

---

# Alberta Landfill and Composting Facility Operator Certification Guideline

---

## FORWORD

This document replaces the “Alberta Landfill and Composting Facility Operator Certification Guidelines (July 2010)”, published by Environmental Policy Branch, Alberta Environment (ISBN 978-0-7785-8985-3), and is effective September 1, 2012.

The Alberta Landfill and Composting Facility Operator Certification Program involves industry associations as certifying partners. The certifying partners provide training programs, administer exams, and manage certificates. The Northern Lights Chapter of the Solid Waste Association of North America (SWANA-NLC) and the Compost Council of Canada (CCC) are the certifying partners representing the landfill industry and composting industry, respectively. Both organizations have training programs in place, and have membership subscriptions throughout Alberta and Canada.

The Solid Waste Certification Advisory Committee (SWCAC), chaired by Alberta Environment and Sustainable Resource Development, governs the program by making recommendations on program requirements, exam bank updates, auditing certifying partner programs, and other matters that are integral to the certification program.

Updates to the program include the requirement for a Certified Operator Personnel Plan, and specialized training.

Alberta Environment and Sustainable Resource Development acknowledges, with gratitude, the guidance and direction provided by the 2012 members of the SWCAC in updating this guidance document. The members willingly participated in the process by volunteering their time to attend meetings and review documents.

### **Solid Waste Certification Advisory Committee Members (2012):**

Mercedes Braumberger	-	Aquatera Utilities Inc.
Corey Colbran	-	City of Calgary
Janice Isberg	-	EWMCE – Education Manager
George Neurohr	-	Alberta Environment and Sustainable Resource Development
Natasha Page	-	Alberta Environment and Sustainable Resource Development
Sheri Praski	-	Solid Waste Association of North America (SWANA)
Terry Rowley	-	City of Red Deer/ SWANA
Rhonda Rudnitski	-	NewAlta Corporation
Victor Skoreiko	-	Waste Management – West Edmonton Landfill
Rob Smith	-	Athabasca Regional Waste Management Services Commission
Reid Williams	-	BFI Inc.
Allan Yee	-	City of Edmonton/Composting Council of Canada (CCC)

Comment and concerns regarding these *Guidelines* may be directed to:

Natasha Page, Waste Reduction Specialist  
Air, Land and Waste Policy Branch  
Alberta Environment and Sustainable Development  
10<sup>th</sup> floor, Oxbridge Place  
9820-106 Street  
Edmonton, Alberta T5K 2J6

