



Solid Waste Disposal Facility, Norman Wells, NT "Hazardous Waste Management Plan"



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1. INTRODUCTION

The Town of Norman Wells (Town) established the Solid Waste Disposal Facility (SWDF) in 1997. The facility has received all types of waste materials over the years from residents and businesses living and operating in the Town. With a history of no control or supervision up until 2021 the site has received for storage legacy wastes that include industrial vehicles, tanks, drums and gas cylinders.

Starting in 2021 the Town enacted a Solid Waste By-Law that regulates the management of waste materials from residents and businesses from collection to the disposal and handling of wastes. The SWDF employs two (2) staff persons on site to receive, screen, store and landfill wastes being delivered by residents and businesses.

The SWDF is permitted to receive waste for landfilling and household hazardous and scrap vehicle wastes for temporary storage prior to transport off-site to approved treatment or disposal facilities. Asbestos wastes from contractors is permitted for disposal at the SWDF under specific conditions and requirements set out in Government of the Northwest Territories (GNWT) regulations.

The landfill operates on the depression landfill method where waste is disposed of over ground and follows the topography of the site. The landfill has no liner or leachate collection and treatment system. The storage area for household hazardous waste is lined and surrounded by berms to provide containment in the event of a spill or leakage from waste containers.

Refer to Figure 1 for the SWDF location within the Town.

This Hazardous Waste Management Plan is intended as a guide for the management of household hazardous waste, scrap vehicles and asbestos. Hazardous waste is defined in the Guideline for Hazardous Waste Management (GNWT, 2017) as waste materials that require special handling and disposal/treatment to prevent adverse impacts on human health and the environment.

1.1 Waste Handling

The SWDF accepts waste materials from Town residents and the industrial, commercial and institutional (IC&I) sector that operate within Norman Wells and area. Household hazardous waste is accepted from residents only with the only IC&I hazardous waste accepted being asbestos.

Hazardous waste generated by the IC&I sector must be properly stored at the generating facility and removed for disposal or treatment by a licenced waste management contractor permitted to collect and transport hazardous waste.

The Town provides waste collection for household garbage from collection bins set up within residential developments. The Town does not collect household hazardous wastes these materials must be delivered to the SWDF by the resident.

1.2 Training

All staff at the SWDF are provided general training to identify the different types of materials accepted at the SWDF, including the Transport of Dangerous Goods Regulation (TDGR) and the Controlled Products Regulation typically called the "Workplace Hazardous Materials Information System" (WHMIS 2015). Staff are provided with an orientation on GNWT hazardous waste regulations and guidelines. The Public Works Manager and Foreman will liaison with the Department of Environment and Natural Resources (ENR) to learn of new requirements or programs for the management of waste materials. Copies of regulations and guidelines that apply to waste management will be at the SWDF office trailer for reference.

SWDF staff will also be trained and will follow the Town's Safe Work Practices, Policies and Procedures. Training and certification programs are available through Solid Waste Association of North America (Northern Lights Chapter) that includes the "Landfill Operator Certification".

1.3 Site Location and Maps

Figure 2 shows the layout of the SWDF including the area dedicated to the temporary storage of household hazardous waste. The active areas of landfilling operation are also shown.

2. FACILITY REQUIREMENTS

2.1 General Requirements for Storage Containers

Household hazardous waste received from residents should be stored as follows:

1. In the original containers or in containers made for the purpose of storing the hazardous waste material. The container must be sound, sealable, and not leaking.
2. Clearly labelled according to WHMIS and/or the relevant Transport Authority when transport to treatment / disposal facilities is planned.
3. Bulked into specified means of containment that is outlined in the TDGR and in consultation with the Town's hazardous waste removal/transport contractor. The containers used must be suitable to ensure that the contents remain secure and closed at all times during transport.

2.2 General Requirements for Storage Facility

Household hazardous waste will be stored in a safe and secure manner according to the following:

1. Within the constructed lined and berm area of the SWDF as approved under the Water Licence. (except for vehicles and appliances)
2. Drainage controlled to prevent spills or leaks from leaving the lined area and to prevent water run-off from the site from entering the storage area (maintain liner and berms).
3. Waste materials received will be segregated by chemical compatibility to ensure safety of the public and SWDF staff .The TDGR, WHMIS and the National Fire Code (consultation with Fire Chief) provides guidance on storage.

