



Office of the Chief Administrative Officer

P.O. Box 190, MacGregor, Manitoba R0H 0R0
Telephone: (204) 685-2211 ● Fax: (204) 685-2616
office@northnorfolk.ca ● www.northnorfolk.ca

July 13, 2016

Tracey Braun
Director, Environmental Approvals Branch
Manitoba Conservation and Water Stewardship
160 – 123 Main Street
Winnipeg MB R3C 1A5
tracey.braun@gov.mb.ca

Dear Ms. Braun,

RE: Proposed Amendment to DGHTA License No. 137HW, Normac Waste Disposal Grounds, Client File No.: 4652.00

Please accept this letter as a notice of alteration to the above noted *Dangerous Goods Handling and Transportation Act* License.

The Municipality of North Norfolk is proposing to operate a Full Service Household Hazardous Waste Depot (Depot) at the Normac Waste Management Facility located in the SE 34-11-10 WPM in the Rural Municipality of North Norfolk. The location of the Depot within the overall waste management facility is illustrated on the accompanying sketch map.

The Depot will be operated in accordance with the Product Care Association (PCA) Manitoba Household Hazardous Waste Stewardship Program and the Manitoba Product Care Collection Site Guidelines (Guidelines) and regulations pursuant to *The Dangerous Goods Handling and Transportation Act*. A copy of the Guidelines is attached. In addition, the Depot is constructed in accordance with all applicable municipal building and fire code requirements.

The Depot will handle a full range of household hazardous wastes falling into the *Transportation of Dangerous Goods Act* Classes 2, 3, 4, 5, 6, 8 and 9. The estimated quantity for each of these is included on the attached Hazardous Waste Generator Registration Form.

Should you have any questions or require additional information, please feel free to contact the undersigned at 204-685-2211.

Yours truly,

Valorie Unrau, CMMA
Chief Administrative Officer

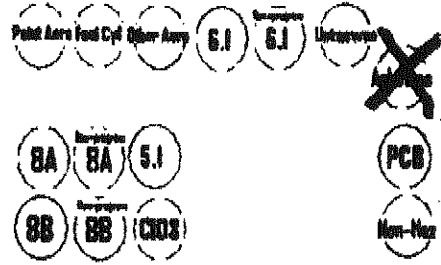
Attachment PCA Product Care Collection Site Guidelines
 Site Sketch Map
 Hazardous Waste Generator Registration Form

c Randy Webber (PCA)

| | | | | | | |
|----------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| Supplies | Storage Tbox 3 Dmx4x2 | Storage Tbox 3 Dmx4x2 | Storage Tbox 3 Dmx4x2 | Storage Tbox 3 Dmx4x2 | Storage Tbox 3 Dmx4x2 | Storage Tbox 3 Dmx4x2 |
|----------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|

Light
Recycling

| | | | |
|-------|----------------------|-------------------------------------|-----------|
| Paint | Flammable Liquids | Non-Program Flammable Liquids | Cylinders |
|-------|----------------------|-------------------------------------|-----------|

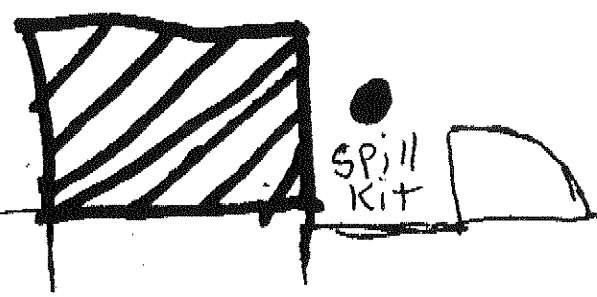


RECEIVED
JUL 19 2016

Recycling

EPRA
(Ewaste)

Household
Recycling



MAIN Shop/office

emailed June 9/16

page 1

HAZARDOUS WASTE REGISTRATION FORM



Hazardous Waste Regulation M.R. 195/2015

Please read the "Guide to completing the hazardous waste registration form" before completing this form