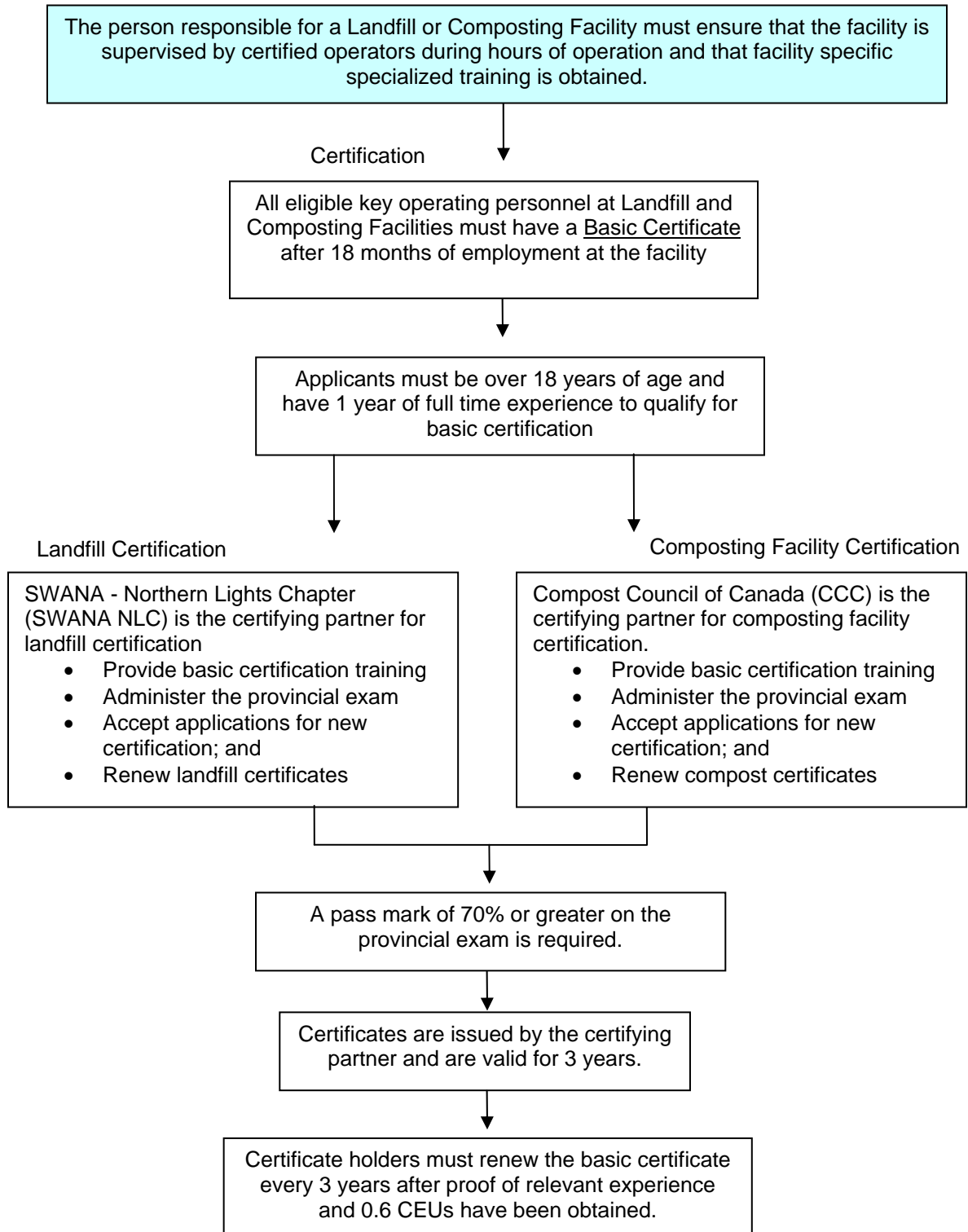
or

[natasha.page@gov.ab.ca](mailto:natasha.page@gov.ab.ca)

ISBN No.: 978-0-7785-8985-3 (Printed)  
978-0-7785-8986-0 (On-line)

Revised Edition (July 2012)

LANDFILL AND COMPOSTING FACILITY OPERATOR CERTIFICATION PROGRAM SYNOPSIS



## Table of Contents

<b>FORWORD</b> .....	ii
<b>LANDFILL AND COMPOSTING FACILITY OPERATOR CERTIFICATION PROGRAM SYNOPSIS</b> .....	iv
<b>DEFINITIONS</b> .....	2
<b>1. PROGRAM HISTORY</b> .....	4
1.1. Regulatory Requirement for Certified Operators .....	4
1.2. Solid Waste Certification Advisory Committee (SWCAC) .....	4
1.3. Certifying Partners .....	4
1.4. Goal of Program .....	4
<b>2. SOLID WASTE CERTIFICATION ADVISORY COMMITTEE</b> .....	5
2.1. Advisory Committee Members .....	5
2.2. Duties of the Solid Waste Certification Advisory Committee .....	5
<b>3. LANDFILL AND COMPOSTING FACILITY OPERATOR CERTIFICATION PROGRAM</b> .....	6
3.1. Certified Operator Defined .....	6
3.2. Recognized Certificates .....	6
3.3. Key Operating Personnel .....	6
3.4. Role of the Person Responsible for the Waste Management Facility .....	7
3.5. Specialized Training .....	8
(a) Specialized Training for Landfill Operators .....	8
(b) Specialized Training for Composting Facility Operators .....	9
3.6. Distant Supervision .....	9
(a) Distant Supervision Guidelines .....	9
3.7. Certificate Types .....	10
(a) Basic Certification .....	10
(i) Qualifications for Basic Certification .....	10
(ii) Application for Basic Certification .....	10
(b) Provincial Certificates (issued prior to January 1, 2010) .....	11
(c) Conditional Certificate .....	11
(d) Conditional Restricted Certificates (R) .....	12
(e) Manager Level Certificates .....	12
3.8. Certification Exam .....	12
(a) Landfill Facilities Critical Tasks .....	12
(b) Composting Facilities Critical Tasks .....	13
(c) Rewrites of Certifications Exams .....	13