Segregated wastes will include the following categories:

- Batteries
- Ozone depleting substances (refrigerators, freezers, air conditioners)
- Gas cylinders (propane)
- Paints and solvents
- Waste oil
- Waste fuels
- Glycols (Antifreeze)
- Residue fuel drums
- Heating oil tanks
- Herbicides / Pesticides
- Vehicles

4. Storage areas for the segregated waste categories need to be clearly defined by signage.
5. Storage area will maintained, free of debris, and organized.
6. Hazardous wastes will be stored in a secure area with controlled access. Access to the storage area for placing materials will be for SWDF staff trained in waste handling procedure or by residents during times when staff are on site to supervise.
7. Regular inspections of the storage area (liner and berm conditions) and stored waste will be performed and recorded. Containers will be placed on site so that inspections can identify any leakage. If containers are starting to leak SWDF will transfer contents to a secure container.
8. An inventory of the hazardous waste categories and estimated volumes will be maintained and use to plan and organize contracted services for removal and disposal.
9. Emergency response equipment and material (spills kits) appropriate for hazardous waste materials stored on site will be keep at the SWDF office trailer and available to staff.
10. The Town's Fire Chief will be consulted and aware of hazardous waste storage facility and materials being stored in order to be prepared for an possible emergency event.

3. HAZARDOUS WASTE HANDLING

The care and handling methods will depend on the waste materials and potential impact (human health, environment) of each material. When handling hazardous waste SWDF staff will be properly trained and equipped with the appropriate personal protective equipment (PPE).

PPE will be stored and available for staff at either at the SWDF office trailer and / or Public Works maintenance building. In addition to the information provided in this section reference material is available in Safety Data Sheets regarding the hazards, handling procedures, and mitigative measures for specific hazardous materials. Hazardous materials can be categorized as follows:

Asbestos	Batteries
Glycols	Heating Oil Tanks
Mercury Containing	Paint
Ozone Depleting Substances	Residue Fuel Tanks/Drums
Propane Tanks.	Vehicles
Use Oil	

Hazardous waste is received by type of material and stored temporarily on site until a licenced waste management contractor is retained to remove and transport waste materials to an approved treatment/disposal facility. The SWDF will maintain a tracking and inventory system that will be used to maintain records on the amount of material received, in storage and that have been shipped out.

Each of the materials categories is discussed in detail. Hazardous materials are not to be mixed or diluted with any substance of divided in to smaller quantities to avoid meeting the definition of hazardous waste.

Hazardous waste that is not accepted at the SWDF include the following:

- IC&I hazardous waste (solid or liquid)
- Oily debris
- Biomedical or Infectious wastes
- Liquid wastes (other than those specifically listed in Section 2.2)

This is a working document that will be updated as operational changes or improvements are made at the SWDF or when amended/new GWNT waste management regulations are enacted.

3.1 Asbestos

Accepted from: Residential and IC&I sources from the Town of Norman Wells and surrounding area.

Regulatory Reference(s): Guideline for the Management of Waste Asbestos (GNWT, 2004) and Guideline for the General Management of Hazardous Waste in NWT.

Health and Environmental Risks: The health risks associated with asbestos is with through inhalation of the asbestos fibres that can affect the respiratory system. Asbestos can cause cancer.

Method of Disposal: Residents or IC&I contractors removing asbestos from buildings or equipment must remove, package and transport in accordance with the GNWT guidelines. This includes the double bagging and identification of loads as "asbestos". Before asbestos can be received at the SWDF the IC&I contractor must contact and obtain approval from the Public Works Manager (ENR Officer also notified) and to be assigned a date and time for the material to be delivered to the SWDF. Prior to receiving the asbestos SWDF staff will prepare a designated disposal "hole" that will be surrounded by waste or material to cover the asbestos once dumped into the "hole". Material received on the assigned date will be inspected to make sure that it meets ENR guidelines. Once inspected it will be directed to the designated disposal "hole" where it will be dumped. Once dumped the SWDF dozer will push the waste onto and over the asbestos. The dozer is not to travel directly over the asbestos so as not to break open the bagged asbestos (ruptured bags risk release of airborne asbestos fibre). During the receiving, inspection, dumping and burying of asbestos SWDF staff will have PPE on or available to put on in the event of bags breaking.

