

**MANITOBA  
LANDFILL OPERATOR  
CERTIFICATION PROGRAM**

**MANITOBA  
SUSTAINABLE DEVELOPMENT**

**2017**



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## FOREWORD

Section 44 of the Waste Management Facilities Regulation 37/2016 of *The Environment Act* indicates that a director appointed by the minister for the purpose of the act and its regulations may issue technical bulletins and guidelines to apply and interpret regulation requirements. This document is for that purpose.

The Manitoba Landfill Operator Certification Program recognizes the Solid Waste Association of North America – Northern Lights Chapter (SWANA-NLC) as an industry partner that provides training programs, processes applications, administers exams and manages certificates. In this document, all references to training programs, certificates and applications should be interpreted as provided by SWANA-NLC. Note that other organizations may be considered by the program upon review and request by any applicant.

Manitoba Sustainable Development governs the program, making recommendations on program requirements, keeping the exam bank updated, auditing training programs delivered by SWANA-NLC and managing related matters.

Comments or inquiries about this document may be directed to:

Manitoba Sustainable Development  
Environmental Stewardship Division  
Environmental Approvals Branch  
General inquiry line: 1-204-945-8321  
[www.manitoba.ca/sd/eal/index.html](http://www.manitoba.ca/sd/eal/index.html)

# Landfill Operator Certification Program Overview

## Landfill Operator Basic Certification

Required for all Class 1,  
Class 2, and Class 3 Waste  
Disposal Grounds in Manitoba



Minimum requirements:

- Must be 18 years of age; and
- Must be employed at a Landfill in Manitoba



A passing grade (minimum 70%)  
on the exam is required.



Certificates are issued by the  
certifying partner (SWANA-NLC)  
and are valid for three years.



Certificate holders must renew  
basic certificate every three years  
after proof of employment  
and completion of a workbook.\*

## Manager of Landfill Operations Certification

Required for Class 1  
Waste Disposal Grounds  
in Manitoba



Applicant must meet the minimum  
requirements in one of the three  
discipline areas specified by the  
SWANA-NLC certification program:

- Certified Manager Qualification
- Technical Associate Qualification
- Inspector Qualification



A passing grade (minimum 70%)  
on the exam is required.



Certificates are issued by the  
certifying partner (SWANA-NLC)  
and are valid for three years.



Certificate holders must renew  
certificate every three years, and  
complete and submit 30 Continuing  
Education Units (CEUs) to  
maintain certification.

\* Workbooks will not be available until 2019

## DEFINITIONS

**Act** — [The Environment Act](#).

**Certified operator** — person who holds a valid certificate or course of instruction recognized by the director

**Certifying partner** — the [Solid Waste Association of North America – Northern Lights Chapter](#)

**CEU** — continuing education unit

**Class 1 waste disposal ground** — a landfill that:

- receives more than 5,000 tonnes of solid waste in a year or 400 tonnes of solid waste in a 30 day period
- receives solid waste from outside the province
- is operated by anyone other than a municipality or regional waste management authority and disposes of solid waste generated by the operator or receives solid waste generated by others for commercial purposes

**Class 2 waste disposal ground** — a landfill other than a Class 1 waste disposal ground or a Class 3 waste disposal ground

**Class 3 waste disposal ground** — a landfill that was the subject of an operating permit for a Class 3 waste disposal ground under the former regulation that was in effect immediately before the coming into force of the Waste Management Facilities Regulation.

**Director** — an employee so designated under [The Environment Act](#)

**Employee** — a person who works for the landfill

**Facility owner** — in relation to a waste management facility, a person, town, municipality, company or corporation that owns the operation

**Landfill** — a facility at which solid waste is disposed of by placing it on or in land, but does not include a remote seasonal waste facility

**Operator** — in relation to a waste management facility, the holder of a licence or permit for the waste management facility

**Permit** — permit issued under section five under the *Waste Management Facilities Regulation*

**Regulation** — the [Waste Management Facilities Regulation 37/2016](#)

**Responsible person** — onsite operator or supervisor responsible for operations at the facility

**Solid waste** — any waste in solid form, including dead animals

**SWANA** — the Solid Waste Association of North America

**SWANA-NLC** — the Northern Lights Chapter of the Solid Waste Association of North America

**Waste disposal ground** — parcel of land that is used for the disposal of solid or industrial waste, also referred to as a landfill