3.9. Certificate Renewal .....	13
(a) Renewal Requirements .....	13
(i) Experience.....	13
(ii) Continuing Education Units (CEUs).....	13
(b) Inactive Certificates .....	14
(c) Reactivation.....	14
(d) Revocation .....	14
(e) Appeals.....	15
4. LABOUR MOBILITY .....	16
4.1. North West Partnership Trade Agreement (NWPTA) and Agreement in International Trade (AIT – Chapter 7).....	16
4.2. Certificate Equivalence.....	16
APPENDIX A: Landfill and Composting Facility Standards.....	17
4.1 Certified Operator .....	17

## DEFINITIONS

- (a) 'Act' means the *Alberta Environmental Enhancement and Protection Act*, R.S.A 2000 c. E-12, as amended.
- (b) 'Certified Operator' means, in respect to a landfill or composting facility, a person who holds a certificate recognized by the Director;
- (c) 'Certified Operator Personnel Plan' means a document that identifies
  - a) all key operating personnel,
  - b) timelines showing when operators were certified,
  - c) timelines showing when new key operating personnel are scheduled to be certified,
  - d) distance supervision requirements,
  - e) and, which certified operators have obtained the specialized training required for the site;
- (d) 'Class I compost facility' means a waste management facility where waste, not including hazardous waste, is decomposed through a controlled bio-oxidation process, including a thermophilic phase, that results in a stable humus-like material, but does not include:
  - a) a residential composter,
  - b) a compost facility that receives only sludge as defined in the Wastewater and Storm Drainage Regulation (AR 119/93),
  - c) a Class II compost facility, or
  - d) a manure storage facility as defined in the *Agricultural Operation Practices Act*;
- (e) 'Class II compost facility' means a waste management facility where only vegetative matter or manure is decomposed through a controlled bio-oxidation process, including a thermophilic phase, that results in a stable humus-like material, but does not include:
  - a) a residential composter, or
  - b) a manure storage facility as defined in the *Agricultural Operation Practices Act*;
- (f) 'Class II landfill' means a landfill for the disposal of waste, not including hazardous waste;
- (g) 'Class III landfill' means a landfill for the disposal of inert waste;
- (h) 'Continuing Education Unit (CEU)' - means 10 contact hours of participation in an organized, relevant continuing education experience as approved by the Solid Waste Certification Advisory Committee.
- (i) 'Conditional Restricted Certificates (CR)' means a program implementation (grandfather) certificate issued prior to September 1, 2001. The certificate is designated with 'CR' preceding the certificate number.
- (j) 'Experience' means full-time employment spent working at a landfill or composting facility.

- (k) 'Key operating personnel' mean all staff that are directly responsible, or directly supervise, the daily operations of a landfill or composting facility. This does not include employees or contractors that are exclusively employed for equipment operation.
- (l) 'Operations' means the active daily on-site processes or activities that ensure the landfill is operated in accordance with appropriate municipal, provincial and federal regulations and policies.
- (m) 'Specialized training' means learning opportunities that provide certified operators with knowledge to effectively manage specialized waste management technology or materials. Courses must be approved by the Solid Waste Certification Advisory Committee to qualify as "specialized training".
- (n) 'Year' is defined as one calendar year or 12 consecutive months.



## 1. PROGRAM HISTORY

### 1.1. Regulatory Requirement for Certified Operators

Certified operators have been a requirement for Alberta landfill and composting facilities since 1996. The Waste Control Regulation (AR 192/1996), Part 3, Section 25, Subsections 1 to 4 state that Class II and III landfills, and Class I and II compost facilities shall be supervised by a certified operator during its hours of operation. The implementation date was September 1, 2001.

A solid waste certification program was developed by the Municipal Program Development Branch in 1997, where approximately 20 stakeholders representing the solid waste industry reviewed and provided input to the program.

