<<Insert company name and logo>>

OPERATING PLAN

For the facility located at:

<<insert facility address>>

To fulfill the requirements of:

CVRD Bylaw No. 2570 – *Waste Stream Management Licencing Bylaw*

Date: <<insert the date the operating plan was completed>>

Prepared by: <<insert First and Last Name, Title, Company and Credentials>>

Reviewed by: <<insert First and Last Name, Title, Company and Credentials>>

Submitted by: <<insert First and Last Name, Title, Company and Credentials>>

Table of Contents

[1. Purpose 3](#_Toc459291756)

[2. Background 3](#_Toc459291757)

[3. Contact 3](#_Toc459291758)

[4. Facility Operations 3](#_Toc459291759)

[5. Monthly Statements 5](#_Toc459291760)

[6. Duty to Report 5](#_Toc459291761)

Every person who submits an application for a facility license under Section 3.1 of the Waste Stream Management Licensing Bylaw No. 2570 must include with the application a proposed operating plan for the facility described in the application.

**Proposed operating plans must provide full and complete details on all of the following:**

# Purpose

Provide a brief description of the purpose of the facility, services provided, cliental, etc.

# Background

Provide a brief description of:

1. the person(s) preparing and reviewing this operating plan, including names, company and credentials;
2. the company background; and,
3. a list of all regulations under which the facility is operating, including but not limited to the CVRD Bylaw No. 2570 – *Waste Stream Management Licence Bylaw, 2004.*

# Contact

Provide emergency contact name, tile and telephone number (day and night) to at least two individuals.

# Facility Operations

Provide a description of the:

1. site address and legal description;
2. fence (or other barrier) to prevent access to the facility when the it is closed;
3. locking gate(s). All access roads to the facility must have a gate to prevent access when the facility is closed;
4. access roads to and through the facility, ensuring that emergency vehicles can access the facility;
5. telephone, or other functioning communication equipment used to immediately summon fire, policy or other emergency service personnel in the event of an emergency;
6. operating hours and days (including any limitations for certain machinery during certain days/times to prevent community noise concerns);
7. methods for handling municipal solid waste and recyclables within the facility. For *each* material that will be managed by the facility describe the:
	1. type and quality of the material;
	2. inspection of the incoming material to ensure that only permitted material is accepted;
	3. the receiving, processing and storage of the material;
	4. processing, e.g. if the material is bailed, shredded, grinded, etc. onsite;
	5. list the equipment used to process the material; and,
	6. the measure that will be taken to protect the environment, the site and the lands adjacent to the facility.

1. methods for safely handling any waste delivered to the facility which is not authorized by the licence (provide details on the location and method for temporarily handling and storing unauthorized waste);
2. methods for complying with regional disposal bans and recycling requirements (list compliance methods for regional disposal bans and recycling requirements; include reference to CVRD Bylaw No. 2108 - *Solid Waste Management Charges and Regulations*);
3. traffic management plan, specifying the number of vehicles per day and the percentage of commercial and residential vehicles;
4. procedures for weigh scale operation at the facility, or other site where municipal solid waste and recyclable material is weighed for acceptance at the facility or removal from the facility (list procedures for weigh scale operation);
5. quantity, quality and characteristic of:
	1. storm water;
	2. leachate; and,
	3. odour generated at the site.
6. methods for containment and treatment of runoff (i.e. storm water, leachate or any other liquid) generated, and the prevention of runoff from the site to adjacent lands. (Identify runoff containment, treatment and prevention methods. The CVRD may require a separate storm water management plan);
7. measures that will be taken to protect the environment, the site, and the lands adjacent to the facility. Also describe how these measures are monitoring and will be maintained over time to ensure proper functioning at all times;
8. monitoring program to assess the measures to be taken to protect the environment, the site, and the lands adjacent to the facility. (E.g. provide the surface water sampling location(s), parameters that will be sampled, the sampling frequency, etc.);
9. methods for noise, dust, odour, vector, mud and litter control and prevention (provide details on the methods for noise, dust, odour, vector, mud and litter control and prevention and how the successfulness of these methods will be monitored and evaluated over time);
10. frequency and method of facility inspection to be carried out by facility staff (list frequency and method of facility inspection and provide a copy of the inspection form to be used by staff and/or management);
11. actions that will be taken if ground or surface water becomes contaminated as a result of operations at the facility (list actions to be taken in event of ground or surface water contamination);
12. measures to protect the site and adjacent lands in case of fire, seismic disturbance, or flood (outline protection measures in case of fire, seismic disturbance, or flood)
13. frequency of staff training and operating plan and licence review to ensure that the facility operates according to the approved operating plan and Licence.
14. any other matter specified by the CVRD regarding the management of municipal solid waste and recyclable materials at the facility. For landfill and land development facilities a cost estimate for closure activities including, but not limited to: engineering design, leachate collection and treatment, landfill gas management, fire prevention, final cover, landscaping, provision of services such as roadways, installation of monitoring wells, and monitoring, must be provided.

# Monthly Statements

1. Monthly statements must be provided to the CVRD within 21 days of the last day of the previous month. Monthly statements must show the quantity, in metric tonnes, of all municipal solid waste and recyclable materials received, shipped, and stockpiled on site at any one time during the previous month, and must be signed by an officer, principle of the company, or facility operator.
2. Records of the monthly statements described above, and other records described by section 12. 6 of CVRD Bylaw No. 2570 must be kept for a period of seven years. Describe the types of records that will be kept and the manner in which they will be kept.

# Duty to Report

1. The discharge of waste at a facility that occurs outside of the normal course of events must be verbally reported to the CVRD Manager as soon as practicably possible and reported to the Manager in writing within 48 hours.
2. Deviation from normal operating practices, wherein there occurs a situation that is a deviation from the operating practices set out by the terms and conditions of the facility licence or operating plan, shall be reported verbally to the CVRD Manager as soon as practicably possible and reported to the Manager in writing within 48 hours.