

Landfill Operations Plan

General

A landfill is a facility that permanently disposes of waste and other non-hazardous materials. An operations plan outlines procedures for operating the landfill, including waste acceptance, diversion, storage and/or disposal. This includes the operation of the landfill cell, hazardous waste storage areas, leachate management and environmental monitoring plans. The plan should be comprehensive, so the landfill is operated to minimize potential impacts to communities and the environment.

Landfill owners may follow the landfill operation best practices or the best practices of a similar jurisdiction. As a condition of the Permit to Operate a Waste Disposal Ground, owners must complete and maintain an operations plan. Operations plans can be submitted through the Ministry of Environment's [Online Business Portal](#).

Operations Plan

The operations plan should include the details of the operating process and general instructions as outlined by relevant best management practices, including, but not limited to:

- Procedures for minimizing nuisance, dust, litter, disease vectors, odour and scavengers.
- Procedures for waste inspection, screening, handling, and measures for preventing and managing violations of the waste acceptance criteria.
- Procedures for handling, storing and managing temporarily stored waste.
- Procedures for waste placement, seepage control and leachate management.
- Air quality, surface water, and groundwater management and monitoring programs, including compliance levels.
- Procedures for disposing of special waste, such as friable waste asbestos.
- Procedures for managing the landfill, such as covering and compacting requirements.
- Procedures and requirements for handling and storing hazardous substances and/or waste dangerous goods.
- Procedures for handling and disposal of elm wood as per the *Dutch Elm Disease Regulations*.
- Procedures for preventing rodents, vermin and feral animals.
- A wildlife management plan includes procedures for operating and maintaining an electric fence for dangerous wildlife (where applicable) as per the Dangerous Wildlife Electric Fence Design Plan guidelines and other methods of deterring wildlife.
- Procedures for staff training on site operations, equipment and safety.
- Design criteria for the maximum waste elevation for final waste placement/final cover.
- A monitoring and maintenance program such as inspections and records management.

Site-specific conditions may be issued to allow for the burning of the clean wood pile. Special waste acceptance depends on the site characterization and will be site-specific and captured in the permit.

If an owner wishes to accept and not treat hydrocarbon-impacted soil, the soil concentrations must meet the ministry's requirements and the criteria for future land use. A separate industrial works application and permit are required if an owner wishes to treat hydrocarbon-impacted soil.

Owners have a duty to ensure operation and environmental protection activities are done according to the operations plan. The Ministry of Environment inspects landfills to ensure compliance with permit conditions and operations plans.

Emergency Response Plan

An emergency response plan is required for permitted landfills. These can be stand-alone documents or included in the operations plan. The emergency response plan should detail the emergencies and/or incidents that may occur at the facility that could harm communities and the environment, and the course of action to mitigate the impacts. The plan shall also include the following:

- A site map including lists and locations of the hazardous substances and waste dangerous goods;
- Emergency notification and reporting procedures;
- Emergency action procedures for spills and unauthorized discharges; and
- Procedures for unauthorized fires.

Required Record Keeping

Owners must maintain records throughout the facility's lifespan or as required by the permit to operate, retaining them for at least seven years following the closure of the landfill. The following are general record-keeping requirements:

- A description of each waste type received (including special waste) and/or transferred, including tonnage, estimates of the population served and the number of years the landfill has been in operation;
- Records of any environmental sampling, analysis or monitoring;
- Site plan (and updates) showing the compliance boundary, waste storage ground, location of surface water control and groundwater monitoring systems, locations of buildings, containers or areas used for temporary waste storage;
- Construction records;
- Site suitability report and design plan;
- Inspection records, compliance audits, site investigations, spill reports, and health and safety records;
- Any online registration, application or proposal submitted to the ministry, along with any related correspondence; and
- Waste movement manifests.

Note: Landfill owners should ensure records are available to the ministry on request and transferred to the new owner if ownership changes.

Definitions

Hazardous substances and/or waste dangerous goods:

- A substance with the characteristics described in subsection 4(4) of [The Hazardous Substances and Waste Dangerous Goods Regulations](#).

Landfill:

- A waste disposal grounds facility at which solid waste is permanently disposed of by placing it above or below ground (also called a waste disposal ground).

Special Waste:

- Waste containing naturally occurring radioactive material or technologically enhanced naturally occurring radioactive material.
- Animal or animal carcass waste that may contain one or more reportable diseases listed in the *Reportable Diseases Regulations (Canada)*.
- Emergency livestock mortalities as identified by the Ministry of Agriculture.
- Waste asbestos.
- Any other material or substance that may require special handling due to the potential adverse effects from disposal, as identified by the Minister.

Contact and References

Saskatchewan Ministry of Environment

1-800-567-4224 (toll-free in North America) or 306-787-2584; Email: Centre.Inquiry@gov.sk.ca