Check all that apply: New Company Name Change Moved Additional Site Update

Section 1 Generator Identification

Generator: Municipality of North Norfolk Corp. File # If app.: _____
 (Legal Name of the Company)
 Mailing Address: Box 190 City: MacGregor Prov.: MB Postal Code: R0H 0R0
 Operation Name: NorMac Landfill Physical Site Location: 56040 Service Rd S, SE 34-11-10
 (Street name & number or Legal description)
 Operation Mailing Address: Box 190 City: MacGregor Prov.: MB Postal Code: R0H 0R0

Section 2 Waste Description (if more than 4 types of waste, please attach an additional sheet)

| Physical State (S or L) | TDG Shipping Name or Type of Hazardous Waste (from Schedules A or B or C) | UN Number or Provincial Waste Code (from Schedules A or B or C) | TDG Class (if applicable) | Packing Group (if applicable) | Provincial Waste Class Code (from "Key to Waste Codes") | Quantity generated per month (\$ or kg) | Frequency of generation Code (C, B, R or G) | Treatment or Disposal Code (D, R or X) |
|-------------------------|---------------------------------------------------------------------------|-----------------------------------------------------------------|---------------------------|-------------------------------|---------------------------------------------------------|-----------------------------------------|---------------------------------------------|----------------------------------------|
| a) L | Paint | UN1263 | 3 | II | 145I | 5184 | R | D15 |
| b) G | Aerosols | UN1950 | 2.1 | | 331I | 240 | R | D15 |
| c) L | Flammable Liquids, N.O.S (gasoline) | UN1993 | 3 | II | 213I | 640 | R | D15 |
| d) L | Pesticide Liquid, Toxic, N.O.S (diazinon) | UN2902 | 6.1 | II | 242A | 640 | R | D15 |

Section 3 Waste Management Information

General business type: Landfill
 (E.g. Automotive repair, electroplating, printing, etc.)
 Source of hazardous waste: Household hazardous waste collections from residential sources.
 (Source or type of process generating waste)
 Hazardous waste carrier(s) used: Miller Environmental
 Hazardous waste receiver(s) used: _____

Section 4 Certification

I certify that the information provided on this form is correct and complete.
 Signature of Contact Person with the Operation: Valorie Uhrau Date (dd/mm/yy): 09/06/16
 Print Name of Contact Person: Valorie Uhrau Position/Title: Chief Administrative Officer
 Telephone: (204) 685-2211 Fax: (204) 685-2616 Email: office@northnorfolk.ca

For Departmental use only: MBG _____ Business Code _____ Form checked by _____ Region _____ Form processed by _____

Personal information is collected under the authority of the *Dangerous Goods Handling and Transportation Act, Hazardous Waste Regulation M.R. 195/2015*, and will be used to issue the Hazardous Waste Registration Number (Provincial ID number) and for administration and enforcement purposes. It is protected by the privacy provisions of *The Freedom of Information and Protection of Privacy Act*. If you have any questions, contact the Access & Privacy Co-ordinator, Box 85, 200, Saulteaux Crescent, Winnipeg MB R3J 3W3; 1 (204) 945-4170.

HAZARDOUS WASTE REGISTRATION FORM



Hazardous Waste Regulation M.R. 195/2015

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 (Street name & number or Legal description)
 Operation Mailing Address: Box 190 City: MacGregor Prov.: MB Postal Code: R0H 0R0

Section 2 Waste Description (if more than 4 types of waste, please attach an additional sheet)

| Physical State (S or L) | TDG Shipping Name or Type of Hazardous Waste (from Schedules A or B or C) | UN Number or Provincial Waste Code (from Schedules A or B or C) | TDG Class (if applicable) | Packing Group (if applicable) | Provincial Waste Class Code (from "Key to Waste Codes") | Quantity generated per month (L or Kg) | Frequency of generation Code (C, B, R or Q) | Treatment or Disposal Code (D, R or X) |
|-------------------------|---------------------------------------------------------------------------|-----------------------------------------------------------------|---------------------------|-------------------------------|---------------------------------------------------------|----------------------------------------|---------------------------------------------|----------------------------------------|
| a) L | Corrosive Liquid, N.O.S (hydrochloric acid) | UN1760 | 8 | II | 114C | 640 | R | D15 |
| b) L | Corrosive Liquid, N.O.S (sodium hydroxide) | UN1760 | 8 | II | 122C | 640 | R | D15 |
| c) L | Oxidizing Liquid, N.O.S (sodium hypochlorite) | UN3139 | 5.1 | II | 148A | 320 | R | D15 |
| d) S | Batteries, Dry, Containing Potassium Hydroxide Solid | UN3028 | 8 | III | 122C | 160 | R | D15 |