### 1.2. Solid Waste Certification Advisory Committee

The first Solid Waste Certification Advisory Committee (Advisory Committee) was formed in 1999 with 12 members representing waste management facility operators, academia, municipal governments, Alberta Environment staff, and consulting engineers practicing in the area of waste management. The role of the Advisory Committee is to provide review and recommendations for the certification program.

Members of the Advisory Committee are appointed on three year terms and two new members are introduced each year as appointments expire.

### 1.3. Certifying Partners

In 2010 partnerships were formed between Alberta Environment and Sustainable Resource Development and Northern Lights Chapter of the Solid Waste Association of North America (SWANA-NLC) and the Compost Council of Canada (CCC) to administer the landfill and composting facility certification program, respectively. These associations will offer the basic certificate examination, and will be required to have their certification programs reviewed and approved by Alberta Environment.

### 1.4. Goal of Program

Landfill and Composting Facility Operators will increase their knowledge to operate and manage waste management facilities so that:

- Environmental quality will be protected;
- Public health and safety will be protected;
- Regulatory compliance will be enhanced;
- Landfill and composting facilities will be operated effectively;
- Waste reduction and resource conservation objectives are met; and,
- Sites are managed to follow the waste management hierarchy of reduce, reuse, recycle, and recover.

## **2. SOLID WASTE CERTIFICATION ADVISORY COMMITTEE**

### 2.1. Advisory Committee Members

Members of the Solid Waste Certification Advisory Committee provide review and recommendations concerning the Certification Program.

The Advisory Committee consists of the following representatives:

- one representative from Environmental Policy Division of Alberta Environment and Sustainable Resource Development;
- one representative from each certifying partner;
- at least one municipal government employee in a managerial position (not elected) responsible for municipal waste management facilities;
- at least one faculty member of a post secondary institution where that person conducts training related to municipal solid waste facility operations;
- operating personnel with representation from both landfill and composting facilities; and
- one regional representative from Alberta Environment and Sustainable Resource Development.

The Advisory Committee is chaired by Alberta Environment and Sustainable Resource Development. Members serve 3 year terms which are staggered so that at least two of the positions will expire each year. Advisory Committee members have the option to renew their term once.

### 2.2. Duties of the Solid Waste Certification Advisory Committee

The Advisory Committee meets a minimum of three times per year, to make recommendations on the following items:

- certification program requirements;
- question bank review and update;
- evaluation of specific training/education with respect to the program;
- audit partner programs to ensure adherence to the program requirements; and
- other matters that may be requested.

Written requests for improvements to the program may be directed to the Advisory Committee chair.

### **3. LANDFILL AND COMPOSTING FACILITY OPERATOR CERTIFICATION PROGRAM**

#### **3.1. Certified Operator Defined**

The Waste Control Regulation currently defines a “certified operator” as “a person who holds a valid certificate of qualification issued in accordance with the Act and this Regulation”.

A review of the definition of a certified operator is underway as part of the Waste Control Regulation Review. The intent is to change the definition so a certified operator will be a person who holds a certificate recognized by the Director, and no longer needs to have a certificate of qualification issued by Alberta Environment and Sustainable Resource Development.

The proposed definition is:

‘Certified Operator’ means a person who holds a certificate recognized by the Director.

#### **3.2. Recognized Certificates**

The following certificates are recognized by the Director:

Landfills:

1. “Alberta Environment Certificate of Qualification” issued under the Municipal Waste Facility Operator Certification Guidelines for a landfill facility.
2. “Alberta Landfill Operator Basic Certificate” issued by SWANA-NLC.

Composting Facilities:

1. “Alberta Environment Certificate of Qualification” issued under the Municipal Waste Facility Operator Certification Guidelines for a compost facility.
2. “Alberta Composting Facility Operator Basic Certificate” issued by the Compost Council of Canada.

#### **3.3. Key Operating Personnel**

Key operating personnel are individuals that are designated as the on-site supervisors who are responsible for operations at the facility. This does not include employees or contractors that are exclusively employed for equipment operation. The Advisory Committee recommends that all eligible key operating personnel employed at landfill or composting facility operations shall apply for basic certification after eighteen months of employment at the facility.

Key personnel for landfills are, but not limited to, the following positions:

- o Foreman<sup>1</sup>

<sup>1</sup> Job titles are provided as examples. Determination of key personnel is based on the job description of the individual.

