

# Information Requirements Table for Permits under the OMRR

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 Permits under the Organic Matter Recycling Regulation (OMRR)* is a tool used by Ministry of Environment staff to document specific guidance and instructions given to an applicant pursuing authorization to discharge under the *Environmental Management Act*.

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, 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 the 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.

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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 products and markets.	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
2.3 Describe relevant regulatory processes outside of EMA (Environmental Assessment, concurrent applications, etc.).	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
2.4 Describe major activities, infrastructure and waste management related to:			
2.4.1 Site preparation and Construction	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
2.4.2 Operations	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
2.4.3 Closure and Post-closure	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
2.5 Provide a detailed map of the projects location and surrounding properties	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
2.6 Provide a detailed Site Plan with all the discharge locations and monitoring points.	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 Environmental Impact Study</b>			
3.1 Facility Information	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
3.1.1 Location of facility (civic address, long/lat and legal description)	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
3.1.2 Property owner	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
3.1.3 Existing zoning and land use	Required <input type="checkbox"/> Methods <input type="checkbox"/>		

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<b>3.2</b> Facility Design			
<b>3.2.1</b> Method of composting including time/temperature, mixing procedures, description of the process	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
<b>3.2.2</b> Class of compost to be created	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
<b>3.2.3</b> Storage and curing procedures	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
<b>3.2.4</b> Proposed use/destination of created compost	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
<b>3.2.5</b> Maximum amount of finished compost (dry weight) to be created per year and max amount of compostable material (feedstock) (wet weight) to be imported	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
<b>3.2.6</b> Types and amounts of additional materials to be added such as bulking agents	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
<b>3.2.7</b> Odour control technology employed	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
<b>3.2.8</b> Utilities available at the site (water, power, phone and sewer)	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
<b>3.3</b> Design drawings and site plans			
<b>3.3.1</b> Show all works at the site including receiving area, compost area, curing area and leachate tanks (those applicable)	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
<b>3.3.2</b> Closest water body, closest drinking water well, closest neighbor	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
<b>3.4</b> Characterization of local environmental and nearby receptors			
<b>3.4.1</b> Inventory of existing and potential uses of the receiving air shed, surface waters and groundwater by humans, plants and animals	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
<b>3.4.2</b> First Nations use of surrounding land and resources	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
<b>3.4.3</b> Soil type and topography	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
<b>3.4.4</b> Site weather conditions (rainfall, snowfall, temperatures, typical wind direction)	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
<b>3.4.5</b> Summary of surrounding property uses/types/buffer areas	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
<b>3.4.6</b> Location/proximity of closest resident, commercial establishment and institution such as schools or hospitals	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
<b>3.4.7</b> Location/proximity of closest water body	Required <input type="checkbox"/> Methods <input type="checkbox"/>		

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3.4.8 Location/proximity of closest wells (well record search)	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
3.4.9 Groundwater information/depth/flooding potential	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
3.4.10 First Nations land claims and/or entitlements	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
3.5 Assessment of potential impacts			
3.5.1 Characterization of the source materials (feedstock) to be composted (type/source/volume)	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
3.5.2 Composting method and equipment (additional detail to be provided in the facility design and design drawings section)	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
3.5.3 Identify the various receptors most likely to be impacted	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
3.5.4 Determine whether environmental quality guidelines will be met or exceeded	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
3.5.5 Predict if the proposed operation will adversely affect human health or the environment	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
3.5.6 Identify potential odour impacts during facility operation	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
3.5.7 Identify potential noise impacts during facility operation	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
3.6 Proposed Mitigation Measures			
3.6.1 Identify mitigation measures which may be included in other documents such as the Operating Plan, Odour Management Plan and Leachate Management Plan	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
<b>4 Operating Plan</b>			
4.1 Contact Person	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
4.2 Source material(s) receiving procedures	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
4.3 Proposed initial processing (blending/bulking):			
4.3.1 Carbon/nitrogen ratio and nutrient balance	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
4.3.2 Moisture content	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
4.4 Active composting:			
4.4.1 Time/temperature recording procedure	Required <input type="checkbox"/> Methods <input type="checkbox"/>		

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4.4.2 Moisture/temperature content monitoring and adjustment	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
4.4.3 Aeration method/proposed frequency	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
4.5 Sampling and analysis plan	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
4.6 Residual management (foreign material)	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
4.7 Animal attractant/vector control	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
4.8 Contingency plan (fires/spills/complaints/dust)	Required <input type="checkbox"/> Methods <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"/> Methods <input type="checkbox"/>		
4.11 Composting Personnel Training Plan	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
4.12 Closure Plan	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
<b>5 Odour Management Plan</b>			
5.1 Odour predictions for various activities in the process	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
5.2 Procedures to minimize odours at each stage of the process	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
5.3 Aeration process	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
5.4 Mitigation methods	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
5.5 Odour complaint procedures	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
5.6 Contingency procedures in the event of ongoing odour issues	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
<b>6 Leachate Management Plan</b>			
6.1 Roof and/or covered areas	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
6.2 Impermeable surfaces	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
6.3 Leachate collection/reuse	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
6.4 Storm water management	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
6.5 Leachate storage	Required <input type="checkbox"/> Methods <input type="checkbox"/>		

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6.6 Leachate disposal/treatment/overflow prevention options (leachate disposal will require additional information/authorization)	Required <input type="checkbox"/> Methods <input type="checkbox"/>		
6.7 Groundwater protection	Required <input type="checkbox"/> Methods <input type="checkbox"/>		

**Guidance Documents to be considered when determining Information Items Required and appropriate Methods to be used:**

**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*, dated March 2004.  
<http://www2.gov.bc.ca/assets/gov/environment/waste-management/recycling/compost.pdf>
- *Land Application Guidelines for the Organic Matter Recycling Regulation and the Soil Amendment Code of Practice*, dated March 2008.  
<http://www2.gov.bc.ca/assets/gov/environment/waste-management/recycling/landappguidelines.pdf>