



APPENDIX B 3.4 RECEIVER - MANAGEMENT

Audit #	DESCRIPTION	Finding			Comments / Items to Fix
		Y	N	N/A	
	Registration of hazardous waste (43)				
4-1	If in one day a person treats, recycles or disposes of HW > quantity set out in Column II Schedule 6, have they registered the HW and applied for a registered site # (43-2,3) within 30 days?				*n/a if HW is recycled at onsite facility if HW is stored per regulation(43-5)
	Provincial identification number (44)				
4-2	Person must not receive HW > Column 2 schedule 4 unless:				
	<i>a) the person receiving HW is an authorized consignee?</i>				
	<i>b) the person receiving HW, if reqd by Sect 43 to obtain a registered site #, writes that # in space marked "provincial ID No." in Part C of shipping document, or, if not req'd to get a #, writes the written authorization to receive the HW in the same space?</i>				
	Classification of hazardous waste (46)				
4-3	Does the consignee refuse a HW shipment unless, it's a HW per section 1, but not subject to a Federal Dangerous Goods Reg., the name of the HW listed in Paragraph b-I is identified on the shipping document, and the container(s) are clearly labelled per 50(3)c?				
4-4	Does the consignee refuse to accept HW that is also subject to the Federal Dangerous Goods Reg., unless the shipping document has Shipping Name, UN #, Class, Packing Group or Infectious Substance category, and container(s) are labelled per 50(3)c?				

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	Shipping Document Requirements (46)				
4-5	Does the consignee fill out Part C of the shipping document when receiving the shipment?				
4-6	Does the consignee send applicable copies of shipping documents to the MoE, the consignor, and the carrier within 3 days after receiving the HW?				
4-7	Are copies of the shipping documents kept at the principal place of business for 2 years?				
	Loads from multiple consignors (47)				
4-8	Does the consignee accept delivery of shipments and documents by a carrier by filling out Part C of the shipping documents?				
4-9	Does the consignee keep copies of the shipping documents and attached multiple consignors form for at least 2 years?				
	Multiple carrier shipments				
4-10	Has the consignee completed Part C of the shipping document?				
4-11	Has the consignee distributed copies of the shipping document and the multiple carriers form as indicated on the multiple carrier form?				
4-12	Does the consignee retain copies of the shipping document and multiple consignors form for at least 2 years?				

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	Shipments of multiple different wastes (47.2)				
4-13	Has the consignee completed part C of the shipping document?				
4-14	Has the consignee distributed copies of the shipping document and multiple different waste forms as indicated on the form?				
4-15	Is copy 5 of the shipping document and copy C of the multiple different wastes form retained for at least 2 years?				
	Storage of Hazardous Waste (50)				
4-16	Is HW stored in a container that is constructed or lined with materials compatible with the waste?				
4-17	Is the container that stores the HW kept closed at all times during storage?				
4-18	Are two or more HWs only stored in the same container if they are compatible?				
4-19	Is HW stored in a small inside container within a labpack only under certain conditions? (see Section 50(6) for specific details?				

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	Siting Standards (3)				
4-20	The HW facility is not operated under the following conditions unless with express authorization from a director:				
	<i>a) in a 200 year floodplain unless designed and constructed to prevent washout?</i>				
	<i>b) within 100 m of a holocene fault?</i>				
	<i>c) area subject to tsunamis unless constructed to prevent washout?</i>				
	<i>d) within 100 m of land subject to slope failure?</i>				
	<i>e) within a national, provincial, regional or municipal park or other special designated areas (i.e. wildlife sanctuary, ecological reserve, bird sanctuary, etc.)?</i>				
	Facility Plan (4)				
4-21	The facility has an approved operational plan that specifies:				
	<i>a) type and max. amount of HW that will be stored, treated, recycled or disposed?</i>				
	<i>b) on-going monitoring program?</i>				
	<i>c) reporting that will be provided to a director?</i>				
	<i>d) auditing requirements?</i>				