**Waste management facility** — landfill, composting facility, transfer station, material recovery facility or remote seasonal waste facility

## 1.0 PROGRAM BACKGROUND

### 1.1 Regulatory Requirements

Solid waste management and disposal in Manitoba is regulated under the *Waste Management Facilities Regulation* (MR 37/2016) under *The Environment Act* (C.C.S.M. c. E 125). The most recent version of the regulation and the act can be found on [the Manitoba Laws website](#). The regulation is organized as follows:

- Part 1: Interpretation
- Part 2: Licences and Permits for Waste Management Facilities
- Part 3: Waste Management Facility Operating Requirements
- Part 4: Closure Requirements
- Part 5: Miscellaneous
- Part 6: Transitional and Repeal
- Schedule A: Waste Management Facility Permit Application
- Schedule B: Landfill Requirements
- Schedule C: Transfer Station Requirements
- Schedule D: Composting Facility Requirements
- Schedule E: Material Recovery Facility Requirements
- Schedule F: Remote Seasonable Waste Facility Requirements

### 1.2 Agreements

An agreement with [Manitoba Sustainable Development](#) designates SWANA-NLC as the industry partner responsible for the administration of the Landfill Operator Certification Program in Manitoba. Under this agreement, SWANA-NLC provides the basic certification training, administers the exam, accepts new applications for certification and renews operator certificates for the program.

A second agreement between Manitoba Sustainable Development and Alberta Environment and Parks was created to share the exam bank for the Landfill Operator Basic Certification exam administered by SWANA-NLC. Manitoba provides Manitoba-specific content to the exam bank and audits exam questions to ensure applicability for Manitoba operators.

## 2.0 LANDFILL OPERATOR CERTIFICATION PROGRAM

### 2.1 Operator Certification Objectives

The purpose of requiring operator certification in Manitoba is to ensure that best landfill operating practices are applied throughout the province. This is achieved by providing appropriate and consistent training for all Manitoba operators by way of the required certification process. It is expected that this program will result in the effective operation of all landfills in Manitoba, encourage further waste diversion and recycling, and ensure people, property and the environment are protected.

### 2.2 Requirements

The regulation indicates in Schedule B that by July 1, 2019, all Manitoba landfills must have a certified operator with the Landfill Operator Basic Certificate onsite any time the facility is open to the public. In addition, Class 1 waste disposal grounds must employ at least one person with a Manager of Landfill Operations Certificate. The table below indicates what type of certification is required for each class of landfill.

Landfill	Manager of Landfill Operations (MOLO)	Landfill Operations Basics (LOB)
Class 1 Waste Disposal Ground	✓	✓
Class 2 Waste Disposal Ground		✓
Class 3 Waste Disposal Ground		✓

### 2.3 Recognized Certificates

Manitoba Sustainable Development will recognize the following certificates:

- Manitoba Landfill Operator Basic Certificate issued by SWANA-NLC
- Manager of Landfill Operations Certificate issued by SWANA-NLC

Please note, other courses of instruction or valid certificates may be submitted with a written request from the applicant for review and consideration by Manitoba Sustainable Development to determine if the director deems the training equivalent.

All certificates are valid provided the holder uses reasonable care, judgement and knowledge in the performance of operational duties. No certificate will be valid if obtained or renewed through fraud, deceit or the submission of inaccurate qualification information.

### 2.4 Responsible Person

A responsible person is an individual who is designated as the onsite employee or supervisor responsible for operations at the facility. This does not include employees or contractors exclusively employed for equipment operation.



A person designated responsible for a landfill can include but are not limited to:

- foreman
- charge hand
- site supervisor
- site operator
- operations manager
- lead hand
- lead operator
- senior operator
- regional landfill manager
- district parks supervisor

Operator certification can be obtained by any of those listed above.

## **2.5 Restricted Public Access**

When a Class 2 or 3 waste disposal ground is open to the public but the active area is restricted from public access, an onsite certified operator is not mandatory. However, a responsible person who works at the landfill must be onsite any time the facility is open to the public.

