

Completing Summaries of Site Condition

This document provides guidance on completing Summaries of Site Condition, supplementing the instructions provided in the form itself. Under section 7.1 of the Contaminated Sites Regulation (the Regulation), the Summary of Site Condition form (in Schedule 1.1 of the Regulation) must be submitted with applications for contaminated sites legal instruments and for ministry review of various reports and plans.

Part 2. Executive Summary

Including report figures and plans

Hard copies of figures and plans do not have to be submitted with Summaries of Site Condition if they are:

- included in submitted reports and referenced in the Summary of Site Condition, or
- included in Schedule A of a draft contaminated sites legal instrument submitted with the Summary of Site Condition.

Affected properties or receiving site section

Ensure that all the information requested in Part 2 is provided, if available. It is very important to complete the section in the table dealing with affected neighbouring parcels (offsite impacted properties). At least one check box at the top of that section must be completed. If there is insufficient room to provide information for all the affected parcels, attach additional information, such as a current Notification of Likely or Actual Migration.

Part 3. Document Summary

In addition to the reports and plans listed in this section (site investigations reports, risk assessment reports, remediation plans, confirmation of remediation reports and supporting correspondence), the following, if they exist, should also be listed:

- performance verification plans;
- approvals under protocols (e.g., Protocols 2 – 4, 6, 7, and 9) to establish, for example, background levels of substances, site-specific standards or obtain ministry authorization not to delineate the entire extent of contamination at a site;
- all Protocol 6 pre-approval requests and responses (if not included in any other report);
- any communications records required under [Administrative Guidance 11, Expectations and Requirements for Contaminant Migration](#) which may include summary information or complete detailed records of communication with neighbours affected by the migration of contaminants;
- determinations of land, water, sediment or vapour use by a Director;
- discharge authorizations issued for works at the site under section 6 of the *Environmental Management Act*;
- hazardous waste authorizations applicable to the site issued under the *Environmental Management Act* and Hazardous Waste Regulation.

Under the header “Author/Company”, both the author and company must be listed.

Part 4. Investigation Summary

Section 4.2. Site conditions. Water use determination

Site-specific information and sound rationale supporting the applicable water use standards proposed should be presented in Section 4.2 under the subheading Hydrogeology. Consult [Protocol 21, “Water Use Determination”](#) and [Technical Guidance 6, “Assessment of Aquifer Yield for Water Use Determinations”](#) for further advice and requirements.

Section 4.4. Applicable Numerical Standards and Criteria

Other uses and standards

Since the Summary of Site Condition form was created, there have been amendments to the Regulation which have not been reflected in the current version of the form. To accommodate this situation, the ministry requests that the following, if they exist, be indicated by checking “Other” in the soil standards section and by noting below the “CSR Land Use” check box area if the following have been used:

- vapour attenuation factors;
- generic numerical vapour standards in Schedule 11 of the Regulation; or
- wildlands land use.

Substance lists

The spelling of each substance listed in a Summary of Site Condition must match the spelling for that substance in the applicable schedule of the Regulation. Substances should be grouped by substance class used in the Contaminated Sites Regulation and listed alphabetically. For more guidance, including advice on listing odourous substances, nonaqueous phase liquids, hazardous waste, and substances which meet applicable numerical vapour standards after the application of appropriate attenuation factors,

consult section 9.4 of [Procedure 12, “Procedures for preparing and issuing contaminated sites legal instruments.”](#)

Section 4.5. Potential contaminants of concern

Section 4.5 of the Summary of Site Condition requires tabulation of information on areas of potential environmental concern (APECs) and potential contaminants of concern (PCOCs). The column header for potential contaminants of concern indicates that products, chemicals, waste types and/or analytical parameters be provided. However, this header does not necessarily include specific potentially contaminating substances, making it difficult to determine whether a specific substance was analysed and whether that substance is a contaminant.

For clarity, consultants should use either of the following approaches to complete the table in section 4.5:

- a) list each individual substance which is a potential contaminant of concern in the body of the table, or
- b) list the substance classes (e.g., waste type or chemical group such as volatile organic compounds) in the body of the table, and provide a separate list of individual substances that may exceed the numerical standards either as a footnote to the table or as an appended table.

Section 4.6. AEC and Contaminant Summary

This section of the Summary of Site Condition requires tabulation of areas of environmental concern (AECs) and contaminants of concern associated with a site and neighbouring parcels which may have been affected by the migration of contamination from the site. Each specific substance exceeding an applicable numerical standard in the Regulation should be listed together with the information required for environmental media, maximum concentrations, and areas and depth of contamination.

Providing items in the notes box

In the notes box at the bottom of this section please indicate:

- if a site type exists for the site, what is the type number (1A, 1B, 2 or 3);
- if the site has been classified a high risk site, what are the high risk site conditions; and
- if background soil or groundwater quality levels have been set under Protocols 4 or 9, what background levels have been approved for each applicable substance.

Section 4.7. Migration of substances

In addition to the information provided in Part 2 of the Summary of Site Condition, you must complete all parts of section 4.7 where they apply to your site.

Part 5. Remediation Summary

Sections 5.3, 5.4, 5.5, and 6.1. Contaminants of concern

These sections summarize information for remediation plans, contaminant treatment and removal, residual contamination, and relocation under a Contaminated Soil Relocation Agreement. As with section 4.5, either:

- a) complete the table with information for each individual contaminant of concern, or
- b) provide substance classes in the tables together with a list of individual substances either in a footnote or an appended table.

For the latter, care must be taken to ensure that there is no ambiguity between the substance classes defined in section 4.5 and those defined in subsequent sections.

Synchronizing with contaminated sites legal instrument substance lists

Lists of substances in draft Determinations of Contaminated Site and Certificates of Compliance should be synchronized with the substances listed (or referenced in a footnote/ appended table) in a Summary of Site Condition accompanying that draft Determination or Certificate. This will facilitate the review of draft legal instruments by ministry staff.

Section 5.6. Remediation issues

For type 1B, 2 and 3 sites, please list the principal risk control clauses in this section.

Note: This document is solely for the convenience of the reader. It does not contain and should not be construed as legal advice. The current legislation and regulations should be consulted for complete information.

For more information, contact the Environmental Emergencies and Land Remediation Branch at (250) 387-4441.

Revision history

Approved Date	Effective Date	Document Version	Notes
July 23, 2014	July 28, 2014	1.0	
December 15, 2015	February 1, 2016	2.0	