BRITISH COLUMBIA | Ministry of Environment	**Environmental Protection Division**	**5**

Name of procedure:
Tracking Time and Expenses

Staff affected:
Land Remediation Section managers and staff, and Client Information Officer

Authority:
Environmental Management Act and Contaminated Sites Regulation

Purpose of procedure:
This procedure provides guidance on the tracking of Land Remediation Section staff time and expenses when they are providing contaminated sites services to clients.

Relationship to previous procedure:
None

Issued by: Director, Environmental Management Branch

Director's Approval: ________________________________ **Date:** __________
Environmental Management Branch

1.0 Definitions:

"Act" means the *Environmental Management Act.*

"case file" means an application package received by the ministry for a contaminated sites service request under the Act and Regulation.

"CATs" means the Contaminated Sites Application Tracking system, a Microsoft Access computer application for managing contaminated sites service applications received under the contaminated sites provisions of the *Environmental Management Act.*

"CIO" means Client Information Officer.

"Regulation" means the Contaminated Sites Regulation (B.C. Reg. 375/96).

2.0 General:

Part 4 and Schedule 3 of the Regulation describe the actions and activities for which fees are charged. For many services listed in Schedule 3, there is, in addition to the fixed fees, an hourly charge for work done by, or on behalf of, the ministry.

For "additional services and functions" listed in Table 3 of Schedule 3, there is no flat fee. These services include, for example, inspecting, monitoring, and verifying for remediation; and consulting, negotiating, and advising on items such as site investigations, soil relocation, and risk assessments. The first hour of service provided by the ministry is free. Additional services extending over one hour are charged at an hourly rate.

For flat fees such as those listed in Table 2 of Schedule 3, clients earn a credit towards hourly fees incurred. For every $200 of the flat fee paid for a service, a client will be credited with one hour for that service. They will pay an hourly fee only when the credits for that specific service are exhausted.

Subsection 9 (15) (c) of the Regulation indicates the that fees equal to the amount of the reasonable travelling and out of pocket expenses necessarily incurred must also be paid.

Thus, to meet the fees requirements of the Regulation, Land Remediation Section staff must track the time and travel expenses they devote to case file service applications.

3.0 Procedure:

A case file worker's time and travel expenses on case file reviews or any other tasks related to a Site ID/case file application number must be recorded. Hours worked on each site/application shall be tracked and entered in CATs.

4.0 Time Tracking using CATs

4.1 The Section's Unit Managers are responsible for deciding which tasks are chargeable.

4.2 Each case file worker shall complete time tracking entries into CATs on a daily or weekly basis.

4.3 Time tracking must be linked to the <u>service application number</u> and not the Site ID number. The CATs User's Guide provides instructions for entering timesheets in CATs.

4.4 Time shall be tracked even if a contaminated sites services application has not been submitted or if one has been submitted and later withdrawn.

4.5 Time for staff and persons working on behalf of the government shall be tracked for:

a) Consulting, negotiating or providing advice with respect to a specific site regarding any provision of Part 4 or 5 of the Act, covenant under section 219 of the *Land Title Act,* or pollution prevention order or pollution abatement order under Part 7 of the Act.

b) Inspection, monitoring and verification for remediation or an Approval in Principle, Certificate of Compliance, Voluntary Remediation Agreement, Transfer Agreement, indemnification request or application, Contaminated Soil Relocation Agreement, or contaminated sites enforcement investigation.

c) Reviewing a submission that requires additional clarification.

d) All site visits.

e) All work on resubmissions.

f) All work on Roster submissions.

g) All work on external contract review submissions (i.e. technical reviews, consultation, negotiation, and administration).

h) Entering travel expenses in i-Expenses not including the i-Expenses set-up process and the completion of the first i-Expenses report.

4.6 For sites without a Site ID or case file application number, the case file worker must fill out the *Contaminated Site Services Billing Form* (attached) and give it to the Client Information Officer. Guidance for filling out the form is provided on page 4 of this document.

4.7 Each case file worker must complete all time tracking entries into CATs before closing a case file application in CATs. Once a case file application is set at 100% complete, CATs will not allow time entry for that application.

4.8 The "Hour Credits" allocated for an application and noted in CATs in the "Contaminated Site Requests" page is not a budget.

4.9 Only time worked on specific case file application numbers shall be tracked and recorded. Time spent giving generic advice on the contaminated sites provisions shall not be tracked or charged.

4.10 For new case file workers in the Land Remediation Section, there is a certain level of professional judgment as to what is considered part of the "learning curve" versus time spent specifically reviewing a case file. The time shall be charged for the first and second case files at 25%, for the third at 50% and for the fourth case file and thereafter at 100%.

4.11 The CIO shall provide Unit Managers with the Invoice Requests for authorization before these requests are submitted to the Corporate Services Division.

5.0 Expense Tracking

5.1 A case file worker's travel time and overall expenses related to a Site ID/case file application number shall be charged back to the client. Expenses shall be tracked, receipts need to be saved and expense reports shall be completed in the i-Expenses system.

5.2 Case file workers must provide written documentation of a client's request for site visit and/ or face-to-face meetings requiring travel and associated expenses to the CIO.

5.3 The applicable Site ID number(s) shall be written in the header of an i-Expenses report submitted for travel related to a site visit.

5.4 Recoverable expenses include airfare, ferry costs, car rental, fuel and mileage, hotel accommodation and meals and any other miscellaneous expenses specifically related to a Site ID/case file application number.

5.5 A case file worker assigned to an existing Site ID/ case file application number shall track travel expenses when a site visit or meeting with a client is requested by a client or required by a Director.

5.6 A Manager shall decide if travel expenses should be billed when a case file worker has completed any site visit for a case file including re-assigned case files (i.e. when one case file worker has been working on and has completed a site visit for a casefile, and then the casefile is re-assigned to another case file worker).

5.7 The Land Remediation Management Team shall decide which travel expenses should be charged to a case file application number when multiple staff members attend a meeting.

5.8 Travel expenses shall be prorated among different case file application numbers where there is more than one application number and/or more than one Site ID associated with an i-Expenses form.

6.0 Travel Expenses on Contaminated Site Services Billing Form

6.1 A case file worker shall complete a Contaminated Site Services Billing Form for travel expenses related to a Site ID/case file application number. This form is available electronically on *I:\EPD\EMB\General\CS Program\Service application management\CATS\Time tracking\Time tracking billing form billing form.doc.* Paper copies are located where blank travel voucher envelopes are located.

6.2 The following instructions should be followed when completing the form.

a) In Section I, Site Civic Address is mandatory if Site ID and case file application number are unknown.

b) Section II Billing Information is mandatory in order to charge expenses back to the client.

c) Complete the case file worker information in Section III.

d) Enter the date for every line in Section IV.

e) Attach copies of all travel related expense receipts, and written documentation verifying the client's request for a meeting or site visit to this form and hand it in to the CIO to enter into CATs.

6.3 The CIO shall be informed of the travel expense costs incurred for each Site ID/case file application number at the end of each month by each case worker if applicable.

6.4 The CIO shall send a monthly reminder to Land Remediation staff requesting submission of copies of all travel expense receipts, written documentation of client or director's requests for site visits and meetings, and billing forms.

6.5 The CIO shall send Invoice Request forms to the Corporate Services Division which will issue invoices to clients to recover costs incurred by the ministry in providing services to clients.

Revision history

Approved Date	Effective Date	Document Version	Notes
June 27, 2007	July 1, 2007	1.0	