

GRT Resource Regeneration Facility Soil Acceptance Procedures

Location: GRT's facility is located at 730 Daholt Road, on Duke Point in Nanaimo, BC
Latitude: 49.146288 N, Longitude: -123.876457 W

Plan Ahead

1. For each new project, complete a GRT Waste Approval Application (WAA) and submit it to GRT at least 72 hours in advance to confirm material acceptance. **GRT has a limited capacity. Acceptance of materials is subject to facility capacity at time of the project.**
2. Soil shipment must be scheduled at least 48 hours in advance by calling **250-739-5689** or by emailing **Nichole@grtenv.com**. More notice is required for large volumes (i.e., 300 tonnes+).
3. GRT Facility receives materials between 7:15am – 4:30pm Monday to Friday. GRT may be able to receive materials outside of these hours with advanced notice and subject to surcharges.
4. **If you are having a problem with your delivery, please call the Site at 250-739-5689.**

Transportation Manifest

5. Once GRT approves the WAA, GRT will supply a unique Transportation Manifest for your project and confirm your delivery schedule.
6. Generator must supply a copy of the Transportation Manifest to every truck delivering material to the GRT facility.
7. Before the truck leaves the generator site, a generator representative must complete the end of Transportation Manifest Section 2.
8. Before arriving at the GRT facility, each truck driver must complete all of Transportation Manifest Section 3.
9. GRT will complete Transportation Manifest Section 4 once the truck arrives on site.

General Transport Truck Facility Procedures

10. Every truck must enter the GRT Facility through the main entrance gate and immediately check in at the Weigh Scale where they will present their Transportation Manifest. No trucks will be allowed to unload materials at without a completed and signed Transportation Manifest.
11. GRT may reject incoming materials that exceed the scheduled quantities or do not match the quality/description included in the WAA.
12. ALWAYS follow all posted safety signs and speed limits while on site.
13. Every truck must have a GRT staff member present for the FULL DURATION of material unloading.
14. Every truck driver who exits their vehicle while at the GRT Facility must wear personal protective equipment (PPE). PPE requirements are posted on a sign at the GRT Facility entrance gate.
15. Every truck must scale out before they leave the site.

Hydrovac/Vacuum Truck Receiving Area

16. Hydrovac/vacuum trucks must:
 - a) be backed into the hydrovac/vacuum truck receiving area by a GRT staff member
 - b) confirm that their boxes or tanks are completely down before exiting the receiving area
 - c) clean excess soils from truck boxes/tanks before exiting the receiving area

Facility Site Contacts

Position	Name	Contact Number
Weigh Scale Operator	Amber Szmata	(250) 739-5689
Material Tracking/Management	Nichole James	(250) 739-5689
Plant Manager	Dean Wason	(250) 268-9086
Yard Supervisor	Bob Schroeder	(250) 889-5093

