



Submissions Screening Guidelines

1 Introduction

The Society of Contaminated Sites Approved Professionals of British Columbia (CSAP or the Society) is responsible for maintaining quality standards of Approved Professional (AP) Submissions recommending issuance of Contaminated Site Regulation (CSR) legal instruments. The CSAP Society has been requested by the BC Ministry of Environment (BC MoE) to undertake the Screening of AP Submissions as per guidance provided in BC MoE Procedure 12 (Pr 12) on their behalf. The screening of the AP submissions involves a review of the BC MoE submission documents, as well as a review of other supporting information (AG 11 communications, Performance Verification Plans), and does not include the review of any of the technical reports.

2 Purpose and Scope

The preliminary administrative screening (PAS) is undertaken by CSAP (by an administrative screener, AS) and involves checking that all the required documents and materials have been included, that the most recent templates were used, and that the address, legal description etc. are correct.

The detailed administrative screening (DAS) is undertaken by an AP (the detailed screener, DS) who has been pre-qualified to act as a DS by the CSAP Performance Assessment Committee (PAC). The DAS involves reviewing the Summary of Site Conditions (SoSC), the draft instrument and other required forms and documents for completeness and consistency.

2.1 Definitions

AP Approved Professional

AS Administrative Screener

PAS Preliminary Administrative Screening

PASL Preliminary Administrative Screening Checklist

DS Detailed Screener

DAS Detailed Administrative Screening

DASL Detailed Administrative Screening Checklist

DM Delegated Member

DSC Detailed Screening Coordinator

Pr12 Administrative Screening Guidance contained in Procedure 12: *“Procedures for preparing and issuing contaminated sites legal instruments”*

3 Stages of Screening

The Screening is conducted in two stages consisting of a PAS, followed by a DAS. A flow chart of the screening process is included as Figure 1.

3.1 Information Supplied for the Screening

Submitting AP's must submit a document package along with their submission which will include all of the pertinent documents as outlined in the CSAP Transmittal Letter (Hardcopies and/or digital copies of all the supporting documentation is required and the PAS/DAS will be conducted on the electronic copies only);

This list includes;

- Completed Contaminated Site Service Application Form
- Draft Instrument Cover Letter – word version and hard copy
- Draft Instrument – word version and hard copy
- Completed Summary of Site Condition
- Completed Site Risk Classification Form (not required for negative Determinations)
- Completed Technical Guidance 10 (PSI checklist)
- Completed Technical Guidance 11 (DSI Checklist)
- Copy of applicable Land Title Office legal plan(s) or other land survey results (current title within last 6 months)
- Area Based Site Registry Search, 0.5 km radius (current search within the last 6 months)
- Detailed Site Registry Search (current report within the last 6 months)

And as applicable:

- Performance Verification Plan
- Notice of Independent Remediation (Initiation and Completion)
- Notice of Off-Site Migration
- Administrative Guidance 11 communication records
- Consent of both owners to join sites
- Typical Borehole Log for MoE mapping project
- Preapproval and Approvals required under Protocols (2,3,4,6,7 and 9)
- Other as Applicable: (e.g. covenant on land title, etc.)

4 Preliminary Administrative Screening (PAS)

Every submission received by CSAP undergoes a PAS, conducted by the AS, according to an instrument specific preliminary administrative screening checklist (PASL). The PASL is attached in **Appendix A**.

The AS will focus on:

- Completeness of the application package;
- Consistency of the application information.

Once the PAS is complete, comments are provided to the submitting AP(s). When the corrected documents are received, the submission is forwarded to a DS for a DAS.

5 Detailed Administrative Screening (DAS)

The DAS is conducted by a DS according to guidance in BC MoE Procedure 12: “Procedures for preparing and issuing contaminated sites legal instruments” (Pr12). Pr12 was written “to provide guidance to Ministry of Environment staff and Approved Professionals who prepare draft contaminated sites legal instruments and who act on behalf of the Director processing contaminated sites legal instrument applications”. A detailed administrative screening checklist (DASL) has been prepared based on guidance in Pr12 and is attached in **Appendix B**.