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	Contingency Plan (11)				
4-22	The facility maintains a MoE approved contingency plan which documents procedures during emergencies and includes:				
	a) shut down procedures?				
	b) communication networks?				
	c) notification procedures for police, fire and emergency response teams, ambulance, contractors carrying on business in vicinity, schools, hospitals and residents, and government agencies?				
	d) evacuation procedures for staff?				
	e) abatement measures?				
	f) inventories of spill response and cleanup equipment available at the facility, contractors carrying on business in vicinity, and regional suppliers?				
4-23	Is there a designated person and an alternate as Emergency Response Coordinators?				
4-24	Has the contingency plan been provided to the emergency response coordinator, the alternate and a director?				
4-25	Are all emergency response staff provided with clean up equipment, sorbents, and PPE appropriate for the HW at the facility?				
	Closure Plan (14)				
4-26	Does the facility maintain an approved closure plan? (see Section 14 for details on information to be provided in plan)				

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	Waste Information (5)				
4-27	Have all reasonable measures been taken to identify all hazards associated with the HW through analytical testing, published scientific documentation, and/or information from the generator or manufacturer?				
4-28	Does the facility check that a delivery of HW is accompanied by a shipping document and that the description on a shipping document matches the waste?				
4-29	If the quantity of HW is noted as greater than 100 kg or 100 liters on the shipping document, is the shipment measured by the facility prior to acceptance?				
4-30	If the quantity of HW received is 5% greater or less than the quantity listed on the shipping document, is the discrepancy described (& included in an annual summary per section 5) and a copy of the shipping document is sent to the Director within 3 days of receipt of the HW?				
4-31	If discrepancies, does the facility compile an annual summary of all discrepancies, with explanations of actions taken to reduce further discrepancies - submitted within 60 days of end of calendar year they took place?				

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	Waste Records (6)				
4-32	Records of the HW received, stored or shipped are available for inspection and include:				
	<i>a) description: name, UN/PIN number , physical state?</i>				
	<i>b) quantity (kg or L)?</i>				
	<i>c) method and date of handling at the facility?</i>				
	<i>d) location and quantity of HW at specific locations throughout the facility?</i>				
4-33	Are the records kept for at least 2 years after the waste has been removed from the facility?				
	Weather Protection (7)				
4-34	The facility is constructed to protect HW from all expected weather elements:				
	<i>a) precipitation?</i>				
	<i>b) heat?</i>				
	<i>c) frost?</i>				
	<i>d) wind?</i>				
	<i>e) humidity?</i>				

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	Access Security (8)				
4-35	Access to the facility by unauthorized personnel is controlled by:				
	a) 24 hr surveillance system comprised of either television monitors or surveillance guards?				
	b) a barrier such as a 2.13 m high chain link fence topped with 3 strands of barbed wire or a means of controlled entry through gates or other entrances?				
	c) locks or locked covers on all valves, pumps, electrical and operational controls that could be accessible if controls listed above in a) and b) are breached?				
	d) signage visible from 10 m away, posted at each entrance to the facility and reading:				
	i) DANGER - UNAUTHORIZED PERSONNEL KEEP OUT				
	ii) DANGER - AUTHORIZED PERSONNEL ONLY, or				
	iii) RESTRICTED AREA - AUTHORIZED PERSONNEL ONLY				