- Site supervisor
- Site operator
- Operations Manager
- Lead Hand
- Lead Operator
- Senior Operator
- Regional Landfill Manager

Key personnel for composting facilities are, but not limited to, the following positions:

- Foreman
- Site supervisor
- Site operator
- Manager
- Compost Technician

Employees at landfills and composting facilities that are not considered key operating personnel may be certified if they meet the program requirements. It is the recommendation of the SWCAC that any employee working at landfills and composting facilities be certified.

#### 3.4. Role of the Person Responsible for the Waste Management Facility

The need for a certified operator program is established by the Waste Control Regulation, Section 25, and additional details are outlined in the [Standards for Landfills in Alberta](#) and the [Standards for Composting Facilities in Alberta](#). A copy of the certified operator requirements is provided in Appendix A.

All operating landfills and composting facilities regulated by Alberta Environment and Sustainable Resource Development must be supervised by certified operators during hours of operation. This includes any Class II and Class III landfill that accepts only industrial waste. Composting facilities that are regulated through the Natural Resources Conservation Board do not need to have operators certified through this program.

The person responsible shall ensure that all key operational personnel eligible for certification have basic certification, and that at least one certified operator operators has the appropriate specialized training for the facility. More information about specialized training is in Section 3.5.

The person responsible for the waste management facility must have a **Certified Operator Personnel Plan** identifying all key operating personnel, timelines showing when they were certified, and which certified operators have obtained the specialized training required for the site. The names of new key operating personnel that still require experience prior to qualifying for certification must also be added to the plan, as well as reasonable timelines for obtaining their Basic Certification. This plan must be available on site and available during site inspections. For facilities that have only one key operating person, Section 3.6 provides details on how to meet the supervision requirement during temporary absences.

It is the legal responsibility of the person responsible of each facility to be aware of the requirements for certified operators and to ensure that the requirements are met. It is

important that facility owners or managers develop the Certified Operator Personnel Plan so that substitute or replacement personnel are available as necessary.

### 3.5. Specialized Training

Operators at landfills and composting facilities require additional knowledge to operate some facilities compared to others. For example, an operator working at a landfill with a leachate collection system will require additional information about leachate management compared to working at a landfill without one. Because basic certification does not provide detailed information about every technology or materials a waste facility operator may encounter, “specialized training” is being developed through the guidance of the Advisory Committee.

Specialized training will be Advisory Committee approved courses that provide certified operators with more in depth knowledge of technology, materials, or processes they may encounter as waste operators. The Registration or Approval issued by Alberta Environment and Sustainable Resource Development will be used to flag any specialized training is required for certified operators of the site. The person responsible shall ensure that at least one certified operator has the appropriate specialized training for the facility. A person responsible can meet the specialized training requirement by hiring qualified professionals that have completed the specialized training relevant for the facility.

Upon successful completion of the course, the certifying partner will send a sticker to the certified operator as proof of obtaining the required training. This sticker is to be added to the operator’s certificate. Once completed, specialized training does not expire so long as the operator’s certificate remains active.

This new part of the certification program will be introduced in stages by Alberta Environment and Sustainable Resource Development to ensure operators have a reasonable opportunity to complete the required specialized training courses. Courses are under development and must be approved by the SWCAC to qualify as “specialized training”. Certified operators will be informed when specialized training courses become available.

#### (a) Specialized Training for Landfill Operators

SWCAC is evaluating the following subjects for specialized training courses:

- Leachate management collection systems
- Industrial waste and contaminated soils
- Landfill gas
- Household hazardous waste management
- Bioreactor landfills
- Construction and demolition waste

(b) Specialized Training for Composting Facility Operators

The Advisory Committee is evaluating the following subjects for specialized training courses:

- Active aeration systems
- Biosolids and Industrial wastes
- Industrial, commercial, and institutional organics
- Mortalities

3.6. Distant Supervision

Distant supervision is the ability of the certified operator to review and direct operations of a landfill or composting facility through communication with assistant operators that are on site. This may be necessary during a period of time where the certified operator is temporarily or permanently absent.