Record Keeping, Mapping and Reporting: The location of the asbestos will be mapped and recorded to prevent future disturbance that could occur from excavations.

3.2 Batteries

Accepted from: Residents

Regulatory Reference(s) : Guideline for the Management of Waste Batteries (GNWT, 1998) addresses lead acid and rechargeable batteries.

Health and Environmental Risk(s) : Batteries can spill or leak corrosive fluids that can cause burns. Spills can also contaminate groundwater. Metals (lead, mercury, cadmium) found in batteries are toxic and if released into the environment can bioaccumulate in plants and wildlife.

Methods of Storage: Lead acid batteries will be stored on pallets. Once a pallet is full it will be wrapped and secured with plastic wrap. Rechargeable and Single use batteries will be stored in containers recommended by the Town's waste contractor.

Lead acid batteries will be stores upright on skids to prevent leakage of acids. Regular inspections of the battery storage will be made to detect any spills. If spills are identified the procedures detailed in the "Town of Norman Wells Spill Contingency Plan" will be followed.

Record Keeping, Mapping and Reporting: SWDF staff will maintain an inventory record of the amount and types of batteries in storage. For lead acid batteries the number of batteries (skids) will be recorded and for rechargeable / single use the number of containers will be identified.

Method of Disposal: Batteries will be removed and transported to an approved disposal facility by a licenced waste management contractor hired by the Town.

Transportation Requirements: Transportation of waste batteries require proper classification, packaging, labelling, and manifesting as required by the transport regulations. For transportation, waste batteries can be classified as follows:

Shipping Name(s) : Battery, dry, containing potassium hydroxide solid

Classification 8
P.I.N: UN3028
Packaging Group III

Battery, wet, filled with acid
Classification 8
P.I.N. UN2794
Packaging Group III

Battery, wet, filled with alkali
Classification 8
P.I.N. UN2795
Packaging Group III

Battery, wet, non-spillable
Classification 8
P.I.N. UN2800
Packaging Group III

3.3 Glycols (antifreeze)

Accepted from Residents

Regulatory Reference(s): Guideline for the Management of Waste Antifreeze (GNWT, 1998)

Health and Environmental Risks Toxic by ingestion. Mildly toxic by skin contact. Corrosion and antifoaming inhibitors in antifreeze are toxic. Metals picked up in engine radiators and found in waste antifreeze are also considered toxic.

Avoid eye contact. Wear eye protection when handling. Potential risk to groundwater and land surface contamination that could poison fish, animals, and people.

Method of Disposal: Sites that store glycol in volumes greater than 1,000 litres for a period more than 180 days must be registered as a hazardous waste storage facility. Glycols received from residents will be received in containers that are not leaking and placed in wire mesh cage for storage on site. Once a cage is full SWDF staff can leave in cage or transfer (pouring) into a 1,000-litre cube shipping container recommended by the Town's waste management contractor. Cages or container(s) will be clearly labelled in accordance with the requirements of WHMIS, the Safety Act, or relevant Transport Authority. Guidance on labelling will be received from the Town's waste contractor. A spill kit will be on hand when transferring glycol.

SWDF staff will supervise and control access to the glycol storage area during regular operating hours.

Record Keeping, Mapping, and Reporting: SWDF staff will maintain a record of the volume of glycols in storage and regular inspection of the storage area for signs of leakage. Any evidence of run-off or leakage from the storage area will be dealt with according to the Town's Spill Contingency Plan.

Method of Disposal: A licenced hazardous waste contractor will be retained to remove and transport to a registered facility for recycling.

Transportation Requirements: Prior to shipment the containers will be inspected for leaks and in good condition for transport off the site. Transportation of glycols requires proper classification, packaging, labelling, and manifesting as required by the transport authority.

For winter road transport waste antifreeze can be classified as follows:

Shipping Name: Waste Poisonous Liquids, N.O.S.

