

Transfer Station Closure Guidance

General

This fact sheet provides information required for the Ministry of Environment (the ministry) to expedite the approval process for transfer station closure.

Transfer station closure application procedures will be included in the site-specific operating permit. Owners should follow the site assessment and corrective action plan chapters of the Saskatchewan Environmental Code for transfer station closure (See *Guidance Document: Impacted Sites, 2014*), effective June 1, 2015. The closure plan must be submitted to the ministry for approval.

Closing your transfer station

Owners should close the transfer station if the owner no longer intends to accept waste or waste has not been accepted at the transfer station for at least two consecutive years. As outlined in Section 7 of the permit to operate, the owner should contact their assigned environmental project officer at least 180 days before closing the site.

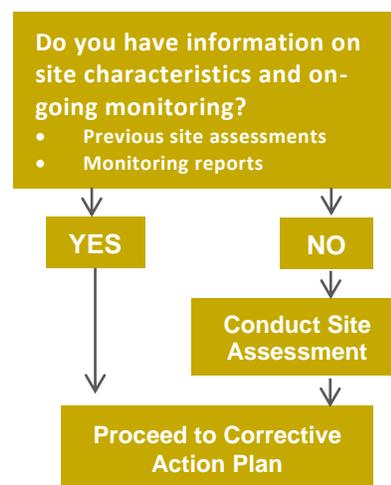
Steps to closing a site:

1. Provide written notice to the Environmental Project Officer.
2. Post a visible notice at the entrance warning against trespassing, illegal dumping and vandalism.
3. Inform anyone affected by the site closing by mail, internet, or newspaper of the closing date and alternative disposal sites
4. Ensure the site is clean of any litter, unused containers, unused tanks, or waste in temporary storage areas, including recyclable materials, and dispose of those items
5. Remove waste bins any material piles

Closure Plan

Once the owner receives written approval from the Environmental Project Officer that the site may close, the owner should:

1. Determine if the site-information is sufficient for the ministry; otherwise conduct a site assessment.
2. Develop corrective action plan to ensure long-term protection of the environment and the public.



Closure Report

The closure report should include:

- A list of any permit or notification numbers and expiry date;
- Owner contact information;
- Description of communities and industries served during the operating phase;
- Total quantity and description of waste temporarily stored as of the closing date;
- Period the landfill was in operation;
- Site plan that shows adjacent land, land uses, location of drinking water wells, and surface water bodies within 500 metres;
- Geographical location of the boundary, waste storage areas, groundwater monitoring wells, surface water control ponds, sedimentation ponds and detention ponds, and current status of each; and
- Any site investigation or assessment reports and the recommendations for environmental protection.

The Closure Report should include the following appendices:

- A. Site Assessment** – Site information is required to determine if and what corrective action may be required.
- B. Corrective Action Plan** – Owners should provide corrective action for closure of a landfill to ensure public safety and protection of the environment. A risk assessment may be conducted to determine environmental protection requirements for closure and post-closure care, considering receptor exposure and sensitivity, potential pathways, and concentrations.

Note: Establishing a transfer station may be part of a previous landfill closure plan or for a separate site. See the *Guidance Document: Impacted Sites, 2014* for guidance for the Site Assessment and Corrective Action Plan chapters of the *Saskatchewan Environmental Code*.

Post-closure care

Owners should follow best management practices for post-closure care to maintain public safety and protect the environment. Depending on risk, the post-closure care may include environmental monitoring, site inspections, considering background environmental quality. A person qualified as agreed to by the ministry should be consulted to ensure to the ministry that the post-closure care is followed in accordance with the corrective action plan.

Closing a site: Terminating waste acceptance, notifying ministry, ensuring signage and public safety, cleaning site, removing waste bins, and removing material piles

Closure Plan: Procedures for termination of waste acceptance, closing the site, ensuring sufficient site information is available, and determining appropriate corrective action

Corrective Action Plan – a plan that details the methods used to prevent, minimize, mitigate, remedy, or reclaim adverse effects

Site Assessment – an investigation and report used to characterize physical site conditions and identify potential or existing environmental impacts

Contact and References

Saskatchewan Ministry of Environment

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