

Transfer Station Closure Guidance

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 waste disposal facility.

Transfer station closure procedures are listed in the permit to operate, and may include an assessment and corrective action if there is a potential for environmental contamination. Transfer stations located at a closed landfill site may have different requirements for closure. These requirements will be detailed in the closure plan of the landfill and the permit to operate for the transfer station. Owners should follow the Site Assessment and Corrective Action Plan chapters of the Saskatchewan Environmental Code (See *Guidance Document: Impacted Sites, May 2015* or most recent version).

Closing your transfer station

A closure plan includes procedures for termination of waste acceptance, closing the site, ensuring sufficient site information is available, and determining appropriate corrective actions to protect the environment post-closure.

Owners should close the transfer station if the owner no longer intends to accept waste or waste has not been accepted at the transfer station for at least two consecutive years. As outlined in the approval to operate, the owner shall submit written notification to the ministry at least 90 days before closing the site. Notification, as with all submissions, should be submitted via the Ministry of Environment online services portal at: <https://www.saskatchewan.ca/business/environmental-protection-and-sustainability/environmental-online-business-portal>.

Steps to closing a site:

1. Provide written notice to the environmental protection officer.
2. Post a notice at the entrance warning against trespassing, illegal dumping and vandalism.
3. Inform anyone affected by the site closure – by mail, internet or newspaper – of the closing date and alternative disposal sites.
4. Ensure the site is clean of any litter, unused containers, unused tanks or waste in temporary storage areas, including recyclable materials, and dispose of those items.
5. Remove waste bins and any piled material.
6. Determine if the site-information is sufficient for the ministry; otherwise, conduct a site assessment.
7. Develop corrective action plan to ensure long-term protection of the environment and the public.

Closure Report

The closure report should include:

- a) A list of any permit or notification numbers and expiry dates;
- b) Owner contact information;
- c) Description of communities and industries served during the operating phase;
- d) Total quantity and description of waste temporarily stored as of the closing date;
- e) Period the transfer station was in operation;
- f) Site plan that shows adjacent land, land uses, location of drinking water wells and surface water bodies within 500 metres;
- g) Location and global position of the boundary, waste storage areas, groundwater monitoring wells, surface water control ponds, sedimentation ponds and detention ponds, and current status of each; and
- h) Any site investigation or assessment reports and the recommendations for environmental protection.

The closure report should include the following:

- A. Site Assessment** – Site information is required to determine if and what corrective action may be required. This information will consider receptor exposure and sensitivity, potential pathways and substances of potential concern.
- B. Corrective Action Plan** – Owners should provide corrective action for closure of a transfer station to ensure public safety and protection of the environment. This plan will detail the environmental protection requirements for closure and post-closure care to ensure impacts are minimized or eliminated and/or remove temporary infrastructure.

Post-closure care

Owners should follow best management practices for post-closure care to maintain public safety and protect the environment. Depending on background environmental quality, potential impacts and the closure design, the post-closure care may include environmental monitoring and site inspections. A qualified person, as agreed to by the ministry, should be consulted to ensure to the ministry that the post-closure care is followed in accordance with the corrective action plan. Transfer station closure plans can be submitted through the Ministry of Environment Online Business Portal at <https://envrbrportal.ccmp.saskatchewan.ca/>

Contact and References

Saskatchewan Ministry of Environment
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