5.1 Guidance for Detailed Screeners

DSs should refer to Pr12 for guidance when completing the DASL.

The guiding principal for DSs conducting a DAS is that the reports prepared in support of the submission will not be supplied or reviewed and that sufficient information should be found in the supporting documents, particularly the SoSC, to complete the DASL.

CSAP has undertaken the preparation of an Annotated SoSC which has been circulated to members and will be updated as required. The Annotated SoSC provides examples of information that MoE is anticipating will be included in this document. The Submitting AP may either provide the information directly in the SoSC in the provided text boxes, or as an alternate, supply a reference to where in the supporting reports or documents this information can be found. The role of the DS is to ensure that the instrument, SoSC and supporting documents meet the documentation requirements for the issuance of the instruments.

5.2 When Additional Information is Requested by the DS

Once the DAS is complete, and if any clarifications are required, an email will be sent along with the completed DASL to the AS. The AS will then forward the summary sheet from the DASL to the Submitting AP(s). The Submitting AP can then either supply the corrected or additional information or provide a rationale as to why this is not required.

The Submitting AP response is sent to the AS who will then forward it to the DS. The DS will review the response and, if necessary, the DS will contact the submitting AP(s) to discuss issues that may not have been sufficiently clarified.

If an issue(s) identified during a DS is not resolved (generally two rounds of questions and responses although this may vary from case to case) and the issue(s) appears to be a major technical error or regulatory omission, the screening submission and completed screening work sheet is forwarded by the DS to the DS Coordinator (DSC). The DSC will review the submission and DASL and prepare a summary of issue(s) including, as appropriate, references to the regulation, protocols and/or guidance to which the issue(s) applies.

The summary prepared by the DSC will be sent to the chair of the Performance Assessment Committee (PAC), who will review the summary and make 1 of 2 recommendations; 1) identify that MoE discretion is required, which will be clearly identified in the DASL prior to sending the submission to the MoE; or, 2) identify a DM to review the submission.

If a DM is appointed, the DM will review relevant sections of the reports and attempt to resolve the issues. This may involve discussion with the DS, the submitting AP(s) and/or the BC MoE. If a DM is appointed during a DAS, the submitting AP(s) will be notified.

