<<Insert company name and logo>>

OPERATING PLAN

For the facility located at:

<<insert facility address>>

To fulfill the requirements of:

RDN Bylaw No.78003 – *Waste Stream Management Licensing 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>>

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1. **Company Information**

Provide a brief description of the following:

* + Company history, the complete services provides, who it services, etc.
1. **Facility Information**

Provide a brief description of the following:

* + History of the facility/site; the services provided; who it services, any on-site material processing; equipment used onsite; design capacity; and
	+ Any active permits or pending permits for the facility/site, including permit number and permitting body.
1. **Facility Operations**
	1. Hours of operation, including hours open to the public, if applicable.
	2. Weigh Scale Operations

Describe:

* + - Weigh scale procedures or other methods for determining and recording amounts accepted and shipped material; and
		- Frequency of scale(s) calibrations and name of registered calibration company.
	1. Load Inspection

Describe:

* + - Methods for inspecting loads for unauthorized materials; and
		- Methods for rejecting and recording contaminated, illegal, or unsatisfactory loads.
	1. Authorized Materials

For each type of material accepted at the Facility, describe:

* + - Methods and equipment/vehicles for handling, sorting, and processing, if applicable;
		- Means and duration of on-site storage;
		- Methods of transportation off-site; and
		- Company and facility to which it is transported (if applicable).
	1. Unauthorized Materials

Describe:

* + - Methods for handling, storing, and disposing of any wastes the facility is not authorized to accept (pending approval of the Facility License); and
		- Procedures for ensuring compliance with RDN landfill disposal bans, including remedying contaminated loads refused at the RDN landfill.
1. **Facility Control Plans**
	1. Environmental Control Plan

Describe:

* All potential environmental impacts from **each type** of material deposited, processed, or produced at the facility (such as by leaching, suspension or dissolution in surface water, deposition on vegetation, physical, chemical or biological degradation, etc);
* Measures to protect the environment, the site, and the lands adjacent to the facility pollutants generated at the facility, including, but not limited to, material storage, stormwater management systems, dust suppression systems, etc.;
* Facility inspection procedures;
* Environmental monitoring program(s); and
* Actions that will be taken if ground or surface water becomes contaminated as a result of operations at the facility.
	1. Traffic Control Plan

Must include the following:

* A description of procedures, policies, and methods for on-site traffic control;
* Estimated daily average and maximum traffic flows (in vehicles per hour) for site visitors, such as residential and commercial customers, material hauling, etc.;
* Days and times during which material hauling normally occurs;
* Procedures for incident reporting and record keeping; and
* A traffic map of the site showing the following details:
	+ Traffic flows, indicate areas where customer, facility, and hauler traffic overlap;
	+ Locations and type of traffic control devices such as signs, signals, pavement markings, barriers, etc.; and
	+ Location(s) of traffic control persons, whether situational or permanent.
	1. Nuisance Control Plan

Describe:

* All potential nuisances (dust, odour, vectors, wildlife, mud, noise, and litter) that may result from facility operations;
* Prevention methods and monitoring activities;
* Mitigation procedures; and
* Complaint logging and record-keeping procedures.
	1. Contingency Plan

Describe:

* Emergency preparedness measures to protect the site (including staff, customers, buildings, equipment, waste and recyclable materials, and infrastructure) and adjacent lands in case of fire, earthquake, or flood.
	1. Closure Plan

Describe:

* Length of time required for facility closure, up to a maximum period of 6 months;
* Procedures and timelines for notifying haulers, customers, the RDN, etc. of the pending closure;
* Procedures and timelines for removing all materials and equipment from the facility; and
* Procedures, plans, and timelines for restoring the facility to a condition consistent with reasonable land use, including any soil, surface water, groundwater and/or soil vapour sampling, remediation of pollutants, and post-closure monitoring that may be required.
1. **Reporting**
	1. Tonnage Tracking Report
* Licensees must submit a Tonnage Tracking Report Form for each month in a calendar year within 30 days of the end of each month.