

# Environmental Programs

## Environment Act Consolidated Permit Application Guidelines

This information sheet is designed to assist applicants in completing the “Consolidated Application for Environment Act Permits for Operations with 1-9 People” by walking you through the form in a step-by-step manner. If you have any questions after using this guidance document, please contact the Environmental Programs Branch.

The Consolidated Application Form was developed to streamline the permit application process for small commercial or industrial activities that may require multiple permits under Yukon’s *Environment Act*, such as placer mining. The form consolidates the application forms for Air Emissions, Solid Waste, Special Waste and Storage Tank permits, which are often required for small resource-based operations. **You should fill out the Consolidated Application Form for Operations with 1-9 People if your operation has 9 or fewer people and involves any of the following activities:**

- Burning, burial or incineration of garbage
- Generation or storage of special wastes like waste oil, batteries, and antifreeze
- Incineration of waste oil in a waste oil burner
- Operation or decommissioning of storage tanks for fuel or other hazardous substances

**If your operation has more than 9 people, please fill out the Consolidated Permit Application for Operations with 10+ People.**

It is the responsibility of the applicant to ensure that they obtain all required permits for their activities under the *Environment Act* and all other relevant legislation and regulations. As every operation is different, this consolidated form is not designed to be used in all situations. Examples of activities that require permits, but are not included in the Consolidated Application Form include:

- Operating a public landfill or transfer station
- Collecting special wastes from other persons or businesses
- Operating a land treatment facility for bioremediation of hydrocarbons
- Use of pesticides
- Relocation of contaminated soil
- Purchase and handling of ozone-depleting substances

If you are conducting any of these activities, contact the Environmental Programs Branch for advice on the proper permit application form(s) to complete.

## Part 1.0 - Contact and Site Information

### All applicants must completely fill out this Part.

- A. The business name or government agency/branch/department is person or organization in whose name the permit will be issued. The contact name is the name of the person that will be contacted by the Environmental Programs Branch in order to issue the permit and in the future if any questions about the permitted activities arise. The phone number and mailing address must be filled out so that you can be contacted by the Branch. If you prefer to be contacted by email, please include your email address.
- B. This section must be completed if the person or business applying for the permit is not directly in charge of all or some of the activities that require permitting. An example would be if a separate business is in charge of any aspect of the activities described in the application.
- C. The street address is your actual location address, where available (e.g., 14 Fireside Road, Whitehorse) or the common site name (e.g., Placer Mining Gulch). The geographic coordinates can be provided in lat/long format or UTM (e.g. 60°43'00"N 135°03'00"W).
- D. Please indicate whether the activity will be occurring on Crown or private land. If the activity is occurring on Crown land, indicate the number of affected grants and the registered owner of the grants. Attach an additional page if necessary. If the activity is not occurring on Crown land, who owns the land? **If the applicant is not the land owner or grant holder, a letter of permission from the land owner or grant holder must be provided with this application.** This can be a simple note, attached to the permit application, stating that the owner is aware of the activities that are to be permitted and gives consent for them to be carried out on the property.
- E. Indicate the typical number of people that will be staying at the project site at any one time that are employed by or otherwise directly associated with the commercial aspects of the project. If this is more than 9 people, please complete the Consolidated Application Form for Operations with 10+ People.
- F. Indicate the maximum number of people that will be staying at the project site at any one time that are employed by or otherwise directly associated with the commercial aspects of the project. The maximum number of people may differ from the typical number for a variety of reasons, such as if a sub-contractor stays at the site for a week or two to complete some work.
- G. Provide the dates during which project activities will take place, or indicate that the permitted activities will occur year-round.
- H. Check all of the activities that apply to your operation. The boxes that you check identify which sections of the form you need to complete.

**Solid Waste** - Solid waste includes most everyday garbage, but does not include special waste (e.g., oil, batteries, antifreeze), sewage, or untreated brush or wood products that are not mixed with other materials. Permits are required to burn, bury, or incinerate solid waste. Burning and incineration of solid waste are defined differently, where "incinerating" means combustion in an incinerator where the air intake and combustion temperatures can be controlled and "open burning" means the combustion of material without control of the combustion air and without a stack or chimney to vent the emissions to the atmosphere.