Section 3 Waste Management Information

General business type: _____
 (E.g. Automotive repair, electroplating, printing, etc.)
 Source of hazardous waste: _____
 (Source or type of process generating waste)
 Hazardous waste carrier(s) used: _____
 Hazardous waste receiver(s) used: _____

Section 4 Certification

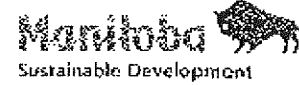
I certify that the information provided on this form is correct and complete.

Signature of Contact Person with the Operation: Valoxie Unrau Date (dd/mm/yy): 09/06/16
 Print Name of Contact Person: Valoxie Unrau Position/Title: Chief Administrative Officer
 Telephone: (204) 685-2211 Fax: (204) 685-2616 Email: office@northnorfolk.ca

For Departmental use only: Region _____
 MBG _____ Business Code _____ Form checked by _____ Form processed by _____

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Section 2 Waste Description (if more than 4 types of waste, please attach an additional sheet)

| Physical State (S or L) | TDG Shipping Name or Type of Hazardous Waste (from Schedules A or B or C) | UN Number or Provincial Waste Code (from Schedules A or B or C) | TDG Class (if applicable) | Packing Group (if applicable) | Provincial Waste Class Code (from "Key to Waste Codes") | Quantity generated per month (L or Kg) | Frequency of generation Code (C, B, R or G) | Treatment or Disposal Code (D, R or X) |
|-------------------------|---------------------------------------------------------------------------|-----------------------------------------------------------------|---------------------------|-------------------------------|---------------------------------------------------------|----------------------------------------|---------------------------------------------|----------------------------------------|
| a) G | Compressed Gas, Flammable, N.O.S. (propane) | UN1954 | 2.1 | | 331 | 320 | R | D15 |
| b) L | Adhesives | UN1133 | 3 | II | 232I | 640 | R | D15 |
| c) G | Fire Extinguishers | UN1044 | 2.2 | | 331L | 160 | R | D15 |
| d) | Medicine, Liquid, Toxic, N.O.S. (lidocaine chloride) | UN1851 | 6.1 | II | 741A | 160 | R | D15 |

Section 3 Waste Management Information

General business type: _____
 (E.g. Automotive repair, electroplating, printing, etc.)
 Source of hazardous waste: _____
 (Source or type of process generating waste)
 Hazardous waste carrier(s) used: _____
 Hazardous waste receiver(s) used: _____

Section 4 Certification

I certify that the information provided on this form is correct and complete.

Signature of Contact Person with the Operation: Valorie Unrau Date (dd/mm/yy): 09/06/16

Print Name of Contact Person: Valorie Unrau Position/Title: Chief Administrative Officer

Telephone: (204) 685-2211 Fax: (204) 685-2616 Email: office@northnorfolk.ca

For Departmental use only: Region _____
 MBG _____ Business Code _____ Form checked by _____ Form processed by _____

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|-------------------------|---------------------------------------------------------------------------|-----------------------------------------------------------------|---------------------------|-------------------------------|---------------------------------------------------------|----------------------------------------|---------------------------------------------|----------------------------------------|
| a) S | Waste Polychlorinated Biphenyls | UN2315 | 9 | II | 243D | 50 | C | X |
| b) | | | | | | | | |
| c) | | | | | | | | |
| d) | | | | | | | | |

Section 3 Waste Management Information

General business type: _____
 (E.g. Automotive repair, electroplating, printing, etc.)
 Source of hazardous waste: _____
 (Source or type of process generating waste)
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 Hazardous waste receiver(s) used: _____

