

Information Requirements Table for Permits and Operational Certificates under the OMRR

Application Tracking Number: [Click here to enter text.](#)

Authorization Number: [Click here to enter text.](#)

[insert company / project name]

Applicant Summary	
Application Tracking #	
Authorization #	
Applicant / Facility Name:	

Ministry of Environment and Climate Change Strategy	
Prepared by:	
Title:	
Date:	

The *Information Requirements Table (IRT) for Permits and Operational Certificates under the Organic Matter Recycling Regulation (OMRR)* is a tool used by Ministry of Environment and Climate Change Strategy (ENV) staff to document specific guidance and instructions given to an applicant pursuing authorization to discharge under the *Environmental Management Act*. A Permit or Operational Certificate is only required for food waste and/or biosolids compost facilities with a design production capacity of 5,000 dry tonnes per year or more. Permit holders are also required to comply with all of the requirements of the Organic Matter Recycling Regulation, therefore a Notification before beginning the operation of a compost facility in accordance with section 25 of the Organic Matter Recycling Regulation is also required.

Note - this document was developed to capture all the items and complexities concerning permits under the Organic Matter Recycling Regulation. 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, ENV 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" box of the "Requirements" Column in the table indicates an information item to be included into the application package as agreed to by both parties or as directed by ENV. 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" box and specific details in the Comments column. 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 in the "Comments" column 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 ENV review, comment and acceptance. Once methods are accepted by ENV they should be either described in the "Comments" column and/or a reference made to the document describing the Methods Package.

If an IRT is required, the Final IRT 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 AID will also include specific instructions related to the signoff of Qualified Professionals for Declaration of Competency and Conflict of interest.

When submitting the final application, please ensure the IRT is also submitted with the "Location" Column filled out to identify where each of the required items is located in the final application for all information requirements identified.

The ENV will be screening and 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 Final AID to ensure it is complete before resources are dedicated to a full, detailed review.



Information Requirements Table for Permits and Operational Certificates under the OMRR

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
1 GENERAL PROJECT DESCRIPTION AND OVERVIEW - THIS SECTION IS AN INTRODUCTION TO THE APPLICATION AND PROVIDES BACKGROUND INFORMATION ON THE PROJECT AND THE PROPONENT			
1.1 Describe the application including the proposed facilities and processes	Required <input type="checkbox"/>		
1.2 Provide a company overview	Required <input type="checkbox"/>		
1.3 Identify the project location including site and surrounding land uses, watershed and water uses	Required <input type="checkbox"/>		
2 DETAILED PROJECT DESCRIPTION			
2.1 Describe the project history and list related reports	Required <input type="checkbox"/>		
2.2 Describe the products and markets	Required <input type="checkbox"/>		
2.3 Describe relevant regulatory processes outside of EMA (Zoning, development, ALC application, concurrent applications, etc.)	Required <input type="checkbox"/>		
2.4 Document existing zoning and land use.	Required <input type="checkbox"/>		
2.5 Describe major activities, infrastructure and waste management related to:			
2.5.1 Site preparation and construction	Required <input type="checkbox"/>		
2.5.2 Show all works at the site including receiving area, compost area, curing area and leachate tanks (those applicable)	Required <input type="checkbox"/>		
2.6 Provide a detailed map of the project's location and surrounding properties	Required <input type="checkbox"/>		
2.7 Provide a detailed Site Plan with all the discharge locations and monitoring points	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
2.8 Describe specific before and after conditions for permit amendment applications (e.g., changes to amount and characteristics of feedstock and leachate expected as a result of the proposed amendment)	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
3 ENVIRONMENTAL IMPACT STUDY (FACILITY ENVIRONMENTAL MANAGEMENT PLAN)			
3.1 Facility Design			
3.1.1 Provide a summary of operations including method of composting, mixing procedures and description of the process	Required <input type="checkbox"/>		
3.1.2 List all organic matter to be composted (feedstock type/source/volume) as per Schedule 12 of the OMRR and class of compost to be created.	Required <input type="checkbox"/>	http://www.bclaws.ca/civix/document/id/complete/statreg/18_2002#Schedule12	
3.1.3 Describe storage and curing procedures	Required <input type="checkbox"/>		
3.1.4 Identify the proposed use/destination of created compost	Required <input type="checkbox"/>		
3.1.5 Calculate the maximum dry weight of finished compost to be created per year and maximum wet weight of compostable material (feedstock) to be imported	Required <input type="checkbox"/>		
3.1.6 Specify types and amounts of additional materials to be added such as bulking agents	Required <input type="checkbox"/>		
3.1.7 Describe odour control technology employed including a description of odour control works at each stage of the composting process	Required <input type="checkbox"/>		



Information Requirements Table for Permits and Operational Certificates under the OMRR

