checkbox"/>		

# Information Requirements Table for Hazardous Waste

Application Tracking Number: [Click here to enter text.](#)  
 Authorization Number: [Click here to enter text.](#)  
 [ insert company / project name ]

Information	Requirements	Comments	Location in Final Application
8.6 Waste Piles, surface impoundments & land treatment	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
8.7 Secure Building	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
<b>9 Discharge and environmental monitoring requiring Directors approval under HWR s. 4 Operational Plans (management/treatment involving discharges to the environment)</b>			
Applicants are responsible for submitting full assessments which address all following pathways to the environment and environmental effects to important receptors, starting with current background conditions thru to predicting discharge concentrations and as well as the resulting ambient concentrations and assess each against emission and ambient requirements. This includes a full assessment of the technology, processes, process controls, as well as emissions and ambient monitoring proposed by the proponent to manage the waste. In some instances an air emissions, liquid waste or solid waste IRT may be requested.			
9.1 Groundwater	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
9.2 Surface water	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
9.3 Air emissions	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
9.4 Potential effects to adjacent sensitive receptors	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
9.5 Cumulative impacts due to other sources	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
9.6 Assess condition of the environment (site investigation of soil, surface water, groundwater, sediment) prior to operations commencement	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
<b>10 Spill Reporting Regulation</b>	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
<b>11 Petroleum Storage and Distribution Facilities Storm Water Regulation</b>	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
<b>12 Environmental Code of Practice for Aboveground and Underground Storage Tank Systems Containing Petroleum and Allied Petroleum Products by Canadian Council of Ministers of the Environment</b>	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
<b>13 Contaminated Sites Regulation</b>	Required <input type="checkbox"/> Methods <input type="checkbox"/>		

# Information Requirements Table for Hazardous Waste

Application Tracking Number: [Click here to enter text.](#)  
 Authorization Number: [Click here to enter text.](#)  
 [ insert company / project name ]

Information	Requirements	Comments	Location in Final Application
<b>14 Federal PCB Regulation</b>	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
<b>15 Prohibited and Required Practices</b>			
15.1 No Mixing or Dilution of hazardous waste [HWR s. 36]	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
15.2 No Underground Injection of hazardous waste [HWR s. 37]	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
15.3 No hazardous waste on boats, barges & other vessels while floating on fresh water, unless for transportation [HWR s. 38]	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
15.4 Municipal Disposal must be expressly authorized under EMA. [HWR s. 39]	Required <input type="checkbox"/> Methods <input type="checkbox"/>		