Section 4 Certification

I certify that the information provided on this form is correct and complete.
 Signature of Contact Person with the Operation: Valerie Unrau Date (dd/mm/yy): 07/06/16
 Print Name of Contact Person: Valerie Unrau Position/Title: Chief Administrative Officer
 Telephone: (204) 685-2211 Fax: (204) 685-2616 Email: office@northnorfolk.ca

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137 HW

Manitoba



Conservation

123 Main Street, Suite 160
Winnipeg MB R3C 1A5
Canada

November 28, 2001

Mr. Daryl Hrehirchuk, CMMA
Chief Administrative Officer
Rural Municipality of North Norfolk
P.O. Box 190
MacGregor MB R0H 0R0

Dear Mr. Hrehirchuk:

Enclosed is The Dangerous Goods Handling and Transportation Act Licence No. 137HW dated November 28, 2001. The Licence is issued to The Rural Municipality of North Norfolk and The Village of MacGregor in connection with the construction and operation of a used oil collection facility (EcoCentre) located at the Nor-Mac Waste Disposal Ground situated in SE 34-11-10 WPM in accordance with the Application filed on July 4, 2001.

In addition to the enclosed Licence requirements, please be informed that all other applicable federal, provincial and municipal regulations and by-laws must be complied with.

For further information on the administration and application of the Licence, please feel free to contact Walter Keryluk of the Portage la Prairie Office at (204) 239-3187.

Sincerely,

David R. Ediger, P.Eng.
Regional Director
Red River Region

Encl.

c. W. Keryluk

Delivered by Walter Keryluk

Confirmation of Receipt of this Licence is required by the Director of Approvals. Please acknowledge receipt by signing in the space provided below:

On behalf of The R.M. of North Norfolk

Date

**** A COPY OF THE LICENCE MUST BE KEPT ON SITE AT THE FACILITY ****



THE DANGEROUS GOODS HANDLING and TRANSPORTATION ACT
LA LOI SUR LA MANUTENTION ET LE TRANSPORT DES
MARCHANDISES DANGEREUSES

LICENCE

Manitoba
Conservation



Conservation
Manitoba

Licence No./Licence n° 137 HW

Issue Date/Date de délivrance November 28, 2001

In accordance with the Manitoba Dangerous Goods Handling and Transportation Act (C.C.S.M. c. D12)/
Conformément à la Loi sur la manutention et le transport des marchandises dangereuses (C.P.L.M. c. D12)

THIS LICENCE IS ISSUED TO:/CET ORDRE EST DONNÉ À:

The Rural Municipality of North Norfolk and The Village of MacGregor; "the Licensees"

for the construction and operation of a used oil collection facility ("the facility") located at the Nor-Mac Waste Disposal Ground situated in SE 34-11-10 WPM, Rural Municipality of North Norfolk, Province of Manitoba in accordance with the Application filed under The Dangerous Goods Handling and Transportation Act on July 4, 2001 and subject to the following specifications, limits, terms and conditions:

DEFINITIONS

In this Licence,

"accredited laboratory" means a laboratory that is accredited as per Manitoba Conservation's Information Bulletin respecting "Policy on Accredited Laboratories";

"Director" means an employee of the department who has been designated or appointed by the Minister;

"operator" means a person who is responsible for the day-to-day maintenance and operation of the facility;

"oil" means any petroleum or synthetic crankcase oil, engine oil, hydraulic fluid, transmission fluid, gear oil, heat transfer fluid, or other fluid capable of use for lubricating purposes in machinery or equipment;

"permanently closed" means that the facility is not operated for a period of 12 months or more;

"registered generator" means a person who is registered as a hazardous waste generator pursuant to Manitoba Regulation 175/87 under The Dangerous Goods Handling and Transportation Act;

"used oil" means oil that through use, storage, handling, defect, damage, expiry of shelf life or other similar circumstances can no longer be used for its original purpose; and

"used oil products and material" means used oil, used oil filters or used oil containers.

**** A COPY OF THIS LICENCE MUST BE KEPT ON SITE AT THE FACILITY ****

GENERAL TERMS AND CONDITIONS

This Section of the Licence contains requirements intended to provide guidance to the Licencees in implementing practices to ensure that the environment is maintained in such a manner as to sustain a high quality of life, including social and economic development, recreation and leisure for present and future Manitobans.

