

Transfer Station Design Plan

General

A transfer station is a facility used to temporarily store solid waste before that solid waste is transported to a treatment, recycling, recovery or disposal facility. A person who intends to establish a transfer station must apply for a permit from the ministry.

Transfer station owners must follow transfer station best design practices. 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 suitability report is required. All permitted transfer stations require site information.

Non-municipal or privately owned transfer stations require a financial assurance as required under *The Environmental Management and Protection (General) Regulations*, sections 8(2)(o) and 9(1).

Application to Establish, Construct and/or Operate

Owners should submit an application to Establish, Construct and/or Operate a Transfer Station through the ministry's online portal at <https://envrbrportal.crm.saskatchewan.ca/> in order to receive a permit. The following outlines the required permits for transfer stations:

| Facility Type | Permit Requirements |
|---|--|
| Bins with waste | No permit required |
| Bins with waste + clean wood pile | no permit required /Clean Wood Burn Letter |
| Bins with waste + temporary material pile | Transfer Station Permit required |
| Bins with waste + temporary material pile + clean wood pile | Transfer Station Permit required |
| Temporary material pile + clean wood pile | Transfer Station Permit required |

The transfer station permit application should include the following information:

- 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 site plan that details the topography and surface water hydrology within 500 metres of the proposed site.
 - A statement or document respecting 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 surrounding land use.
 - b) Include a site plan showing:
 - **legal site boundary;**
 - **location of site access, roads, earth works, buildings, buffer zones, and infrastructure;**
 - **hydrologic information, land use and other environmental information; and**
 - **areas designated for different waste types.**
 - c) Include details concerning waste types and quantities for temporary storage at the transfer station.
 - d) Incorporate control systems for environmental protection.

Construction Verification –

- a) Once construction is completed as per the approved design plan, the ministry must be notified before starting operation.
- b) The owner must abide by all conditions as outlined in the Permit to Establish, Construct, and/or Operate a Transfer Station.

For more information, stakeholders can contact the ministry's Inquiry Centre at 1-800-567-4224. Transfer station design plans can be submitted through the Ministry of Environment online business portal at <https://www.saskatchewan.ca/business/environmental-protection-and-sustainability/environmental-online-business-portal>

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.

Definitions

Transfer station – A facility 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.

Best Practice - A technique or methodology that is proven as being the best to use in a particular business or industry; usually described formally in regulations or guidelines.

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.saskatchewan.ca/environment

Email: Centre.Inquiry@gov.sk.ca