**Special Waste** – Special waste is defined as dangerous goods that are no longer used for their original purpose, as well as waste oil and biomedical waste. Some of the more common types of special waste are: waste oil, waste fuel, waste antifreeze, waste batteries and waste solvents. Permits are required to generate, store, transport, or dispose of special wastes.

**Storage Tanks** – Storage tanks and storage tank systems (i.e. connected tanks) are regulated when storing hazardous substances, including petroleum products. A permit is required to operate or decommission a storage tank or storage tank system if it can hold more than 4,000 litres of a petroleum product, regardless of the amount of product actually stored. Similarly, a permit is required to operate or decommission a storage tank or storage tank system for hazardous substances other than petroleum products if the capacity of the tank/tank system is 2,000L or greater.

- I. A review under the *Yukon Environmental & Socio-Economic Assessment Act* (YESAA) is required for certain activities taking place in the Yukon, as listed in the YESAA regulations. For further information about YESAA and to check the YESAA regulations to see if an assessment is required before the permit is issued, go to [www.yesab.ca](http://www.yesab.ca). If a YESAA assessment is required, the permit application will be reviewed and kept on file until a Decision Document for the project is issued, at which time the permit can be issued.
- J. Attach a sketch of your project site, including the location of camp facilities, solid waste storage areas, solid waste burial, burning, and/or incineration areas, special waste storage areas, your waste oil burner and fuel storage areas, as applicable. The sketch also needs to include the distance to the nearest water bodies, residences, roads, and other adjacent land uses, as applicable. If you have prepared a Mining Land Use Approval Application, you may use the site plan sketch and claim diagram from that application, as long as you ensure that all of the above locations are noted (if relevant).

## Part 2.0 – Solid Waste

**Fill out this part if you will be burning, incinerating, or burying solid waste on site.**

- A. If you are planning to accept solid wastes from other people or business for handling or disposal at this site, you must provide additional information. Please fill out the permit application form for a commercial dump, which can be obtained from the Environmental Programs Branch, and then proceed to Part 3.0 of this form.
- B. Provide an estimate of how much waste and what types of waste will be generated on a daily basis by your operation. A rough estimate for the total amount of waste generated is 2kg per person per day. Please indicate what will be done with each type of waste. Will the waste be transferred offsite, buried, burned, or incinerated? Remember, incinerating means using equipment that allows that combustion temperature and air intake to be controlled.
- C. Describe how each type of solid waste will be stored prior to transferring it offsite or burying, burning or incinerating the waste. This is particularly important for wastes that may be an attractant to animals and whose improper storage could pose a safety risk.
- D. Describe any security measures or wildlife control measures. This could include a fence or signage to keep out unauthorized personnel or an electric fence to deter wildlife. Electric fencing is required if solid waste is disposed of onsite, whether through burning, burial or incineration and is recommended when any solid waste is stored onsite. Refer to the *Guidelines for Industrial Activity*

in Bear Country or contact Environment Yukon for recommended security and wildlife control measures for your operation.

## Part 2.1 – Open Burning of Solid Waste

**Fill out this part if you will be burning any types of solid waste.**

- A. Provide an estimate of how often burning will occur, based on the amount and types of waste to be generated. If you are burning waste that could attract animals, you should burn this waste regularly to reduce the attractant.
- B. Describe how each type of waste will be burned. Burning may occur in a barrel, a drum, in a trench in the ground, or through another means. If you are planning to use accelerants, such as waste petroleum products, to assist the burning of wastes, please note that here.
- C. What will you do with the ash that is generated by burning waste? Ash is considered a solid waste under the *Solid Waste Regulations* and must be dealt with accordingly. Ash can be collected and transferred offsite, buried onsite, or used for another purpose. If the ash is to be buried onsite, you must fill out Part 2.3 of the form for the burial of solid waste as well.

## Part 2.2 – Incineration of Solid Waste

**Fill out this part if you will be incinerating any types of solid waste.**

- A. Provide an estimate of how often incineration will occur, based on the amount and types of waste to be generated. If you are incinerating waste that could attract animals, you should incinerate this waste regularly to reduce the attractant.
- B. Provide the manufacturer, make/model #, and year of the incinerator to be used, if this information is known at the time of the application. The incinerator must be certified to burn the types of wastes that will be incinerated.
- C. What will you do with the ash that is generated by incinerating waste? Ash is considered a solid waste under the *Solid Waste Regulations* and must be dealt with accordingly. Ash can be collected and transferred offsite, buried onsite, or used for another purpose. If the ash is to be buried onsite, you must fill out Part 2.3 of the form for the burial of solid waste.

