



# Expanded Review Services

January 12, 2022

**This meeting is being conducted from the traditional lands of the Coast Salish peoples, including Squamish, Tsleil-Waututh, Musqueam, Stz'uminus, and Stó:lō.**

[WWW.CSAPSOCIETY.BC.CA](http://WWW.CSAPSOCIETY.BC.CA)



## Review Services Committee (RSC)

- Created specifically in response to ENV/CSAP discussions re the review work that will be discussed today
- Consists of John Taylor, Brant Dorman, Michael Geraghty, Stefan Quaglia, David Newton
- Catherine Schachtel, Anna Popova,
- Colleen Delaney, Heather Osachoff

# Overview of Presentation

- Will provide background on how the RSC have been preparing
- Discuss some report examples
- Discuss how to make a submission to CSAP
- Present the documents we have prepared
- Fees

## Example Reports Reviewed

- RSC formed in Sept.
- ENV provided 10 submitted reports
- All different formats, consultants, titles, levels of detail
- From 2 pages to 300 pages
- Completed 3 mock reviews
- Committee estimated effort during mock reviews to set fees
- Shared mock technical memos with ENV and received feedback on format

# Overview of Reporting Types Reviewed

- CofC – geotextile, pavement inspection
- CofC – Vapour system performance (2)
- AIP – vapour and gw results annually
- CofC – vapour and gw results annually
- CofC – SW sampling associated with soil handing
- CofC – gw sampling, remedial updates
- AIP – Update on remedial strategy
- AIP – gw sampling, creek insp., remedial updates
- CofC – inspection of ditches to confirm plants, etc, had not re-established

# Mock Review Learnings

- Learning from reviews of old reports
- Most reporting was detailed and clear
- Some lacked context or discussion
- We developed a technical memo format with ENV
- We developed documents to help submitters

## Communication with CSAP/RSC

- Will be similar to P6 Screening process
- CSAP (Anna) will address any gaps with what is submitted with reference to Transmittal template
- Once with a reviewer, there is a potential clarifications will be requested
- RSC will use an emailed form similar to screening process to ask questions and receive answers

## Expanded Review Services Transmittal

- The transmittal will look similar to any that have made a P6 submission
- Intent is to help proponent submit a complete package initially
- Reduce the need for CSAP and ENV to ask for more info
- Must accompany every application



## TRANSMITTAL (cont.)

**Responsible Person Company Name, contact info**

**AP Name (if AP statement needed), contact info**

**Reporting period (monthly, quarterly, annually, bi-annually)**

**Is the Site HR? (then don't submit to CSAP)**

**Reference/quote specific clause or condition**

**If you have a request to modify the requirement/condition with ENV already, share a copy of that document to CSAP as well**

# TRANSMITTAL (cont)

## REQUIRED

<input type="checkbox"/>	Cheque made payable to the CSAP Society for applicable CSAP fees ( <a href="#">per the fee schedule</a> )
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## STANDALONE DOCUMENTATION (electronic [pdf] file) by email or on memory stick:

<input type="checkbox"/>	Completed Contaminated Site Service Application Form
<input type="checkbox"/>	Report/AP Statement/CoR for Review
<input type="checkbox"/>	Released instrument or other document, containing Director's Requirements
<input type="checkbox"/>	Previous Reports (relevant to review of the submitted reports for the two past years if they exist)
<input type="checkbox"/>	SRCR

## Review Services Checklist

- Is not mandatory you submit but it is recommended that you consider
- Will increase the probability of a complete package when submitted
- Will reduce the need for back and forth thus saving your time

# Review Services Checklist

## CSAP Additional Report Review Checklist

1. Site Identification: Site ID, civic address, PID, legal description, land use, site risk classification, <u>metes and bounds</u> (if applicable).	<input type="checkbox"/>
2. State the compliance condition(s) as in schedule B or the PVP or reporting requirements.	<input type="checkbox"/>
3. Explain why the condition(s) exists. What is the purpose of the condition(s)?	<input type="checkbox"/>
4. Provide the scope of work completed to confirm the condition is fulfilling the purpose.	<input type="checkbox"/>
5. Provide results from the completed work.	<input type="checkbox"/>
6. Discuss whether the results support or negate the condition.	<input type="checkbox"/>
7. Identify any changes that have occurred and if they negatively impact the condition or still support the condition.	<input type="checkbox"/>
8. State any proposed changes (i.e., monitoring data supports deleting the condition, or replacing a cap provided by pavement with a building, etc.) and if they negatively impact the condition or still support the condition.	<input type="checkbox"/>
9. Conclude whether actions are needed or not. If actions are needed provide scope and schedule.	<input type="checkbox"/>
10. Include figures, tables, photographs, laboratory certificates, etc. as required to support the report.	<input type="checkbox"/>

## Key Examples From Checklist

- Explain why the condition exists
- Confirm the scope of work completed is consistent with the condition and whether it is fulfilling the purpose?
- Discuss whether the results support the conclusion
- Identify any changes that have occurred and whether they negatively impact the condition
  - e.g. gw results now fail; wells destroyed
- Are additional actions needed or not. If so, describe schedule

## CSAP Fees

- We have developed a simple fee structure (see website)
- Will likely be revisited within a year
- \$2,000 per site although there are lower fees for files where reports are submitted quarterly or monthly
- Cheque to come in with submission

# A Successful Application To CSAP

- Make sure it qualifies
- Follow transmittal
- Reporting that considers the checklist
- CSSAF
- Cheque
- SRCR, unless exempt

Submitted same as you do with a P6 submission (electronically to CSAP)

## Tracking Database

- Going forward, as instruments are signed CSAP will review them for reporting requirements and reporting due dates
- CSAP will provide a service to support responsible parties
- Can only help with ones CSAP is aware of which is not all
- At some point (e.g. 2 months from due date), CSAP will remind due date upcoming
- **However, still primary responsibility to remember is with RP**



## Tracking (cont.)

- To support the previous slide, CSAP has modified their P6 transmittal form to request clearer info on the RP and their contract info, for their reminder
- In addition, any time we receive a review a report we will note the due date of the next reporting in the CSAP system as well
- If requested by ENV we will also document any other reporting

## Questions re Process

- We appreciate there may be some questions re the new process
- For example, in odd circumstances whether a report should go to CSAP vs. ENV
- **Encourage you to send your questions to ENV, and well in advance of your due date**
- Important for you to understand due to differing fee structure