If the certified operator is on long-term leave (e.g., extended vacation leave, illness, parental leave) then the facility must operate with no public access to the active area until the certified operator returns to work or another certified operator is employed at the facility. As well, anytime the facility is open to the public, a responsible person who works at the landfill must be onsite. If the certified operator is absent from work for more than six consecutive weeks, written approval from the director is required to continue operation.

In exceptional circumstances, the director may issue a written authorization to the facility owner that exempts the facility from the Landfill Operator Basic Certification requirements for a specified period. The director may impose terms and conditions with a specified time period for the authorization, and the operator and facility owner must comply with these requirements. This exemption will only be considered for a Class 3 waste disposal ground.

## **2.6 Certification Types**

### **2.6.1 Landfill Operator Basic Certificate**

A Landfill Operator Basic Certificate is issued when an applicant meets the minimum requirements for the certification program and achieves a mark of 70 per cent or better on the Landfill Operator Basic Certification exam. Basic certificates are valid for a maximum of three years.

Applicants who pass the exam in the months of January to June will be issued a certificate with a June 30 expiry date. Operators who pass the exam in the months of July to December will be issued a certificate with a December 31 expiry date.

### ***2.6.1.1 Qualifications for Landfill Operator Basic Certificate***

An applicant for the Landfill Operator Basic Certificate must be:

- at least 18 years of age
- employed at a landfill in Manitoba

### ***2.6.1.2 Application for Landfill Operator Basic Certificate***

SWANA-NLC offers a training course to prepare for the exam. Information about course availability, location and pricing can be obtained from the [SWANA-NLC website](#).

An applicant may challenge the exam without first viewing [the online study guide](#) or taking the training course, but it is not recommended. Multiple unsuccessful exam challenges will be viewed as a need for the candidate to take the training course.

An application to write the basic certification exam and to sign up for the training course can be obtained directly through SWANA-NLC. If requested in advance, exams may be provided verbally to an applicant. Completed application forms must be forwarded directly to SWANA-NLC for review and processing:

SWANA Northern Lights Chapter  
PO Box 3317  
Sherwood Park, AB T8H 2T2  
Tel: 1-780-496-5614  
Fax: 1-866-698-8203  
Email: [office@swananorthernlights.org](mailto:office@swananorthernlights.org)  
Website: [www.swananorthernlights.org](http://www.swananorthernlights.org)

## **2.6.2 Manager of Landfill Operations Certificate**

A Manager of Landfill Operations Certificate is issued when an applicant meets the minimum requirements for certification and achieves a grade of 70 per cent or better on the certification exam. Certificates are valid for a maximum of three years. Certificate holders who earn 30 CEUs or more within their three year period will qualify to renew their certificates.

### ***2.6.2.1 Qualifications for Manager of Landfill Operator Basic Certificate***

Manitoba Sustainable Development has adopted the SWANA international standards for the Manager of Landfill Operations Certification. Applicants must apply for certification in one of the three specified disciplines detailed below. The minimum criteria required to apply for certification in each of these discipline areas are as follows:

- 1) Certified Manager
  - high school diploma or GED
  - minimum five (5) years experience in Municipal Solid Waste Management.
  - A four-year Bachelor's Degree in Civil Engineering, Sanitary Engineering, Environmental Health, Environmental Science, Public Administration or related equivalent fields can substitute for up to two (2) years of the minimum five (5) years experience

- minimum of two (2) years experience in a management/supervisory position related to the discipline
  - direct responsibility for daily operations related to the discipline (ex: compliance with design and permit conditions, utilization of field equipment and services, personnel management, utilization and retention, responses to regulatory agencies, budgeting, etc.)
- 2) Technical Associate
- high school diploma or GED
  - minimum one (1) year experience working in the specific discipline. A two-year Associate Degree or Bachelor's Degree in a related field can substitute for one (1) year of the minimum experience. Involved in the planning, design, implementation, operation or promotion of Municipal Solid Waste field but do not fit into Manager or Inspector category. For example: landfill operators, facility employees, consultants, planners, vendors, or regulators
- 3) Inspector
- high school diploma or GED
  - minimum five (5) years experience in Integrated Municipal Solid Waste Management. A four-year degree in a related field may be substituted for up to two (2) years of the minimum five (5) years experience
  - minimum of two (2) years experience as an inspector of Municipal Solid Waste landfills, and currently in that position
  - is qualified to issue official citations for violations that require action or impose penalties (ex: Peace Officer, Conservation Officer, Environment Officer, etc.)

