Government of Saskatchewan

Industrial Works Construction Application Requirements and Submission Process

June 2017 | CSB | CSB15001

This guideline has been prepared to outline the content requirements for applications to construct a facility as identified in Section 9(1) of *The Environmental Management and Protection (General) Regulations.*

The Environmental Management and Protection Act, 2010 defines an industrial waste works as "any works for the collection containment, storage, transmission, treatment or disposal of industrial waste."

How is an application approved?

Applications must be complete before the review process can begin. A complete application will expedite the approval process and ensure a quick turnaround from application submission to approval issuance. For certain projects, the opportunity for public input, by way of a public notice, may need to be provided.

In some cases, the approvals are contingent on first conducting an environmental impact assessment or project proposal coordinated by the Environmental Assessment Branch of Saskatchewan Ministry of Environment. Information regarding Environmental Assessment requirements can be found at: saskatchewan.ca/environmentalassessment.

Information should be in a concise form and logical order. Drawings and plans must conform to good engineering practices. The information and material is to be prepared pursuant to *The Engineering and Geoscience Professions Act* and its regulations and, as such, requires sign-off by a Professional Engineer.

When is an application required?

An application is required for a new plant or facility or for a change to an existing approval. An amendment to an existing approval is required for any change to the activity governed by the current operating permit, any change to the construction, operation and reclamation of the plant and any significant addition or changes to the machinery, equipment or process. Certain exemptions from approval for minor changes to operation, reclamation plans, short-term tests and temporary modifications and changes not resulting in releases to the environment may be granted. If in doubt, the applicant is advised to contact the Environmental Protection Branch.

How do I submit my application?

All information should be submitted to the Ministry of Environment through the on-line document submission process. The following link walks you through registering your Organization into the on-line system and how to submit an application via the on-line system.

For support on registering your Organization please contact our Client Service Office at 1-800-567-4224.

Who can I contact for more information?

For additional information or support, please contact our Client Service Office:

Email: centre.inquiry@gov.sk.ca
Telephone (toll free in North America): 1-800-567-4224

What information is required within my submission document?

1.0 Geographic Location

Geographic location can be entered through the on-line process in a variety of ways including, latitude and longitude, Legal land description (i.e. meridian - range - township - section - legal subdivision) and others.

2.0 General Information (to be submitted as an attached document(s) as part of the on-line process)

2.1 Proximity to nearest town, city or village.

2.2 Location of private residences and existing and proposed developments within 1 km of the site.

2.3 Geographical description (topographic map) including relation to nearby watercourses, groundwater resources, surficial geology, hydraulic gradients, baseline groundwater quality and flood plains.

3.0 Capacity (stated design, nominal)

3.1 Material processing capacity, by-product processing capacity, finished capacity.

3.2 Other appropriate product capacity measurements relevant to the treatment system.

3.3 Design capacities of pumps, reservoirs and storage tanks associated with the treatment system.

3.4 Sizes and types of piping and other appurtenances.

4.0 Size

4.1 Size of the affected area, leased area and/or plant site (e.g. hectares).

4.2 Physical dimensions of the plant site including a plant site map (i.e. plot plan).

4.3 Number of employees working at the facility.

5.0 Process

5.1 Describe any treatment process, design calculations and normal operation for wastewater systems.

5.2 Describe the general purpose of the process, raw materials, products and by-products (e.g. chemical manufacturing plant, brine pond, waste storage facility).

5.3 Describe the major unit operations (e.g. cooling towers, steam boilers).

5.4 Describe the duration of the project, construction commencement date, completion date and commissioning dates of unit(s), production facilities and environmental protection and control systems/procedures. Include an estimated project cost, number of employees during the construction and operational phases as well as costs of environmental protection and control systems.

5.5 Provide scale diagrams of the plant, plant site and the surrounding area including:
(a) topography of the area;
(b) property boundaries and land use of the area;
(c) the location of the plant site;
(d) location and types of all buildings;
(e) exact location and name of all equipment used in manufacturing, processing or storage and other units;
(f) liquid effluent outfall sources and sampling/monitoring equipment for wastewater;
(g) exact location and name of all equipment used in control, treatment and disposal of wastes;
(h) location of all sewer lines and force mains; and
(i) industrial runoff drainage information and other storm water systems including any storm water treatment systems or storm water management plans.

5.6 For industrial wastewater discharge streams identify:
(a) the release substance volume(s) generated per unit time;
(b) concentration of substance(s) and physical or biological characteristics of the substance(s);
(c) discharge rate per unit time as well as per unit of production;
(d) whether the discharge or emission is continuous or intermittent and the frequency (if intermittent); and
(e) receiving environmental quality baseline information.

5.7 Describe any cooling system to be used [e.g. once-through; air (closed-loop); circulating, etc.]. Include flow rates, intake and discharge temperatures (EC) and blow-down rate.
(a) identify any additives (i.e. corrosion inhibitors, biocides) and the frequency of application.
(b) calculate concentration in the final discharge effluent stream.

5.8 Describe all raw water treatment processes, chemicals used, amounts and quality of wastes to be disposed of and the frequency of disposal.

5.9 For sanitary wastes, describe the facilities treatment system (if any) and disposal method Include:
(a) number of people on the system(s);
(b) volume discharged per unit time; and
(c) final disposal of sludge (if any) and location.

5.10 Describe major environmental control operations including size and location of any ponds, pond contents, pond liners, landfills or other waste management facilities (i.e. sludge ponds), discharge details, engineering drawings for these structures (industrial runoff control, deep well disposal, etc.). As-built plans and liner details for ponds, landfills and other waste management facilities will also be required.

5.11 Describe any waste management plans and pollution prevention plans being utilized during the construction and operation of the facility.

6.0 Decommissioning and Reclamation Plan and Financial Assurance

Section 9(1) of *The Environmental Management (General) Regulations*, require a permit from the minister for any person planning to decommission or close a facility. Any person carrying out any activity identified in Section 9(1) of *The Environmental Management (General) Regulations* have a requirement for a financial assurance in the form and amount acceptable to the minister.