**CSAP Additional Report Review Services Application Transmittal Letter**

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| Please confirm that reports should be submitted to CSAP rather than ENV by referring to our web page [here](https://csapsociety.bc.ca/additional-report-review-services/)  |
| Responsible Person Company Name, contact info | Click or tap here to enter text. |
| AP Name (if AP statement), contact info  | Click or tap here to enter text. |
| Date of Report/AP Statement/CoR (DD/MM/YYYY) | Click or tap here to enter text. |
| Date of Previous Report/AP Statement (DD/MM/YYYY) | Click or tap here to enter text. |
| Reporting period (monthly, quarterly, annually, bi-annually) | Click or tap here to enter text |
| Is the Site HR |[ ]
|  | If you do not have permission or direction to send to CSAP, submission should be sent to ENV. |
| Reference to clause from legal instrument Sch. B, describing requirements (please copy exact wording) | Click or tap here to enter text |
| Does the reporting include a request to modify the existing Director’s Requirements | If so, not eligible for CSAP review |
| Have you requested a modification to the sampling program in the past or have a request with ENV pending?please include any previously approved ENV modifications to the compliance condition monitoring requirements with your submission |[ ]
|  |  |
| Please note: if you are submitting a report(s) requesting a modification to your ENV monitoring commitments, that request should be sent directly to ENV directly (while still sending the annual MR report review request to CSAP). A request for a modification made to CSAP is not automatically put in the ENV queue. Such a request must be made directly to ENV. |
| Please note: Please be advised that submissions transferred to the Ministry of Environment and Climate Change are subject to the Freedom of Information Act. |

**List of Documents being submitted**

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| Type of Report 1  | Choose an Instrument Type from the Dropdown 🡪 |
| Site ID | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| PID | Enter PID(s) |
| Comments | Comments here |

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| Type of Report 2  | Choose an Instrument Type from the Dropdown 🡪 |
| Site ID | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| PID | Enter PID(s) |
| Comments | Comments here |

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| Type of Report 3  | Choose an Instrument from the Dropdown 🡪 |
| Site ID | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| PID | Enter PID(s) |
| Comments | Comments here |

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| Type of Report 4 | Choose an Instrument from the Dropdown 🡪 |
| Site ID | Site ID. |
| Address | Click or tap here to enter text. |
| PID | Enter PID(s) |
| Comments | Click or tap here to enter text. |

**Documentation is attached to this letter as noted below.**

**REQUIRED**

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|[x]  Cheque made payable to the CSAP Society for applicable CSAP fees ([per the fee schedule](file:///C%3A/Users/newtd2/AppData/Local/Microsoft/SUBMISSIONS/Submissions-Fee-Schedule%20Dec%202021.pdf))  |

**STANDALONE DOCUMENTATION (electronic [pdf] file) by email or on memory stick:**

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| --- |
|[x]  Completed Contaminated Site Service Application Form |
|[x]  Report/AP Statement/CoR for Review  |
|[x]  Released instrument or other document, containing Director’s Requirements |
|[x]  Previous Reports (relevant to review of the submitted reports for the two past years if they exist) |
|[x]  SRCR |
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**Please include an alternative company contact that can be contacted in your absence regarding the submission.**

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| --- | --- | --- |
| Name 1 | Phone 1 | Email 2 |
| Name | Phone | Email |

**Alternate:**

|  |  |  |
| --- | --- | --- |
| Name 2 | Phone 2 | Email 2 |
| Name | Phone | Email |