#### ***2.6.2.2 Application for Manager of Landfill Operations Certificate***

Application forms to register for the training course and to write the certification exam can be obtained directly through SWANA-NLC. Completed application forms should be forwarded directly to SWANA-NLC for review and processing:

SWANA Northern Lights Chapter  
 PO Box 3317  
 Sherwood Park, AB T8H 2T2  
 Tel: 1-780-496-5614  
 Fax: 1-866-698-8203  
 Email: [office@swananorthernlights.org](mailto:office@swananorthernlights.org)  
 Website: [www.swananorthernlights.org](http://www.swananorthernlights.org)

An applicant may challenge the exam without first taking the training course, but it is not recommended. Multiple unsuccessful exam challenges will be viewed as a need for the candidate to take the training course.

## **2.7 Certification Exam**

### **2.7.1 Landfill Operator Basic Certification Exam**

Manitoba Sustainable Development and Alberta Environment and Parks maintain and update the question bank from which the exams are prepared. SWANA-NLC administers the provincial exam and all marks are recorded and submitted to Manitoba Sustainable Development for record keeping.

Each exam consists of 100 multiple choice questions drawn from the question bank. Exam questions are prepared from the following categories:

- site management
- environmental monitoring to meet regulatory requirements
- waste handling
- waste screening
- general site maintenance and operations
- scale operation
- equipment operation
- site administration
- safety
- public relations
- transfer stations

### **2.7.2 Manager of Landfill Operations Certification Exam**

SWANA-NLC administers the exam and all marks are recorded and submitted to Manitoba Sustainable Development for record keeping.

Each exam consists of 120 multiple choice questions drawn from the SWANA question bank. Exam questions are prepared from the following categories:

- landfill basics
- regulations
- landfill layout and siting
- landfill design and construction
- landfill equipment
- landfill operations
- leachate and landfill gas management
- groundwater monitoring
- landfill economics
- safety issues and planning
- landfill administration
- closure issues
- inspections

## 2.8 Reattempting a Certification Exam

There is no waiting period for operators who wish to rewrite the certification exam if they did not achieve a 70 per cent grade on a previous attempt. Multiple unsuccessful exam challenges will be viewed as a need for the candidate to take the training course.

## 2.9 Certificate Renewal

### 2.9.1 Landfill Operator Basic Certificate Renewal

Certificates must be renewed every three years to ensure that the operator continues to meet program requirements in a manner satisfactory to Manitoba Sustainable Development. SWANA-NLC will send reminders in advance to all applicants to submit their renewal application and fee before their expiry date. Please note that it remains the sole responsibility of the applicant to submit a renewal application, even if notification is not received from SWANA-NLC. Many circumstances, including a change of mailing address or a mail service interruption could cause this to occur.

Renewal requirements include:

- proof of employment and relevant experience in the previous three years
- the completion and submission of a workbook prior to the expiry of the certificate

**NOTE:** The renewal workbook will not be available until 2019. If a certificate expires before 2019, please contact Manitoba Sustainable Development.

Operators must demonstrate that renewal requirements have been met. Verification of the operational duties by a supervisor or designate is required. Applicants must submit requests for renewal before the expiry date. On successful completion of the renewal application, a new certificate will be issued with a new expiry date.

Certificates renewed January through June will be issued a certificate with a June 30 expiry date and certificates renewed July through December will be issued a certificate with a December 31 expiry date.

### 2.9.2 Manager of Landfill Operations Certificate Renewal

Certificates must be renewed every three years to ensure that the operator continues to meet program requirements in a manner satisfactory to SWANA International and Manitoba Sustainable Development. Operators must demonstrate that the renewal requirements have been met. Renewal requirements include maintaining 30 continuing education units (CEUs) within the three year period of the certification, or retake the certification exam. Verification of the operational duties by a supervisor or designate is also required.

One CEU is equivalent to one hour of training. CEUs can be earned through a variety of training offered through SWANA International including conference technical sessions, e-learning, and training courses. CEUs can also be accepted for non-SWANA events by providing the course information for review and consideration to SWANA International.