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
3.1.8 Provide information on the utilities (water, power, sewer) available at the site	Required <input type="checkbox"/>		
3.2 Provide design drawings showing all works including receiving area, compost area, curing area and leachate tanks (those applicable)	Required <input type="checkbox"/>		
3.3 Provide full characterization of receiving environment and nearby receptors including:			
3.3.1 Inventory of sensitive receptors (humans, plants, animal, etc. that could be potential receptors)	Required <input type="checkbox"/>		
3.3.2 Locations of closest water body, drinking water well (do a well record search), and closest neighbors	Required <input type="checkbox"/>		
3.3.3 First Nations' use of surrounding land, resources, land claims and/or rights and title	Required <input type="checkbox"/>		
3.3.4 Soil type and topography	Required <input type="checkbox"/>		
3.3.5 Groundwater information including aquifer type/depth/flooding potential	Required <input type="checkbox"/>		
3.3.6 Site weather conditions (rainfall, snowfall, temperatures, typical wind direction)	Required <input type="checkbox"/>		
3.3.7 Summary of surrounding property uses/types/buffer areas	Required <input type="checkbox"/>		
3.3.8 Location/proximity of closest resident, commercial establishment and institution such as schools or hospitals	Required <input type="checkbox"/>		
3.4 Assess potential impacts			
3.4.1 Determine and describe potential impacts of the composting method and equipment (additional detail to be provided in the facility design and design drawings section).	Required <input type="checkbox"/>		
3.4.2 Determine whether the proposed operation has a potential for public complaints or adverse environmental impacts.	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
3.4.3 Identify, characterize and model potential odour impacts during facility operation for each phase of the process.	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
3.4.4 Identify mitigation measures which may be included in other documents such as the Operating Plan, Odour Management Plan and Leachate Management Plan. Describe how they influence the prediction of adverse effects to human health or the environment.	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
4 OPERATING PLAN			
4.1 Contact Person (Operator)	Required <input type="checkbox"/>		
4.2 Source material(s) receiving procedures	Required <input type="checkbox"/>		
4.3 Proposed initial processing (blending/bulking):			
4.3.1 Carbon/nitrogen ratio and nutrient balance	Required <input type="checkbox"/>		
4.3.2 Moisture content	Required <input type="checkbox"/>		
4.4 Active composting:			



Information Requirements Table for Permits and Operational Certificates under the OMRR

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
4.4.1 Time/temperature recording procedure	Required <input type="checkbox"/>		
4.4.2 Moisture/temperature content monitoring and adjustment	Required <input type="checkbox"/>		
4.4.3 Aeration method/proposed frequency	Required <input type="checkbox"/>		
4.5 Sampling and analysis plan for the resultant compost	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
4.6 Residual management (foreign material)	Required <input type="checkbox"/>		
4.7 Animal attractant/vector control	Required <input type="checkbox"/>		
4.8 Contingency plan (fires/spills/complaints/dust)	Required <input type="checkbox"/>		
4.9 Screening/maturation procedure	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
4.10 Intended distribution/use of finished compost	Required <input type="checkbox"/>		
4.11 Composting Personnel Training Plan	Required <input type="checkbox"/>		
4.12 Environmental Monitoring Plan (sampling and analysis)	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
4.13 Closure Plan	Required <input type="checkbox"/>		
5 ODOUR MANAGEMENT PLAN			
5.1 Odour predictions for various activities in the process	Required <input type="checkbox"/>		
5.2 Characterization of sources of odour emissions	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
5.3 Model odour emissions to determine impacts	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
5.4 Procedures to minimize odours at each stage of the process	Required <input type="checkbox"/>		
5.5 Aeration process	Required <input type="checkbox"/>		
5.6 Mitigation methods	Required <input type="checkbox"/>		
5.7 Odour complaint procedures	Required <input type="checkbox"/>		
5.8 Contingency procedures in the event of ongoing odour issues	Required <input type="checkbox"/>		
6 LEACHATE MANAGEMENT PLAN			
6.1 Roof and/or covered areas	Required <input type="checkbox"/>		
6.2 Areas with impermeable surfaces	Required <input type="checkbox"/>		
6.3 Leachate collection/reuse	Required <input type="checkbox"/>		
6.4 Storm water management	Required <input type="checkbox"/>		
6.5 Leachate storage	Required <input type="checkbox"/>		
6.6 Leachate disposal/treatment/overflow prevention options (leachate disposal will require additional information/authorization)	Required <input type="checkbox"/>		
6.7 Environmental monitoring plan	Required <input type="checkbox"/>		

Information Requirements Table for Permits and Operational Certificates under the OMRR

Application Tracking Number: [Click here to enter text.](#)

Authorization Number: [Click here to enter text.](#)

[insert company / project name]

Guidance Documents to be considered when determining Information Items

Reference materials:

The following reference material shall be used as a guide in creating the Permit Application support documents:

- Compost Facility Requirements Guideline: How to Comply with Part 5 of the Organic Matter Recycling Regulation (March 2004)
- Environmental Management Act and Public Health Act Organic Matter Recycling Regulation (includes amendments up to BC Reg 7/2019, February 28, 2019)ⁱ

<https://www2.gov.bc.ca/assets/gov/environment/waste-management/organic-waste/biosolids/compost-facility-req.pdf>

ⁱ http://www.bclaws.ca/civix/document/id/complete/statreg/18_2002