Subsidiary Name : Ethylene glycol mixture or Propylene glycol mixture

P.I.N.: UN2810

Classification: 6.1, 9.2

Packing Group II, III

Special Provisions 102, 109

3.4 Heating Oil Tanks

Accept from: Residents

Method of Disposal: Only clean tanks cut in half are accepted. Cleaned tanks are classified as scrap metal to be stored on the SWDF site until arrangements are made for scrap metals to be removed and transported to metal recycling facilities.

3.5 Hydrocarbon Contaminated Soil

Hydrocarbon contaminated soil is not accepted at the SWDF under normal circumstances. To receive contaminated soil for landfill cover soils specific conditions must be met under GNWT hazardous waste rules. Namely (taken from GNWT Guideline for Hazardous Waste Management, Revised October 2017);

"Contaminated soil/snow/water that is being removed from a contaminated site is managed as a hazardous waste in the NWT to ensure the material removed is transported to a registered receiving facility authorized to receive that waste.

Contaminated soil is soil, sand, gravel, rock or similar naturally occurring material that contains levels of contaminants exceeding the remediation criteria found in the [Guideline for Contaminated Site Remediation](#). The hazardous waste management framework is not meant to be applied to activities that follow the tiered process or risk assessment or in-situ remediation according to the [Guideline for Contaminated Site Remediation](#).

Contaminated soil may be exempt from the definition of hazardous waste where circumstances allow for:

- *on-site remediation;*
- *re-use of petroleum hydrocarbon contaminated soil in an asphalt paving plant;*
- *re-use of soil that meets industrial criteria for landfill cover; or*

- *re-use of soil as industrial fill once a prior informed consent form has been completed.*

Under these circumstances ED (ENR Executive Director or designate) needs to be contacted to confirm an alternative record of disposal is completed that provides an equivalent level of accountability to confirm the disposal does not contribute to the likely discharge of a contaminant.

For contaminated soil to be received the generator of the soil or their qualified engineer for the project site in Norman Wells will be required to contact the Public Works Manager and assist with an application ("Alternative Record of Disposal ") for approval from the ENR ED.

3.6 Mercury Containing Equipment

Accepted from: Residents

Regulatory Reference(s): Guide to Recycling Mercury – Containing Lamps (GNWT, 2012)

Health and Environmental Risks: Exposure to mercury can cause organ (kidney, liver, heart) and neurological damage.

Method of Disposal: Storage of mercury containing equipment will be in a container recommended by waste management contractors that will be hired to remove materials for disposal. Fluorescent bulbs will be stored in dry conditions (Reuse Shelter) with good ventilation.

Fluorescent tube treatment: tubes will be treated on site using an approved "bulb eater" that will crush and contain the glass / mercury materials in a sealed drum for storage.

Record Keeping, Mapping, and Reporting: SWDF staff will maintain a record of the amount of equipment and bulbs in storage, and status of crushed materials.

Regular inspections will be conducted for improperly stored or broken bulbs, with cleanups done as required.

Transportation Requirements: The crushed material containing mercury must be properly labelled prior to shipment off-site. Waste inventory records will be used to fill out manifest for transportation of waste to an approved disposal facility.

3.7 Ozone Depleting Substances (ODS)

Accepted from: Residents

Regulatory Reference(s): Environmental Guideline for Ozone Depleting Substances (ODS's) and Halocarbon Alternatives (GNWT, 2007)

Health and Environmental Risks: Ozone release into the atmosphere from appliances depletes the ozone layer and increases the UV radiation that is potential harm to human, plant and animal life.

Method of Disposal: Appliances that contain ODS including freezers, refrigerators, air conditioners will be stored in a designated area of the SWDF (see figure 2). A qualified contractor will be retained to remove and dispose of the ozone materials in accordance with requirements set out in the guideline.

Appliances that have had ODS removed will be labelled by the qualified contractor (name, date, no ODS). Once labelled appliances can be processed as a scrap metal

Record Keeping, Mapping and Reporting: SWDF will maintain records of the types and numbers of ODS containing appliances. Once a sufficient number (advice of contractor) of ODS appliance are on site in the segregated storage area arrangements will be made for a qualified contractor to be hired.