Facility Specifications

1. The Licencees shall ensure that only the standard "EcoCentre" building having a storage tank with a capacity of 4500 litres, and meeting specifications submitted by the Manitoba Association For Resource Recovery Corporation, is utilized to collect used oil at the facility.
2. The EcoCentre referred to in Clause 1 shall be situated on an impervious surface which, at minimum, would be 152 millimeters of compacted clay.
3. The Licencees shall ensure that a loading area is provided immediately adjacent to the storage tank that:
 - a) is properly sized and graded; and
 - b) made of an impermeable material acceptable to an Environment Officer.
4. The Licencees shall ensure that:
 - a) legible, weatherproof signs are posted at the entrance to the facility identifying the area as a used oil collection facility; and
 - b) the signs indicate the hours of operation, a contact number and a warning not to leave used oil products and material at the facility when the operator or other trained personnel is not available to accept delivery.

Trained Personnel

5. The Licencees shall ensure that all persons who will be assigned duties at the facility will receive training in:
 - a) Transportation of Dangerous Goods Regulations; and
 - b) procedures pertaining to the operation of the facility.
6. The Licencees shall ensure that trained personnel are on site at all times when the facility is open to receive used oil products and material.
7. The Licencees shall ensure that when the operator or other trained personnel is not present at the facility, the facility is locked in a manner that prevents unauthorized delivery of used oil products and materials into the collection tank.

Incoming Used Oil

8. The Licencees shall ensure that only used oil products and material are received at the facility.
9. The Licencees shall ensure that the facility does not receive used oil products and material from commercial / industrial generators that are not registered generators.
10. The Licencees shall ensure that only the operator or other trained personnel employed by the Licencees shall transfer used oil into the collection tank.
11. The Licencees shall ensure that the operator visually inspects (for contamination) each individual container of used oil that is collected at the facility before the contents are transferred to the collection tank.
12. The Licencees shall ensure that any used oil that is deemed to be contaminated is not accepted at the facility and may be returned to the person who previously possessed the used oil.
13. The Licencees shall maintain, for each tank in the process of being filled, a tank collection log containing at minimum:
 - a) date and time of receipt;
 - b) name and address (or vehicle licence number) of the person who delivered the oil;
 - c) quantity of oil received;
 - d) signature of the person who delivered the oil; and
 - e) for commercial / industrial generators, the Manitoba Generator Registration Number.

Outgoing Used Oil

14. The Licencees shall ensure that the operator obtains a representative sample of each full tank of collected used oil. The operator shall retain the sample until verification of destruction or recycling of the oil is received.
15. The Licencees shall, upon the request of the Director, have the sample of used oil referred to in Clause 14 analyzed by an accredited laboratory.
16. The Licencees shall ensure that each transport of used oil from the facility is accompanied by a hazardous waste manifest, or a dangerous goods shipping document, as appropriate.
17. The Licencees shall ensure that only licenced hazardous waste carriers are consigned to transport used oil from the facility.
18. The Licencees shall ensure that a written agreement is in place with a licenced hazardous waste carrier at all times during the lifetime of the facility.

Spills

19. The Licencees shall ensure that the facility is properly equipped with spill cleanup equipment and supplies.
20. The Licencees shall ensure that all spills of used oil in excess of 100 litres at the facility are reported immediately to Manitoba Conservation at (204) 945-4888.
21. The Licencees shall ensure that all spills of used oil in excess of 5 litres but less than 100 litres at the facility are reported within one working day to the local office of Manitoba Conservation [Portage la Prairie Office, telephone (204) 239-3187].

Retention of Records

22. The Licencees shall ensure that all records including, but not limited to, tank collection logs, manifests, shipping documents, sample analyses, and spill reports are to be kept for a minimum period of two years and are available for inspection by an Environment Officer.

SPECIFICATIONS, LIMITS, TERMS AND CONDITIONS

Contingency Plan

23. The Licencees shall ensure that, within 60 days of the issuance of this Licence, the Director is provided with a contingency plan outlining procedures to be used in the event of a leak, spill, fire or other hazardous condition at the facility.

