

**Guidance Document**

**Title:** **Inspection Frequency Guide for Fixed and Mobile Facilities**

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**Approved By:**



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**Director of Pollution Prevention Division  
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## **1.0 SUBJECT**

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The inspection frequency for various fixed and mobile facilities and operations.

## **2.0 OBJECTIVE**

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To establish an inspection frequency appropriate to environmental risk, resource availability and legislative requirements.

## **3.0 LEGISLATION**

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The provisions of the *Environmental Protection Act SNL 2002 E-14.2* and associated regulations, policies and guidance documents apply to this guidance document.

## **4.0 BACKGROUND**

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A Memorandum of Understanding between the Department of Municipal Affairs and Environment (MAE) and Service NL (SNL) outlines that Service NL will conduct inspections of fixed and mobile facilities and of various environmental operations. These facilities and operations require inspections to ensure compliance with legislation. This guidance document establishes an acceptable inspection frequency appropriate to environmental risk, resource availability and legislative requirements.

## **5.0 INSPECTIONS**

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### **5.1 Scheduled Inspections (Fixed Inspections)**

The inspection frequency table (Appendix A) lists the number of inspections required per fiscal year for various facilities.

#### **5.1 (a) Inspection Frequency**

The inspection frequency table should assist staff and managers with setting work priorities in order to ensure inspection requirements are met yearly. It should be noted that the inspection frequency listed is the minimum required annually but additional inspections (demand-based) may be required where there is a significant environmental/public concern or where significant changes to a facility or remedial activities have taken place.

#### **5.1 (b) Inspection Time**

Inspection times allotted for the various facility types are estimates and do not include travel time or other unforeseen issues. For example, inspection times are dependent on facility location, the size of the facility, sampling requirements and circumstances encountered in the field. The estimate provided refers to the time required to perform a typical inspection.

### **5.1 (c) Inspection Forms**

If facility-specific inspection forms are not available for all types of facilities, staff will conduct an inspection for compliance with the terms of the facility's Certificate of Approval and will note deficiencies on an Inspection Directive form. MAE or SNL may mutually agree to alter inspection frequencies pending the development of facility specific processes and standards.

### **5.2 Unscheduled Inspections/Activities (Demand Inspections/Activities)**

There are additional inspections and activities completed by SNL that have not been included in the inspection frequency table. These activities occur on a demand basis in response to complaints or issues that may arise and may include things like the following:

- environmental emergency response
- inspections related to storage tank systems
- decommissioning inspections
- inspections related to impacted sites
- septic system installations (systems greater than 4546 L)
- complaint investigations

## Appendix A

Inspection Frequency Table				
Facility or Operation Type	Inspections Required Per Fiscal Year (# per year)	Estimated Inspection Time (hours)	Facility Specific Inspection Form Available (Y or N)	Certificate of Approval Available (Y or N)
Asphalt Plants				
a. fixed location	1	1	Y	Y
b. mobile	3	3	Y	Y
Service Stations	1	1	Y	Y
Bulk Plants	1	3	Y	Y
Petroleum Hydrocarbon Treatment Facility	2	3	Y	Y
Used Oil Bulk Storage / Treatment Facilities	1	2	N	Y
Farms (>5 Animal Units)	1	1	Y	Y
PCB and Hazardous Waste Storage Facilities	2	1	Y	Y
Asphalt Storage Facilities (for recycling)	1	1	N	Y
Composting Operations (Restricted) <sup>(1)</sup>	2	2	N	Y
Composting Operations (Unrestricted) <sup>(2)</sup>	1	1	N	Y
Sewage Sludge/Septic Waste Treatment Facilities	2	2	N	Y
Used Tire Collection / Storage Sites	2	2	N	Y
Car Crushing Facilities	1	2	N	Y
Waste Disposal Sites	2	1	Y	Y
Waste Disposal Sites (Remote Locations on the North Coast of Labrador)	1	1	Y	Y
Waste Disposal Sites (Closed / Non-Operational)	1	1	Y	Y
Waste Recovery Facilities	1	1	Y	Y
Waste Transfer Stations (Hazardous)	2	1	Y	Y
Waste Transfer Stations (Municipal Solid Waste)	2	1	Y	Y

## Appendix B

### Endnotes:

- (1) Restricted compost means compost that has restricted use and may require controls as deemed necessary by the province, e.g. composted sewage.
- (2) Unrestricted compost means compost that can be used in any application, such as agricultural lands, residential gardens, horticultural operations, the nursery industry, and other businesses.