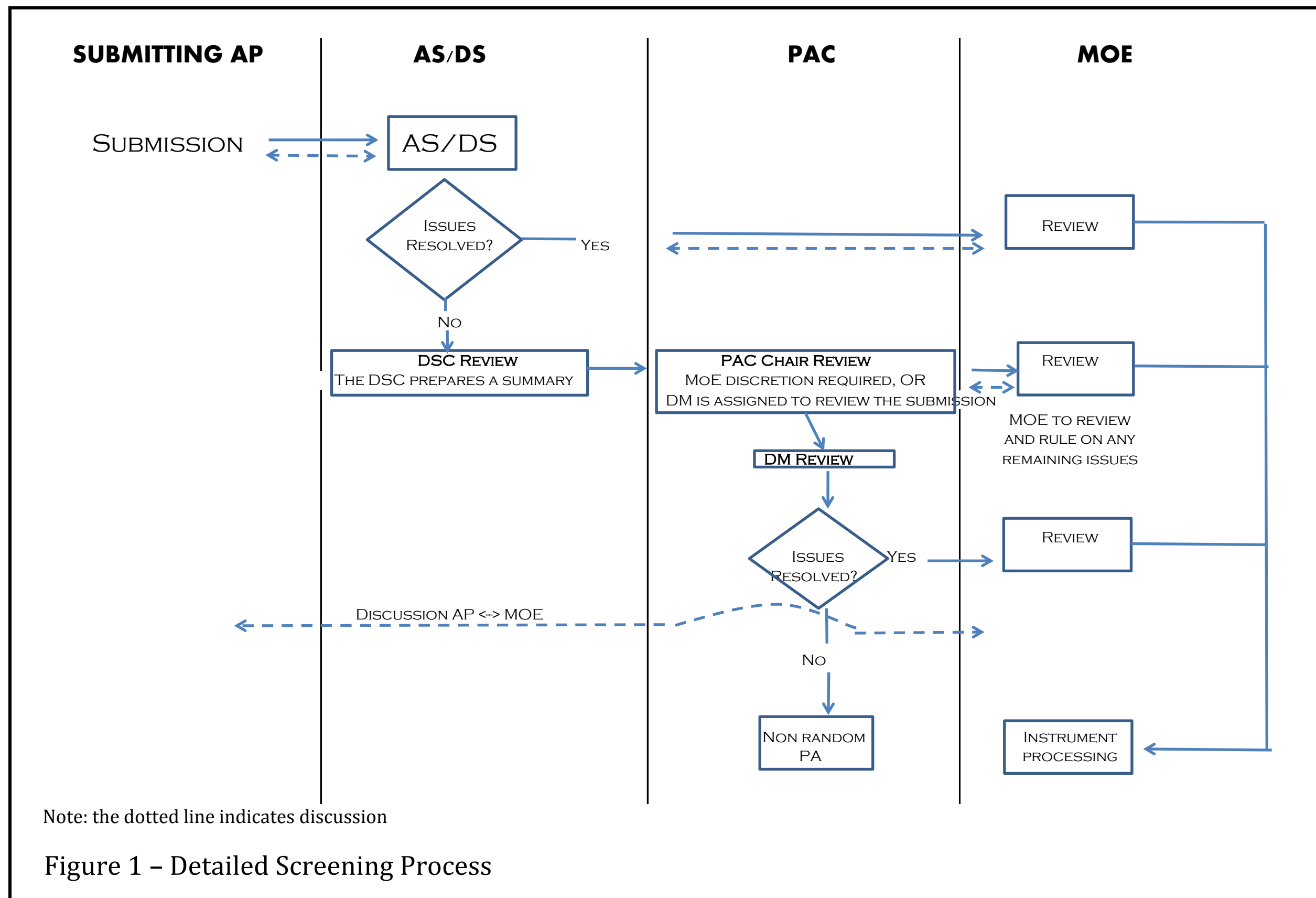
During a DAS, if issues are identified that do not appear to be resolvable within a reasonable timeframe, or if the issues are such that it is unlikely that any response will address the concerns, the DS will refer the submission to the DSC as soon as possible.

5.3 Outcomes of the DM Review

There are two possible outcomes of the DM's assessment of the DS:

- a) All outstanding issues are resolved and the submission is sent to the BC MoE.
- b) The outstanding issue(s) are not resolved, and a review of the relevant sections of the report(s) indicates the potential for issues that could impact the conclusions of the reports. In this case, the DM will provide the PAC with a summary their review; the PAC will review consider the information, and determine if a non-random performance assessment is warranted. If the DS is a member of the PAC, the DS will excuse themselves from this discussion.

Figure 1 shows a flow chart of the process described above.



APPENDIX A
Preliminary Administrative Screening List

Site ID:

AP:

Lat:

PID:

Type:

Long:

Civic Address:

Legal Description:

0		'		"
0		'		"