If the applicant has not obtained the required 30 CEUs before the certificate expiry date, the applicant may complete a certification extension application and associated fee no later than one month after the expiration date. The extension would allow time to obtain and submit the necessary CEUs to renew within the required extension period. If an extension is granted, upon its expiry, the applicant will be required to submit a certification renewal application and fee.

If the applicant has obtained the required CEUs but has not submitted the renewal form and fee before the expiration date, the applicant must complete the certification reactivation/late application form and return with the fee.

SWANA-NLC will send reminders in advance to all applicants to submit their renewal application and fee before their expiry date. Please note that it remains the sole responsibility of the applicant to apply for and maintain certification, even if notification is not received from SWANA-NLC. Many circumstances, including a change of mailing address or a mail service interruption could cause this to occur.

Upon successful completion of the renewal application, a new certificate will be issued with a new expiry date.

## **2.10 Inactive Certificates**

A certificate will become inactive if the operator fails to renew prior to the certificate expiry date. If a certificate becomes inactive, the applicant must apply to reactivate the certificate.

## **2.11 Certificate Reactivation**

An inactive Landfill Operator Basic Certificate may be reactivated upon application within three years of the date it becomes inactive. Proof of employment, relative experience for the past three years, and a completed workbook must be submitted in the application. If a certificate is inactive for more than three years, the applicant must rewrite the certification exam.

## **2.12 Revocation**

Certificates can be cancelled or suspended if:

- it is found that the operator has practised fraud or deception in relation to certification
- reasonable care, judgement, or the application of the operator's knowledge or ability was not used in the performance of operational duties
- the operator is incompetent or unable to perform prescribed duties properly
- the department or director believes the individual is no longer qualified to operate a landfill

## **2.13 Consideration for an Exemption**

In exceptional circumstances for Class 3 waste disposal grounds, the director may issue a written authorization to the facility owner that exempts them from complying with the Landfill Operator Basic Certification requirements for a specified period. The authorization may impose terms and conditions with a specified time period for the authorization. The operator and the facility owner must comply with the requirements set out in the authorization.

The facility owner must apply in writing to the director demonstrating why the facility should be considered for an exemption, what processes and polices will be in place to manage and ensure protection of human health and the environment. The director will review and provide a written response either approving or denying the request with or without conditions. The director has the right to deny any request.

## **3.0 LABOUR MOBILITY**

The New West Partnership Trade Agreement and the Agreement in International Trade are policies that state any qualified worker in an occupation in one province or territory must be granted access to similar employment opportunities in any other Canadian jurisdiction.

Manitoba and Alberta are currently the only provinces in Canada that require certified operators at landfills. The Manitoba program is open to any operator that meets the requirements for basic certification in Manitoba.

### **3.1 Alberta Landfill Operator Certification Program**

If an applicant relocates to Alberta, they must contact Alberta Environment and Parks to update their certification and comply with Alberta renewal certification requirements. Transferring certifications to Alberta may include writing a portion of the exam with Alberta Regulations and providing proof of work experience.

## **4.0. EQUIVALENT CERTIFICATE OR COURSE OF INSTRUCTION**

A person holding an equivalent operator certificate from any province, or equivalent certifying authority, or course of instruction, may apply to the director for recognition of the certificate.

Currently, Manitoba Sustainable Development only recognizes the SWANA-NLC as a certifying partner. Certifying bodies requesting accreditation of their program must provide a written submission to Manitoba Sustainable Development with supporting documentation to show what competencies have been met through their program. If Manitoba Sustainable Development deems the competencies obtained are equivalent to those under the Manitoba Landfill Operator Certification Program, equivalency will be granted.

## **5.0 TRAINING OPPORTUNITIES**

Municipalities are encouraged to work together and approach SWANA-NLC to hold a course in their community. SWANA-NLC will hold training sessions outside of the capital region and input from the public on training locations is appreciated.

## **6.0 FUNDING ALLOCATION**

A portion of the training course fee will be covered by funding provided by Green Manitoba. This funding will be available until July 1, 2019 and will cover 50 per cent of the membership rate cost to attend either the Landfill Operations Basics or Manager of Landfill Operations training courses. This funding is available to landfills on provincial land. It is the responsibility of the applicant to pay the remaining fees and any subsequent certificate renewal fees.

For additional frequently asked questions, visit the [Solid Waste Management Program website](#).