

BRWMSC Environmental Management System Manual	Prepared by: Owen Ligard
	Approved by: Forrest Wright
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P.O Box 322, Ryley, Alberta T0B 4A0  
Ph. 780 663 2038 Fax 780 663 2006

## Waste Acceptance Protocol Special Waste

This protocol sets out the procedures for the application, acceptance and delivery of special waste to the Beaver Regional Landfill. The standard *Certificate of Compliance* for Waste and the standard *Waste Manifest* as attached herewith are Special considered to be an integral component of this protocol.

In unusual circumstances where these procedures cannot be applied directly, a deviation from this protocol may be authorized by the Director of Operations.

### Acceptable Waste:

Waste falling within the following parameters may be accepted for disposal at the Beaver Regional Landfill.

- Special waste must not be classified as a hazardous material under the provisions of the Alberta User Guide for Waste Managers and other pertinent Alberta legislation;
- Flash point must be higher than 61oC;
- The pH value must be no less than 2.0, and no higher than 12.5;
- There must be no free liquids as determined by use of the paint filter test.

The Commission may require additional testing on any project prior to rendering a decision on acceptability. Acceptance or rejection of any application will be at the sole discretion of the Beaver Regional Waste Management Services Commission. The Commission will not be required to justify the reasons for any rejections.

### Application:

- Applications for the acceptance of special waste for disposal at the Beaver Regional Landfill of are to be submitted to the Director of Operations for review and approval.
- Applications shall include:
  - A fully completed *Certificate of Compliance*;
  - Copies of all laboratory test results for samples taken of the waste, if applicable;
  - A letter from the waste generator or authorized agent requesting the establishment of an account with the Commission, and confirming the name, billing address and accountable person responsible for payment of the account.
- The concentrations to be reported when completing the *Certificate of Compliance* shall be the maximum concentrations reported in all of the test results for the project.

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- Applications will be reviewed by Director of Operations for completeness, compatibility with the Commission's policy, suitability for disposal at the Beaver Regional Landfill, and the Commission's capacity to accept the proposed delivery. The Director of Operations may, as a matter of due diligence, require additional supporting information before accepting or rejecting an application.
- The Director of Operations will strive to provide a written letter of acceptance or rejection of any application within three working days of receipt thereof.
- The letter of acceptance of an application will include:
  - An approval number to be used as the official reference for all further documentation pertaining to the project;
  - The tipping rate to be charged;
  - Operating hours within which the waste may be delivered to the landfill;
  - Invoicing conditions and terms of payment;
  - A copy of the Commission's standard waste manifest form, which will be required to accompany every load of waste delivered to the site;
  - Standard waste acceptance conditions (i.e. verification testing provisions, non-compliance violations, etc.), and;
  - Any other special conditions deemed necessary by the Commission.

**Waste Manifest:**

The Commission's standard *Waste Manifest* form attached to the letter of acceptance will be the official reference document for confirmation, tracking, acceptance, billing, and payment for waste to be delivered to the site from the designated project. This manifest is not transferable, and the assigned approval number must not be used for shipping of any other than the approved waste or for any other project.

- The waste generator or his agent is to complete the *Project Identification* and the *Generator Information* portions of the manifest in their entirety, including the entry of the project approval number provided in the letter of acceptance, and sign the declaration statement. Photocopies of the original partially completed manifest can be passed off to the hauler as required to accompany each load for delivery.
- Each driver is to complete and sign the *Transporter Information* section of a copy of the partially completed manifest as prepared by the waste generator, and provide it to the scale attendant at the Beaver Regional Landfill. A separate manifest is required for every load delivered.

The scale attendant at the landfill will complete and sign the *Disposal Site Information* portion of the manifest upon receipt of each load, and retain the completed manifest in the project file. If requested, the scale attendant may make a photocopy of the completed manifest for the driver.

- The Director of Operations will periodically review all accumulated manifests in the project file for any anomalies, then sign them off for forwarding to the Office Manager for invoicing reference and permanent retention in the Operating Record.

**Acceptance at Site:**

- Approved waste will be accepted at the Beaver Regional Landfill, weather permitting, during operating hours specified in the letter of acceptance. Either the waste generator or the hauler must provide the Commission with 24 hour's notice prior to commencing hauling.

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- Upon arrival at the landfill, the driver must provide a copy of the properly completed *Waste Manifest* in order to access the site. No loads will be accepted for disposal without the properly completed manifest.
- After providing the manifest, the scale attendant will log the information into the scale system and produce the standard scale ticket for the driver and for the Commission's billing and record purposes.
- The scale attendant will direct the driver to the designated disposal point, and will communicate the details of the incoming load to the equipment operators on site by VHF radio.
- Waste from each approved project will be unloaded in a designated receiving area as directed by the landfill attendant or equipment operator.
- The equipment operator or landfill attendant will record the site coordinates where the waste was deposited, and will transmit that information back to the scale attendant for recording on the manifest.
- The equipment operator or landfill attendant will visually assess each load as it is deposited for consistency with the description of the materials provided in the *Certificate of Compliance*. Any discrepancies or inconsistency will be reported to the scale attendant immediately, who will initiate a follow up investigation.
- The designated lead hand at the landfill will also reference all activities pertaining to the waste acceptance and disposal in the daily operating log.
- Verification testing of waste will be undertaken at random to ensure the waste received are consistent with the application.
- In the event that discrepancies arise between the application and the verification testing, the waste may be subject to a surcharge, and/or may be required to be removed from site at the waste generator's expense. The cost of any laboratory testing required to confirm the field test results will also be borne by the waste generator.
- The waste generator is to notify the Commission in writing after the last load of waste has been delivered to the landfill. The project approval number will be closed, and no further waste will be accepted under that approval number.

#### **Billing:**

- Progress invoices for the acceptance of the special waste will be issued to the waste generator on at least a monthly basis, and will reference the project name, the approval number, and the individual scale ticket numbers and weights.
- A final project invoice will be issued to the waste generator following receipt of confirmation that the last load has been delivered.

#### **Record Keeping:**

Under the provisions of the landfill operating approval, a record of special wastes received and the location of their disposal must be retained in the Operating Record. Therefore, upon completion of invoicing, a copy of the Certificate of Compliance and accompanying test results, copies of all completed waste manifests for waste delivered, and copies of all verification testing reports for the project are to be compiled into a single project file and retained in the Operating Record.

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