

Transfer Station Design Plan

General

This fact sheet provides information required for the Ministry of Environment (the ministry) to expedite the approval process for establishing a transfer station. A person that intends to establish a transfer station must apply for a permit from the Minister authorizing that person to establish the transfer station. Owners /operators should contact their assigned environmental project officer for the application process and to obtain approval.

Transfer station owners may follow transfer station design best practices a similar jurisdiction. If the site was previously a landfill, converting to a transfer station may be in the landfill closure plans with the associated site information. If a transfer station is proposed at a new site or there is no information available, a site assessment is required. All permitted transfer stations require site information.

Application

Owners should obtain the application to construct through their assigned environmental project officer in order to receive a permit to construct or alter. The following outlines the required permits for transfer Stations:

- **Bins with waste → no permit**
- **Bins with waste + clean wood pile → Industrial Burn Permit**
- **Bins with waste + temporary material pile → Transfer Station Permit**
- **Bins with waste + temporary material pile + clean wood pile → Transfer Station Permit (including burn conditions)**

The transfer station application form should include the following information as appendices to the application form:

- A. Site suitability report** – The site suitability report should describe the siting of the transfer station based on site information in order to determine the site-specific design requirement and protect the environment. The report should include:
- a) A site plan that details the topography and surface water hydrology within 500 metres of the proposed site.
 - b) A statement or document describing the geological and hydrogeological conditions.
- B. Design plan** – The report should include a design that meets the applicable best practices and should:
- a) Identify the location and the relationship with host site and surrounding community.
 - b) Include a site plan showing:
 - **legal site boundary**
 - **geographical location of site access, roads, earth works, buildings, buffer zones, and infrastructure**
 - **hydrologic information, land use and other environmental information**
 - **areas designated for different waste types**
 - c) Include details concerning waste types and quantities for temporary storage at the transfer station.
 - d) Incorporate environmental protection and control systems

Design verification

The transfer station design plan should be prepared by a person who possesses the core skills and competencies to design a transfer station. The landfill owner should construct/alter the transfer station in accordance to the design.

The owner should ensure by letter to the ministry that the landfill construction or alteration of an existing transfer station has been carried out in accordance with the design plan. Upon receipt of verification, the owner has 90 days to submit the application to operate (if not provided with the design plan) in order to receive a permit to operate a transfer station.

Transfer station – A facility that is used to temporarily store solid waste before that solid waste is transported to a treatment, recycling, recovery or disposal facility or a landfill:

- may be used to burn clean, non-painted and non-treated wood; and
- does not include a facility that only temporarily stores solid waste in a receptacle, bin or container that prevents that waste, or any liquid in that waste from leaving the container.

Owner of a transfer station – Includes a government agency or municipality that owns a transfer station or a private owner of a transfer station.

Private owner of a transfer station – A person, other than a government agency or municipality that owns a transfer station.

Municipality – A municipality as defined in [The Interpretation Act, 1995](#), including the Saskatchewan portion of the City of Lloydminster.

Buffer zone – The area located between the existing waste footprint and the compliance boundary of the site.

Compliance boundary – The property boundary as marked on the site plan or the property boundary limits of the existing transfer station.

Design Plan – The project planning for construction of a new transfer station or expansion of an existing site, or change of process.

Expansion – A horizontal increase outside of the compliance boundary of a transfer station.

Waste storage area – The area within the compliance boundary of a transfer station that is designated or designed for the temporary storage of waste.

Contact and References

Saskatchewan Ministry of Environment

Tel: 1-800-567-4224 (toll free in North America) or 306-787-2584

Web: www.environment.gov.sk.ca

Email: Centre.Inquiry@gov.sk.ca