## Part 2.3 – Burial of Solid Waste Onsite

**Fill out this part if you will be burying any solid waste or ash.**

- A. Sites that are used to bury solid waste must meet setbacks specified in legislation and policy. You must confirm that the location where you will bury solid waste will meet the specific setbacks. If these setbacks cannot be met, an alternative means of disposal for solid waste or ash may be required.
- B. In order to protect groundwater from potential impacts from the burial of solid waste, the pit or trench that is created to bury the waste must be at least 3 metres above the seasonally-high groundwater level. You must confirm that your waste pit will meet this requirement. Your permit will require you to advise the Environmental Programs Branch when the pit has been constructed, including the location of the pit, its dimensions, and the depth to groundwater at that location. The

depth to groundwater can be determined by measuring how deep water is encountered when digging a test pit.

- C. Solid waste and ash must be regularly covered when it is buried to prevent windblown waste and attraction of birds. Describe the type of material that will be used to cover the waste and how often it will be used.
- D. Describe how you will decommission the burial pit when it reaches capacity and will no longer be used. Explain what type of material and how much material will be used to cover the buried waste. Burial pits need to be decommissioned in accordance with guidelines developed by the Environmental Programs Branch. Contact the Branch for further information.

### **Part 3.0 – Special Waste**

**Fill out this part if you will be generating, storing or transporting special wastes like waste oil, batteries, antifreeze, fuel, etc.**

- A. If you are planning to accept special wastes from other people or businesses for handling or disposal at this site, you must provide additional information. Please fill out the permit application form for a special waste management facility, which can be obtained from the Environmental Programs Branch, and then proceed to Part 4.0 of this form.
- B. Identify the types of special waste that are anticipated to be produced by your operation. Do not include special wastes that could be created through an unintentional circumstance, such as a spill. Estimate the amount of each waste type that will be generated on a monthly basis, and be sure to include units (e.g., litres). Indicate whether each waste type will be transported offsite or disposed of onsite. For transportation of special wastes, it is important to indicate whether the waste will be transported by yourself (the applicant) or by other person or company. All persons and companies transporting special wastes in the Yukon must be permitted. You can confirm that a person or company is permitted to transport special wastes by asking for a copy of their permit or checking with Environment Yukon.
- C. If you are planning to transport any special wastes yourself, you must prepare and submit a spill response plan that describes measures to be taken in the event of a spill of each of the substances to be transported. The spill response plan must be reviewed and approved by the Environmental Programs Branch before your permit can be issued. A fact sheet describing how to prepare a spill response plan, and the information that needs to be included, is available online at <http://www.env.gov.yk.ca/air-water-waste/documents/SPILLS2-SpillResponsePlans.pdf>.
- D. Indicate who will be receiving the special wastes after they are transported offsite. In some cases, you may be receiving the special wastes yourself at a different site (e.g., waste oil could be transported from your camp to your shop in town to be used for heat). In most cases, you will likely be transporting the wastes to a different person or company, who will then treat or dispose of the waste. All persons and companies accepting special wastes must be permitted as a special waste facility. You can confirm that a person or company is permitted to accept special wastes by asking for a copy of their permit or checking with Environment Yukon.
- E. All special wastes must be stored in a location that is at least 30 m from the ordinary high water mark of any water body. Check to confirm that your storage location(s) will meet this requirement. If this requirement cannot be met, please contact the Environmental Programs Branch.

### **Part 3.1 – Incineration of Waste Oil**

**Fill out this part if you will be disposing of waste oil in a waste oil burner/incinerator.**

- A. Provide the manufacturer, make/model #, CSA/ULC #, and year of the oil burner/incinerator to be used, if this information is known at the time of the application. The incinerator must be CSA or ULC approved to burn waste oil.
- B. Waste oil burning equipment must be placed and used in a location that is at least 30 m from the ordinary high water mark of any water body. Check to confirm that the location of your waste oil burner will meet this requirement. If this requirement cannot be met, please contact the Environmental Programs Branch.