Temporary absence can occur due to vacation, illness, maternal or paternal leave etc, and the operator is expected to return to regular duties after the period of absence. The person responsible shall review the nature of the temporary absence and determine the necessary back fill requirements.

Permanent absence is period of time where the certified operator is absent due to circumstances that have released the certified operator from responsibilities at the waste management facility, e.g. re-assigned to other duties within the organization, or laid off. Permanent absence means the certified operator is not expected to return to regular duties. The person responsible for the facility shall provide an alternative certified operator for the facility if the certified operator is permanently absent, and update the Certified Operator Personnel Plan as required.

(a) Distant Supervision Guidelines

Distant supervision by offsite certified operator(s) will be allowed by Alberta Environment and Sustainable Resource Development under the following conditions:

Arrangements for distant supervision staffing shall be developed and written in the Certified Operator Personnel Plan. The section on distant supervision shall include a list of current certified operators and assistants names. If contractors are used, copies of any agreements with the contractors shall be included.

The certified operator(s) shall have valid basic certificates and have the required specialized training.

An employee of the landfill or composting facility is designated as the assistant to the certified operator and is onsite during hours of operation.

The certified operator shall visit the facility not less than one time per month. Such visits shall be documented in the facility's operating record.

Where infrastructure exists, the designated operator assistant shall be able to communicate with the certified operator from the facility via telephone or some other means of real-time communication.

The certified operator will regularly review the operations log with the operator assistant, and provide feedback and direction on issues encountered and short term operating plans.

The certified operator will be made aware of any complaints received by the facility, and the steps taken to address the complaint.

### 3.7. Certificate Types

All certificates will be valid as long as 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 data.

#### (a) Basic Certification

A Basic Certificate is issued when an operator meets the appropriate experience requirements of the Certification Program and achieves a mark of 70% or better on the provincial exam. Basic Certificates are valid for a maximum of three years.

Operators that take and pass the exam in the months of January to June will be issued a certificate with a June 30th expiry date. Operators that take and pass the exam in the months of July to December will be issued a certificate with a December 30th expiry date.

#### (i) Qualifications for Basic Certification

Effective January 1, 2010, an applicant for a basic certificate must:

- be at least 18 years of age, and
- have at least 1 year of full time operational experience at a landfill or composting facility.

The full-time experience requirement must be current to be within the last 3 years from the date of application.

#### (ii) Application for Basic Certification

Application forms for basic certification can be obtained directly through SWANA-NLC or CCC. Completed application forms should be forwarded directly to the certifying partners.

For Landfill certification:

SWANA Northern Lights Chapter  
PO Box 3317  
Sherwood Park, AB  
T8H 2T2

Tel: 780.496.5614  
Fax: 1.866.698.8203  
Email: [office@swananorthernlights.org](mailto:office@swananorthernlights.org)  
<http://www.swananorthernlights.org>

For Composting Facility Certification:

Compost Council of Canada  
16, Northumberland St.  
Toronto, ON  
M6H 1P7

Tel: 1-877-571-GROW (4769)  
Email: [info@compost.org](mailto:info@compost.org)  
<http://www.compost.org>

(b) Provincial Certificates (issued prior to January 1, 2010)

Certificates of Qualification were issued by Alberta Environment between September 1999 and December 2009 to operators that met the program requirements and successfully passed a provincial certification exam. These certificates were issued based on classifications of landfills and composting facilities defined in the Activities Designation Regulation.

As of January 1, 2010, all certificates issued by Alberta Environment will be considered Basic Certificates.

(c) Conditional Certificate

Application for Conditional Certificates must be made to Alberta Environment and Sustainable Resource Development. Conditional certificates are issued to facilities that do not have operators that met the requirements for certification. The Conditional Certificates are temporary and are non renewable. Operators who have valid conditional certificates should comply with the timelines outlined in the conditional certificate to obtain basic certification.

Please contact Natasha Page, Waste Reduction Specialist, Alberta Environment and Sustainable Resource Development at (780) 427-5830 or [natasha.page@gov.ab.ca](mailto:natasha.page@gov.ab.ca) for conditional certificate application requirements.