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	Prevention of fire, explosion and accidental reactions (9)				
4-36	The facility has taken all reasonable precautions to prevent accidental ignitions or reactions of waste by protecting it from sources of ignition by conducting the following:				
	a) electrical spark grounding where potential for static buildup exists?				
	b) suitable separation distances or barriers with a minimum fire rating of 2 hours between the waste and ignition sources?				
	c) warning sign visible from 10 m, reading DANGER - IGNITABLE/REACTIVE HAZARDOUS WASTE, NO OPEN FLAMES, SMOKING OR SPARKS?				
4-37	Any indoor facility containing reactive or ignitable waste maintains the following:				
	a) a 24 hour fire alarm system with smoke and heat sensing alarms?				
	b) a fire alarm system capable of automatically stopping forced air ventilation systems and summoning 24 hr external emergency response (i.e. fire department, local response team, on site security staff)?				
	c) a fire suppression system specified by the Fire Commissioner as defined in Fire Services Act?				
	d) if a fire suppression system is not specified, is an automatic system maintained which uses foam, inert gas or dry chemical or is one portable ABC rated fire extinguisher available with a minimum 10 kg capacity for every 250 m2 of facility space?				
	e) is there aisle space between containers of HW to allow movement of emergency personnel and equipment?				
	f) walls, doors and floor are noncombustible (2 hr fire rating)?				
	g) no open flames within 10 m of HW?				

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4-38	The facility has taken precautions to prevent reactions that may:				
	a) generate extreme heat or pressure, fire or explosions?				
	b) produce uncontrolled toxic mists, fumes, dusts or gases to threaten human health or the environment?				
	c) produce uncontrolled flammable fumes or gases to pose risk of fire or explosion?				
	d) damage the structural integrity of the facility?				
	Spill Protection and Spill Reporting (10)				
4-39	Is an approved spill containment system maintained to contain any release of spilled HW?				
4-40	Is the facility inspected monthly and if storing free liquid HW, has a 24 hr spill alarm system been implemented or inspected weekly for irregularities (deterioration, leak, spills, operator error)?				
4-41	Are records of the inspections conducted at the facility maintained and include documented irregularities in the facility, corrective actions, and dates?				
4-42	Has a MoE been notified of any irregularities?				

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	Emergency Systems Testing (12)				
4-43	Are fire and explosion protection systems, spill protections systems and contingency plans tested or inspected once a year?				
4-44	Have records of the above inspections been kept and include:				
	<i>a) measures, systems, procedures, equipment and clothing tested?</i>				
	<i>b) description of test methods?</i>				
	<i>c) date of the tests done on each component?</i>				
	<i>d) results of the tests?</i>				
	<i>e) description and date of corrective actions?</i>				
4-45	If the facility manages more than 20 tonnes of HW in a calendar year, is a copy of the inspection records submitted to a director within 90 days after each test?				
	Personnel Training (13)				
4-46	Every employee receives training prior to commencing employment in an operation capacity on the following:				
	<i>a) person's duties and responsibilities?</i>				
	<i>b) use of PPE?</i>				
	<i>c) fire, explosion, spill response procedures?</i>				
	<i>d) communications and alarm systems?</i>				
	<i>e) use of abatement and cleanup equipment?</i>				
	<i>f) shut down operations?</i>				
	<i>g) hazards of all HW at facility?</i>				
4-47	Is each operational employee provided an annual review of the training?				

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4-48	Are records kept of all persons employed, their duties, and their training records?				
	WHMIS, MSDS, TDG				
4-49	Is the WHMIS system used, including labeling controlled products, supplier labels, workplace labels (WorkSafeBC)?				
4-50	Are employees provided with WHMIS training (WorkSafeBC)?				
4-51	Does the facility maintain up-to-date Material Safety Data Sheets (MSDS) (WorkSafeBC)?				
4-52	Is TDG Training completed when required? Are records kept? Do employees have their Certificate of Training with them?				
	PROHIBITED PRACTICES				
4-53	HW is not mixed or diluted at the facility?				
4-54	The facility does not treat, store or dispose of HW by conducting underground injection?				
4-55	The facility does not operate on a boat, barge or vessel on fresh water?				
4-56	HW is not disposed or discharged into any municipal or public authority waste disposal system <u>unless authorized by a permit?</u>				
4-57	Are monitoring, measurement, recording, reporting conducted in accordance with stipulated approvals/permits/operational plans? (<i>specific criteria need to be developed based on facility-specific regulatory requirements</i>)				