### **Part 4.0 – Operation of a Storage Tank**

**Fill out this part if you will be using a storage tank for petroleum products or other hazardous substances, and the capacity of the storage tank is 4,000L or greater and it will be used for petroleum products, or the capacity is 2,000L or greater and it will be used for other hazardous substances.**

- A. Provide the requested information for each storage tank that you will be using. An aboveground storage tank is a storage tank with more than 90% of the storage tank volume above surface grade whereas an underground storage tank is a storage tank with 10% or more of the storage tank volume covered with material such as earth, backfill or concrete. The tank registration number refers to the registration number assigned to the tank by Energy, Mines & Resources. The tank installation date is the year the tank was installed on your site. The tank capacity refers to how much fluid the tank can hold, regardless of how much fluid the tank will actually contain. If any alterations are going to be made to the tank, such as changing the valves or piping connected to the tank, please enter “yes” in the appropriate box.
- B. If any of the tanks you identified in the table above are going to be newly installed, provide the information for the person or company that will be installing the tanks.
- C. If you indicated that you will be making alterations to any of the tanks identified in the table above, describe the alteration and provide information for the person or company that will be doing the alteration.
- D. Storage tanks must be located at least 30 m from the ordinary high water mark of any water body. Check to confirm that the location of your storage tank(s) will meet this requirement. If this requirement cannot be met, please contact the Environmental Programs Branch.

### **Part 4.1 – Decommissioning of a Storage Tank**

**Fill out this part if you will be decommissioning a storage tank that was used for petroleum products or other hazardous substances, and the capacity of the storage tank is 4,000L or greater and it was used for petroleum products, or the capacity is 2,000L or greater and it was used for other hazardous substances.**

- A. Provide the requested information for each storage tank that you will be decommissioning. An aboveground storage tank is a storage tank with more than 90% of the storage tank volume above surface grade whereas an underground storage tank is a storage tank with 10% or more of the

storage tank volume covered with material such as earth, backfill or concrete. The tank registration number refers to the registration number assigned to the tank by Energy, Mines & Resources. The tank installation date is the year the tank was installed on your site. The tank capacity refers to how much fluid the tank can hold, regardless of how much fluid the tank will actually contain. The length of time the tank has been out of service refers to the length of time since the tank was used.

- B. If you know or suspect that any of the tanks identified in the table above are leaking, provide information on the substance that was released to the environment and the estimated quantity.
- C. Describe what will be done with the storage tank(s) after they are decommissioned. Will the tanks be disposed of at a permitted facility, or used or disposed of in some other way?
- D. Provide information for the person or company that will be decommissioning the tank(s).

### More Information

Information Sheets are also available on the following topics:

- Environment Act Regulations Affecting Mining and Mineral Exploration
- Air Emissions Regulations
- Contaminated Sites Regulation
- Contaminant Testing
- Designated Materials Regulation
- Solid Waste Regulations
- Spills Regulations
- Storage Tank Regulations
- Environment Act Regulations Affecting Placer Mining
- Special Waste Regulations
- Special Waste Storage Options
- Special Waste Disposal Options
- Used Oil, Batteries, Antifreeze, Solvents

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**For more information on this consolidated permit application form and the requirements of the Environment Act regulations, please contact:**

Environmental Programs Branch	Phone:	(867) 667-5683
Environment Yukon	Toll Free:	1-800-661-0408 extension 5683
Box 2703 (V-8)	Fax:	(867) 393-6205
Whitehorse, Yukon Y1A 2C6	Email:	<a href="mailto:envprot@gov.yk.ca">envprot@gov.yk.ca</a>
(located at 10 Burns Road, Whitehorse)	Web:	<a href="http://www.env.gov.yk.ca">www.env.gov.yk.ca</a>

The Environment Act and regulations may be viewed online at [www.env.gov.yk.ca](http://www.env.gov.yk.ca), or at any Yukon Public Library, territorial agent, territorial representative or regional services office. You may purchase copies at the Inquiry Centre, Yukon Government Administration Building, 2071-2nd Avenue in Whitehorse, or by mail from the Subscriptions Clerk, Yukon Government Queen's Printer, Box 2703, Whitehorse, Yukon, Y1A 2C6 (phone (867) 667-5783 or toll free 1-800-661-0408 extension 5783).



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