

GUIDELINE TITLE: CONVERT A LANDFILL INTO A TRANSFER STATION

BRANCH/DIVISION: Environmental Approvals / Environmental Stewardship

Date Revised: June 19, 2023

INTENT

To provide guidance to landfill owners and operators for landfill site closures and the steps required to establish a transfer station at the same location.

DEFINITIONS

***Landfill** – means 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, means the holder of a licence or permit issued in respect of the waste management facility.*

***Transfer Station** – means a facility at which solid waste is received and temporarily stored for the purpose of transporting it to another site for processing, recycling or disposal.*

BACKGROUND

A landfill typically discontinues operation when the site has filled to capacity and a new facility cannot or will not be constructed, or when a regional site becomes favorable. Proper closure must be followed to prevent future safety hazards and to ensure that human health and the environment are protected.

GUIDELINE

1) Submit Documentation

The operator of a landfill that proposes to change to a transfer station must submit two hard copies and one electronic copy of the Application for a Waste Management Facility Permit and any supporting documentation to the Environmental Approvals Branch (EA) of Manitoba Environment and Climate (EC).

Information on how to establish a Transfer Station can be found in the Standards for Transfer Stations in Manitoba guideline document posted on the Solid Waste Program [website](#).

In order to change from a landfill to a transfer station, a closure notification and a final closure plan must be submitted to the Director of Environmental Approvals. For more information on landfill closure requirements, see Guideline: Waste Management Facility Closure Requirements and Part 4 of the Waste Management Facilities Regulation.

It is important to note no work can begin until the application is reviewed and a permit has been issued to the operator.

2) Application Review and Permit Issued

Upon receipt, the submission is reviewed for completeness. The operator will be advised of any deficiencies, and that the submission shall not be further reviewed until the deficient information is submitted and complete.

An inspection by an Environmental Engineer and/or Environment Officer may occur as part of the review process to verify the information and view the facility. When the Director is satisfied with the review, a permit to operate a transfer station may be issued with specific terms and conditions. Permits will be issued for no longer than 5 years.

3) Site Closure and Post-Closure Monitoring

EC may require follow up inspections to confirm the closure work has taken place as proposed and that any additional requirements have been met. Ongoing monitoring of the site and the groundwater will be required to ensure compliance with the regulation and closure requirements.

4) Notifications

Once the landfill is closed and the facility is operating as a transfer station, the operator must also notify the following regarding the changes:

- 1) Sustainable and Green Initiatives Branch of Manitoba Environment and Climate regarding the Waste Reduction and Recycling Support (WRARS) Program. All registered landfills must remit their landfill levy in accordance with the biannual fee schedule. All transfer stations are exempt from paying the levy remittance.
- 2) Lands Branch of Manitoba Environment and Climate if the facility is located on Crown Land.

FOR MORE INFORMATION

**Manitoba Environment and Climate
Environmental Compliance and Enforcement Branch**
Regional Office Contact Information
[https://www.gov.mb.ca/sd/about/environmental-stewardship/
environmentalcompliance-and-enforcement/contacts.html](https://www.gov.mb.ca/sd/about/environmental-stewardship/environmentalcompliance-and-enforcement/contacts.html)

**Manitoba Environment and Climate
Environmental Approvals Branch**
14 Fultz Blvd Winnipeg, MB R3Y 0L6
General Inquiry: (204) 945-8321
<https://www.gov.mb.ca/sd/eal/registries/contact.html>

**Manitoba Environment and Climate
Solid Waste Management Program**
14 Fultz Blvd Winnipeg, MB R3Y 0L6
[https://www.gov.mb.ca/sd/waste_management/
solid_waste_management/index.html](https://www.gov.mb.ca/sd/waste_management/solid_waste_management/index.html)