3.8 Paint

Accepted from Residents

Regulatory Reference(s) Guideline for the Management of Waste Paints (GNWT, 1998) and Guideline for the Management of Waste Lead and Lead Paint (GNWT, 2017)

Health and Environmental Risks: Oils and solvents that can be in paints can be toxic. They have the potential to contaminate drinking water, groundwater and be toxic to plants and wildlife.

Vapors from paints can be flammable and harmful if inhaled in high concentrations for a long period of time.

Lead in paint can be toxic and contaminate soils. It can bio-accumulate and enter the food chain. Chronic exposure to lead can cause chronic health problems. Lead is harmful to children. Lead in paint can be a risk through inhalation, ingestion, and skin absorption.

Method of Disposal: All types of paints from residents is accepted. Paint accepted must be in secure and sealable containers. Paints will be placed in wire mesh cage located in the "paint" section of the household hazardous waste area. Staff will be trained in the safe handling and storage of paint.

SWDF staff will obtain advice from qualified waste contractor (retain for removals) to the requirements and setup for segregating paints by type (oil based, alkyd, speciality coatings) and "classification".

Record Keeping, Mapping and Reporting: To prevent spills or leaks the stored paints will be inspected regularly as part of site monitoring. SWDF staff will maintain an inventory for the number of wire mesh paint cages in storage to use in planning arrangements for a waste contractor to remove for disposal.

Transportation Requirements: Transportation of waste paints requires proper classification, packaging, labelling and manifesting as required by the transport authority. For road transport waste paints can be classified as follows:

Shipping Name: Waste Paint (or Waste Paint Related Materials)

Classification : Class 3

Packing Group II, III

Special Provisions 108

Shipping Name: Waste Paint (or Waste Paint Related Materials)

Classification : Class 8

Packing Group II, III

Special Provision 108

3.9 Propane Tanks

Accepted from: Residents

Health and Environmental Risks: Propane tanks are a pressurized cylinder with the potential for an explosive hazard.

Method of Disposal: Tanks are stored up right on a solid pad with sufficient distance from any ignition source. Propane cylinders will be removed for disposal by a qualified waste management contractor.

3.10 Residue Fuel Drums

Accepted from: Residents

Regulatory Reference(s): Used Oil and Waste Fuel Management Regulations - R-064-2003 (GNWT, 2004)

Health and Environmental Risks: Drums that contain fuel can pose a risk for spills and as a flammable liquid that can ignite and cause an explosion or fire. Fuel can also be toxic if ingested.

Method of Disposal: The SWDF should be receiving clean drums with the tops cut off. Drums received will be inspected for liquid residue. If drums contain fuel they will need to set aside for removal and cleaning before they can be crushed and considered as a scrap metal.

Drums will be stored in the designated fuel drum area (lined area) ready for periodic processing by crushing. Once crushed drums can be considered a scrap metal.

Record Keeping, Mapping and Reporting: SWDF staff will maintain an inventory of drums received, including clean drums or drums requiring cleaning prior to processing and transfer to scrap metal bins.

3.11 Used Oils

Accepted from: Residents

Regulatory Reference(s): Used Oil and Waste Fuel Management Regulations - R-064-2003 (GNWT, 2004)

Health and Environmental Risks: Oil spills can contaminate soils and water.

Method of Disposal: Used oil received could be in a variety of container sizes. Storage of oil containers will be in wire mesh cages. Once full SWDF staff can transfer oil into totes that are acceptable to waste contractors used to remove for recycling or disposal. All transfers to preferably be completed using pumps and non drip hoses. Any transfer done by hand pour is only be completed using appropriately sized funnels suitable to capture all product and prevent spills. Sufficient free board shall be left in all totes to allow for expansion and contraction with temperature and to prevent overflowing during transfer. During any transfer staff will have a spills kit on hand.

Record Keeping, Mapping and Reporting SWDF staff will conduct regular inspect of the oil storage area to identify any leakage. An inventory of oil volumes on site will be maintained and used to schedule the hiring of a contractor for removal to a recycling facility.

3.12 Scrap Vehicles

Accepted from: Residents

Vehicle type: Vehicles accepted can include cars, pickups, SUVs, snowmobiles and ATVs

Health and Environmental Risk: Vehicles contain waste materials such as fuel, antifreeze and motor oils that can leak onto soil and leach into groundwater. Waste hydrocarbons such as gasoline or oils can be impact groundwater quality.