Insurance and Financial Assurance

24. The Licencees shall maintain throughout the term of this Licence:
 - a) \$50,000 Property Insurance;
 - b) \$5,000,000.00 General Comprehensive Liability Insurance; and
 - c) \$250,000.00 Environmental Impairment Liability Insurance.
25. The Director may, where it is deemed to be in the public interest, require the Licencees to provide financial assurance in the form of a letter of credit, a bond, further insurance, or other form acceptable to the Director in an amount to be determined by the Director. The Director may order forfeiture of this security, either in whole or in part, by giving notice to that effect to the Licencees upon the Director being satisfied that the facility is in breach of any of the terms of this Licence, or for reimbursement of any costs or expenses incurred by the Province of Manitoba in rectifying environmental damage caused, or contributed to, by the operation of the facility.

Alterations and Decommissioning

26. The Licencees shall ensure that approval is obtained in writing from the Director for any proposed alteration to the facility before proceeding with the alteration.
27. The Licencees shall, in the event that the facility is permanently closed and at the request of the Director, conduct an investigation in accordance with the provincial "Guideline for Environmental Site Investigations in Manitoba" to identify any contamination which may have resulted from the operation of the facility.
28. The Licencees shall ensure that, where the investigation referred to in Clause 27 of this Licence shows that contamination of the environment has occurred, submit a remediation proposal to the Director and, upon approval of this proposal by the Director, carry out the required remediation.

REVIEW AND REVOCATION

- A. If, in the opinion of the Director, the Licencees have exceeded, or are exceeding, or have failed, or are failing to meet the specifications, limits, terms, or conditions set out in this Licence, the Director may, temporarily or permanently, revoke this Licence.
- B. If the construction of the facility has not commenced within three years of the date of this Licence, the Licence is revoked.
- C. If, in the opinion of the Director, new evidence warrants a change in the specifications, limits, terms or conditions of this Licence, the Director may require the filing of a new application pursuant to The Dangerous Goods Handling and Transportation Act.
- D. This Licence shall be reviewed by the Director five years from the issue date of the Licence.



**Regional Director
Red River Region**

Client File No.: 4652.00

Provincial ID No. as Consignor of hazardous waste: MB1007008

Provincial ID No. as Consignee of hazardous waste: MB3007009

Notice of Alteration Form



| | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| Client File No. : 4652 | | DGH&TA Licence No. : 137 HW | |
| Legal name of the Licencee: Municipality of North Norfolk | | | |
| Name of the FACILITY: NorMac Used Oil and Household Hazardous Waste Depot | | | |
| HAZARDOUS WASTE STORAGE, HANDLING OR TREATMENT | | | |
| Licencee Contact Person: Valorie Unrau, CMMA, CAO | | | |
| Mailing address of the Licencee: P.O. Box 190 | | | |
| City: MacGregor | | Province: MB | Postal Code: R0H 0R0 |
| Phone Number: (204) 685-2211 | | Fax: (204) 685-2616 | Email: office@northnorfolk.ca |
| Name of proponent contact person for purposes of the environmental assessment (e.g. consultant): | | | |
| Phone: | | Mailing address: | |
| Fax: | | | |
| Email address: | | | |
| Description of Alteration (<i>max 150 characters</i>): | | | |
| Include household hazardous waste collection in accordance with the Product Care Association Household Hazardous Waste Stewardship Program to the used oil collection facility, under licence at the NorMac Waste Management Facility. | | | |
| Date: 07/13/2016 | | Signature: | |
| | | Printed name: | |
| <p>A complete Notice of Alteration (NoA) consists of the following components:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cover letter <input type="checkbox"/> Notice of Alteration Form <input type="checkbox"/> 4 hard copies and 1 electronic copy of the reports/plans supporting the alteration to the facility | | <p>Submit the complete NOA to:</p> <p>Director Environmental Approvals Branch Manitoba Sustainable Development Suite 160, 123 Main Street Winnipeg, Manitoba R3C 1A5</p> <p>For more information:</p> <p>Phone: (204) 945-8321 Fax: (204) 945-5229 http://www.gov.mb.ca/conservation/eal</p> | |