(d) Conditional Restricted Certificates (R)

Conditional Restricted Certificates were issued during the implementation stage of the certificate program. The certificate is restricted to the facility being operated and is designated with the letters 'CR' preceding the certificate number. If kept current through renewal every three years, a Conditional Restricted certificate will remain valid until the operator is no longer employed at the specified facility, or until the renewal is allowed to lapse. Once allowed to lapse, a Conditional Restricted Certificate will become invalid.

Conditional Restricted Certificates were renewable until December 31st, 2011 and will remain valid until the expiry date or until the operator is no longer employed at the specified facility. Upon expiry, operators must apply for basic certification.

(e) Manager Level Certificates

The SWCAC recommends that manager level certificates be introduced to the program at a later date. Key operating personnel are expected to be in supervisory roles and are required to obtain the basic certification. A manager level certificate covers competences above and beyond what is required for operators and is beyond the scope of the current program.

3.8. Certification Exam

Alberta Environment and Sustainable Resource Development, through the Advisory Committee, maintains and updates the question bank from which the exams are prepared. Certifying partners will administer the provincial exam and all marks will be recorded and submitted to Alberta Environment and Sustainable Resource Development for record keeping.

Each exam consists of 100 multiple choice questions drawn from the question bank. The question bank for composting and landfill facilities is developed from competency profiles and occupational analyses. The analyses were developed jointly by Alberta Environment, Northern Alberta Institute of Technology, Olds College and a number of operators and stakeholders in Alberta. Exam questions make up the following critical tasks for the respective categories:

(a) Landfill Facilities Critical Tasks

- 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

(b) Composting Facilities Critical Tasks

- Feedstock Management
- Health and Safety
- Site Operations Management
- Regulatory Requirements
- Composting Science
- Process Control
- Process monitoring and control
- Composting Technology and Equipment
- Communications
- Role of Composting in Waste Management
- Compost Markets

To obtain basic certification the examinee must obtain a mark of 70% or better.

(c) Rewrites of Certifications Exams

There is no waiting period for operators that wish to rewrite the basic certification exam. However, it is recommended that after several unsuccessful attempts, the operator should enroll in a training program before rewriting.

3.9. Certificate Renewal

Certificates will be renewed every three years to ensure that the operator continues to meet program requirements in a manner satisfactory to Alberta Environment and Sustainable Resource Development. Renewal forms will be sent to operators within six months prior to the renewal date. Operators must be able to demonstrate the renewal requirements are met. Verification of the operational duties by a supervisor or designate is required.

(a) Renewal Requirements

(i) Experience

The operator must show relevant full-time experience in landfill or composting facility operations for at least 1 year out of the 3 years of the renewal period.

(ii) Continuing Education Units (CEUs)

Since September 1, 2011 a total of 0.6 CEUs (6 hours of contact time) are required for certificate renewal. The applicant must provide evidence of relevant CEU hours at the time of renewal application. It is the responsibility of the applicant to keep records of the CEU taken.

A list of approved CEUs is posted on the AEW Certification website. <http://environment.alberta.ca/02955.html>. The list consists of courses, conference, and workshops that may be one time offerings or are available on a regular basis. The

training courses listed may or may not be currently available. Please contact the training provider directly for more information on specific courses.

If an operator has attended CEU training that is not on the approved list, the operator may request the Advisory Committee to review the course for relevancy. More information about nominating courses for CEUs can be found in the CEU policy document.

(b) Inactive Certificates

Certificates can become inactive in three ways. If an operator becomes inactive in landfilling or composting operations for more than two years out of a three year renewal period, the certificate will then become inactive and the operator will need to apply to reactive the certificate. Operators may also be deemed inactive if their job duties are changed for more than two years of the three year renewal period to work experience that is not approved by the Certificate Advisory Committee. A certificate will become inactive if the operator fails to renew prior to the expiry date.

(c) Reactivation

An inactive certificate may be reactivated upon application within three years of the date it became inactive.

After a certificate has been inactive for more than three years, a minimum of six months of full-time relevant experience is required prior to renewal application submission. The six months of full time experience must be current to within a year.