Method of Disposal: Scrap vehicles are received and stored in a designated area of the SWDF. Vehicles contain a number of waste materials that will be removed (depolluted) prior to being considered a scrap metal. Waste materials requiring removal include batteries, mercury switches, air bags (by licenced mechanic), fuels, antifreeze, motor oil, and tires. Once materials have been removed the depolluted vehicle can be crushed prior to shipment as a scrap metal.

Record Keeping, Mapping and Reporting: Staff will conduct regular inspections of the vehicle storage area to identify any leakage of fluids. If the spill is significant staff will follow the Towns Spills Contingency Plan.

4. RECORD KEEPING

An inventory record system will be maintained of each hazardous waste category that the SWDF receives from residents. The record system will allow SWDF staff to track the types and volumes of household hazardous waste being stored on site in accordance with the GNWT regulations. The records will also assist staff in planning and scheduling the hiring of waste management contracts to remove hazardous wastes to appropriate recycling, treatment, or disposal facilities.

Refer to Appendix A and B for the individual waste type record forms and inventory management system.

For hazardous waste materials that require manifesting the contractor hired will provide the SWDF staff with a copy to retain and store at the site office. For asbestos waste being disposed of at the SWDF (final destination) the site will be registered as a disposal facility and will maintain records of the volume of asbestos received, source and location of the disposal.

Hazardous wastes shipped to approved facilities will be accompanied by the appropriate hazardous waste manifest shipping documents (contractor supplied) as required under the TDGR. Information on the manifest shipping documents will include the following:

- Manifest reference number
- SWDF information
- Carrier / Transporter information
- Receiving facility information
- Type of waste transported (TDGR compliant)
- Applicable shipping details (UN number, Classification, Packing Group)
- Volume of waste transported
- Dates

The transport of waste from the territory to another province will be done in accordance with the "Interprovincial Movement of Hazardous Waste Regulation" (Government of Canada, 2002).

5. MAINTENANCE

The SWDF will be maintained as a clean site by minimizing the amount of debris and litter that is on site. The appearance of the SWDF to residents of the Town contributes to the proper use of the SWDF (i.e. prevent illegal dumping).

SWDF staff will maintain a number of facilities that include the on-site roads, lined and berm area to ensure that it is secure and providing containment, and signage to provide SWDF users with clear directions to specific management areas.

Staff have a number of tasks to complete including supervision, monitoring and inspections. Areas of the site will be checked depending on usage, with some areas such as the landfilling area and hazardous waste segregation area being checked more frequently. All areas of the hazardous waste storage area will be inspected at least once per operating day.



6. CERTIFICATION PAGE

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Martin Zimmer , P.Eng

Permit Holder

7. REFERENCES

GNWT 2017 – Guideline for Hazardous Waste Management

GNWT 2004 Guideline for the Management of Waste Asbestos

GNWT 1998 Guideline for the Management of Batteries

GNWT 1998 Guideline for the Management of Antifreeze

GNWT 2012 Guideline to Recycle Mercury Containing Lamps

GNWT 2007 Environmental Guideline for Ozone Depleting Substances (ODS's) and Halocarbon Alternatives

GNWT 1998 Guideline for the Management of Waste Paint

GNWT 2017 Guideline for the Management of Lead and Lead Paint

GNWT 2004 Used Oil and Waste Fuel Management Regulations – R – 064 – 2003

Government of Canada 2001 Transportation of Dangerous goods Regulations

Government of Canada 2015 Workplace Hazardous Materials Information System (WHMIS)

Government of Canada 2002 Interprovincial Movement of Hazardous Waste Regulation

City of Yellowknife "Hazardous Waste Management Plan" June 2020

Town of Norman Wells Hazardous Waste Management Plan August 2018 (Stantec)

FIGURES

Figure 1. Solid Waste Disposal Facility Location

Figure 2. Solid Waste Disposal Facility – Layout



Appendices

Appendix A - Waste Inventory Sheets

Appendix B - Waste Tracking and Removal Scheduling Form



APPENDIX A

WASTE INVENTORY SHEETS



APPENDIX B WASTE TRACKING AND REMOVAL SCHEDULING FORM