

MINISTRY OF ENVIRONMENT
ENVIRONMENTAL MANAGEMENT BRANCH
BUSINESS SERVICES

INSTRUCTIONS TO TRANSPORT LICENCE APPLICANTS

PART I - ISSUING LICENCES

Transport licences are issued by the Director, Environmental Management Act to persons or parties responsible for transporting hazardous waste. In most circumstances the licence is issued to a transport company rather than employee drivers. To obtain a licence to transport hazardous waste an applicant must:

- complete the application form,
- write an exam based on knowledge of the regulatory requirements,
- provide a financial security deposit,
- provide a contingency plan for spill emergencies,
- mail the application and all attachments to the Director, Environmental Management Act and,
- must meet all the requirements listed on this instruction sheet.

PART II - COMPLETING THE APPLICATION FORM

Company Name: Enter the name of the applicant (carrier). In the case of a partnership or proprietorship, this is the name of the principal(s). For companies, it is their "legal" name **exactly** as registered by the B.C. Registrar of Companies. If the applicant (carrier) conducts business under a separate unregistered company name or style, a personal name must be entered.

Address: Enter the applicant (carrier) address. For companies this is their legal address as registered with the B.C. Registrar of Companies. In the case of out-of-province companies, the corporate head office mailing address is required. Be sure to use the correct postal code.

Check One Box: Indicate if this is a new application, a renewal of an existing licence or a revision to an existing licence.

Wastes Carried: Tick only those waste type(s) that you are trained and capable of hauling. The waste types listed in this section are the most commonly transported hazardous wastes. If you have any questions, first contact the generator who is hiring you to carry a waste product or the Ministry office nearest you.

DO NOT TRANSPORT AN UNKNOWN WASTE

Dispatch Address: Enter the address that the vehicles are leaving from. If there is more than one address, attach a list of all addresses.

Vehicle List: All vehicles that transport hazardous waste must be authorized by a transport licence issued by the Ministry before they are used to carry a load of hazardous waste. Only vehicles owned or leased by the applicant can be put on the transport licence.

We must have the following information on all vehicles/trailers:
[examples in brackets]

Vehicle Year and Make; [1992 Ford]
Licence Plate Number: [1235UY]
Province or State Licence Plate Number issued by: [BC]
Load Type: [Drum, Tank, Bulk, Carton, Bag, Roll-off or Lugger, Other, Various]
Liability Insurance Coverage: [\$5 Million or more].

Liability: Enter the name of the company or companies providing your third party liability insurance coverage.

Certification: The registered company certification must be signed by a principal or owner or qualified personnel of the company. This will be the contact person and all correspondence will be mailed to this individual.

PART III - ADDITIONAL REQUIREMENTS

Financial Security: Send one of the following: Safe Keeping Agreement, Letter of Credit, Surety Bond, bank draft, money order or cash to the Ministry with the application.

Consignee Confirmation Letter: If you are able to identify all consignees, attach a copy of the consignee confirmation letter completed by the consignee to verify the special waste will be received at an authorized facility.

Contingency Plan for Spills: A copy of a contingency plan for spills is required by each transporter. The contingency plan will outline emergency procedures, responsibilities, equipment and phone numbers.

The Package provides a sample and there is a generic plan for battery haulers.

Vehicle Registration: Attach all vehicle/trailer Certificate of Registration and Insurance Documents as proof of insurance and registration. In the case of large companies a fleet list must be attached with the following: year and make, licence plate number, maximum load and load type.

The fleet list must be dated.

Insurance Verification of \$5 Million: Attaching the above noted certificate for BC Vehicles/trailers will confirm \$5 Million third party legal liability. For additional insurance requirements, or out of province companies, complete the Carrier Certificate of Insurance Verification Form to show a minimum of \$5 Million third party liability insurance coverage.

A LICENCE IS VOID IF THE CIRCUMSTANCES UNDER WHICH THE HAZARDOUS WASTE TRANSPORTED DIFFERS SIGNIFICANTLY FROM THE INFORMATION PROVIDED IN THE APPLICATION.

Mail Application to:

Director, Environmental Management Act
Ministry of Environment
Environmental Management Branch
Business Services
PO Box 9342 Stn Prov Govt
Victoria BC V8W 9M1

Location:

Business Services
3rd floor, 2975 Jutland Rd
Victoria BC V8T 5J9



Province of British Columbia
APPLICATION FOR A LICENCE TO TRANSPORT HAZARDOUS WASTE

I/We hereby apply for (check one)

- a licence to transport hazardous waste within the Province of British Columbia
a revision of a licence (number LT _____)
a renewal of a licence (number LT _____)

File Number: 66500-20/LT _____
(office use only)

SECTION 1 TRANSPORTER IDENTIFICATION

Company Name
Postal Mailing Address
Phone Number: Fax Number: Cell Number:
Email Address:
NSC Number: Date:
Certificate of Registration under B.C. Business Corporations Act
Registration Number: Date:

SECTION 2 HAZARDOUS WASTE TYPE

This undertaking relates to the transportation of the following wastes:

Table with 5 columns: Waste Type, Environmentally Hazardous (Class 9), Flammable Liquids, Flammable Solids, PCBs, Pesticides, Petroleum Products, Photo Imaging, Poisons, Solvents, Waste Containing Dioxins, Waste Containing PAHs, Other.

by vehicles dispatched from an operation located at:

Dispatch Address
PO Box OR Street City Prov/State Country Postal Code

[If more than one address, attach list of all dispatch addresses]



Province of British Columbia
APPLICATION FOR A LICENCE TO TRANSPORT HAZARDOUS WASTE

SECTION 3

VEHICLE DOCUMENTATION

- 1. If 10 or fewer vehicles/trailers are used for transporting hazardous waste, copies of the registration and insurance documents are required to be submitted to this office.
2. If 11 or more vehicles/trailers are used to transport hazardous waste, a completed and dated fleet list may be used. In addition, a current Certificate of Insurance/letter from the insurance company must be attached indicating a minimum \$5 million third party legal liability for all vehicles/trailers noted on the fleet list.

FLEET LIST - (Date)

Table with 7 columns: Vehicle Year, Vehicle Make, Licence Plate No, Province or State, Net Load Capacity (kg or L), Load Type (i.e. bags, bulk, barrels, roll off, tank, etc.), Liability Insurance Coverage \$

[Attach a separate sheet for additional vehicles/trailers operating under this licence]

SECTION 4

INSURANCE

Liability Insurance provided by: is carried by the applicant on each vehicle.



SECTION 5	CERTIFICATION	
I,		
<i>(Print Name),</i>		
certify that I am aware of the requirements of the Hazardous Waste Regulation as related to the transportation of hazardous waste.		
<i>Print name of applicant</i>		<i>Signature of applicant</i>
<i>Date of Application</i>	<i>Telephone Number</i>	<i>Fax Number</i>