(d) Revocation

Alberta Environment and Sustainable Resource Development may cancel or suspend a certificate if:

- the person to whom the certificate was issued has contravened the Environmental Protection and Enhancement Act or Regulations under the Act;
- it is found that the person has practised fraud or deception;
- reasonable care, judgement or the application of the operator's knowledge or ability was not used in the performance of operation duties;
- the individual is incompetent or unable to perform prescribed duties properly;
- for any other reason the individual is no longer qualified to operate a landfill or composting facility.

(e) Appeals

In the event that an individual believes that these guidelines have been misinterpreted, applied inequitably or special circumstances have not been considered, then the following appeal process may be used:

1. Written appeal to the Solid Waste Certification Advisory Committee c/o Natasha Page, Waste Reduction Specialist, Environment and Sustainable Resource Development ([natasha.page@gov.ab.ca](mailto:natasha.page@gov.ab.ca)) ; or
2. Verbal presentation to the Solid Waste Certification Advisory Committee.

#### **4. LABOUR MOBILITY**

##### 4.1. North West Partnership Trade Agreement (NWPTA) and Agreement in International Trade (AIT – Chapter 7)

The North West Partnership Trade Agreement and 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.

Alberta is currently the only province in Canada that requires certified operators at landfills and composting facilities. The Alberta program is open to any operator that meets the requirements for basic certification, including operators not residing in Alberta.

##### 4.2. Certificate Equivalence

Any person who holds an equivalent operator certificate from any province, or equivalent certifying authority, may apply to the certifying partners to obtain an Alberta basic certificate. The applicant will then be required to write the Alberta Regulations portion of the certification exam and obtain a minimum of 70%.

At this time, the Advisory Committee does not acknowledge any other solid waste operator certificates as equivalent to those issued under the Landfill and Composting Facility Operator Certification Program. Certifying bodies claiming the equivalence of their program must provide a written submission to the Advisory Committee with supporting documentation to show what competencies have been met through their program. If the Advisory Committee deems the competencies obtained are equivalent to those under the Alberta certification program, equivalency will be granted.

## **APPENDIX A: Landfill and Composting Facility Standards**

### **Landfill Standards:**

#### 4.1 Operator Certification

- (a) The person responsible for a landfill shall ensure that during active landfill life and until final landfill closure all key operating personnel hold a valid basic landfill operator certificate after 18 months of employment at the facility.
- (b) To qualify for basic certification, the operator must:
  - (i) be at least 18 years of age; and
  - (ii) have one year of full time operational experience at a landfill which is current to within the last 3 years from the date of application.
- (c) The following landfill operator certificates are recognized by the Director:
  - (i) Alberta Environment Certificate of Qualification issued under the Municipal Waste Facility Operator Certification Guideline; and
  - (ii) Alberta Basic Landfill Operator Certificate issued by the Solid Waste Association of North America-Northern Lights Chapter.
- (d) The person responsible for the facility shall ensure that the facility has operators with the required certification endorsements as per the *Alberta Landfill and Composting Facility Operator Certification Guidelines*, published by Alberta Environment.
- (e) The person responsible for the landfill shall notify the Director in writing of the names of all the key operating personnel, the required facility endorsements, and any change in any of the key operating personnel or facility endorsements within 30 days of the change.

### **Composting Facility Standards<sup>2</sup>:**

#### 4.1 Certified Operator

- (a) The person responsible for a composting facility shall ensure that during operations all key operating personnel hold a valid basic compost operator certificate after 18 months of employment at the facility.
- (b) To qualify for basic certification, the operator must:
  - (i) be at least 18 years of age; and
  - (ii) have one year of full time operational experience at a composting facility which is current to within the last 3 years from the date of application.
- (c) The following composting facility operator certificates are recognized by the Director:
  - Alberta Environment Certificate of Qualification issued under the Municipal Waste Facility Operator Certification Guideline; and

<sup>2</sup> To be updated in the Composting Facility Standards (2007)

- (d) Alberta Basic Composting Facility Operator Certificate issued by the Compost Council of Canada.
- (e) The person responsible for the facility shall ensure that the facility has operators with the required certification endorsements as per the *Alberta Landfill and Composting Facility Operator Certification Guidelines*, published by Alberta Environment.
- (f) The person responsible for the composting facility shall notify the Director in writing of the names of all the key operating personnel, the required facility endorsements, and any change in any of the key operating personnel or facility endorsements within 30 days of the change.