Required Ministry Submission Documents

<input type="checkbox"/> Contaminated Sites Services Request Form (CSSRA) Mandatory for all submissions	<input type="checkbox"/> P6 Eligibility Confirm that written Ministry pre-approval is appended to applicable support documents when such pre-approval is required
<input type="checkbox"/> Summary of Site Condition (SoSC) Mandatory for all submissions ¹	<input type="checkbox"/> Site Risk Classification Report (SRC) if not preapproval form Mandatory except for Determination of not contaminated site
<input type="checkbox"/> Exposure Pathway Questionnaire May be required based on responses identified on the completed SRC	<input type="checkbox"/> Contaminated Soil Relocation Agreement (CSRA) Mandatory for contaminated soil relocation to a non-approved location or facility
<input type="checkbox"/> Notification of Initiation/Completion of Independent Remediation (NIIR/NCIR) Generally mandatory using the Ministry forms except for some exceptions such as when working under an AiP; or when working in response to a spill that has been reported under PEP; or when NIIR or NCIR have been previously submitted and they continue to be applicable and complete; or when NIIR or NCIR notices appear in a Site Registry report and they continue to be applicable and complete, etc	<input type="checkbox"/> Notification of Offsite Migration Generally mandatory using the Ministry form except when migration notices appear in a Site Registry report and they continue to be applicable and complete
<input type="checkbox"/> Draft Instrument Cover Letter	<input type="checkbox"/> Draft Instrument Template
<input type="checkbox"/> Technical Guidance 10 (PSI Checklist) Mandatory except for Contaminated Soil Relocation Agreement and CoCs based on AIPs	<input type="checkbox"/> Technical Guidance 11 (DSI Checklist) Mandatory except for Contaminated Soil Relocation Agreements, Preliminary and Final Determinations, and COCs after AIPs



Check Site ID against pre-approval list in the submission log. If it's on the list pre-approval letter must be include in the submission.

Required Supporting Documents

Instrument	Reports
<input type="checkbox"/> Approval in Principle (Standards)	<input type="checkbox"/> PSI ² <input type="checkbox"/> DSI Remediation Plan
<input type="checkbox"/> Approval in Principle (Risk)	<input type="checkbox"/> PSI ² <input type="checkbox"/> DSI <input type="checkbox"/> Screening Level or Detailed Risk Assessment <input type="checkbox"/> Remediation Plan
<input type="checkbox"/> Certificate of Compliance (Standards)	<input type="checkbox"/> PSI ² <input type="checkbox"/> DSI <input type="checkbox"/> Confirmation of Remediation
<input type="checkbox"/> Certificate of Compliance (Risk)	<input type="checkbox"/> PSI ² <input type="checkbox"/> DSI <input type="checkbox"/> Screening Level or Detailed Risk Assessment <input type="checkbox"/> Confirmation of Remediation
<input type="checkbox"/> Certificate of Compliance with an Approval in Principle already in place	<input type="checkbox"/> Confirmation of Remediation ¹
Preliminary and Final Determination	<input type="checkbox"/> PSI ²
<input type="checkbox"/> Contaminated Soil Relocation Agreement	<input type="checkbox"/> Investigation Report for source site and characteristics (as per CSRA and SoSC) of the receiving site/location Soil Relocation Agreement

*Notes:

¹ If the submission is quality assessed, copies of the AiP and the Remediation Plan for the Pas must be provided to the CSAP Society² If the Stage 1 PSI is more than 6 months old, a PSI Update may be also required.

Documentation of professional judgment exercised that differs from written Ministry guidance or standard industry practice should be included along with relevant Ministry correspondence. The documentation is important for completion of the reporting and to reduce the potential for processing delays, particularly should the submission be selected for PA.

Site ID:

AP:

Lat:

PID:

Type:

Long:

	°		'		"
	°		'		"

Civic Address:

Legal Description:

Initial Screening

☐ Look up **Lat, Long** to make sure it is correct

CD - USB drives not accepted. Save the files in *J:\Submissions\Submissions WIP*csap number (site ID) type**

- | | |
|---|---|
| <input type="checkbox"/> Summary of Site Condition (<i>PDF version</i> accepted) | <input type="checkbox"/> This Checklist |
| <input type="checkbox"/> Draft cover letter in MS Word electronic format | <input type="checkbox"/> All reports in electronic format |
| <input type="checkbox"/> Draft instrument in MS Word electronic format | |

Submission Fees

- | | |
|---|--|
| <input type="checkbox"/> CSAP portion made out to CSAP Society | <input type="checkbox"/> Correct CSAP amount |
| <input type="checkbox"/> Ministry portion made out to Minister of Finance | <input type="checkbox"/> Correct Ministry amount |
| <input type="checkbox"/> If applicant is HST exempt, they must provide letter to the Ministry stating that they are HST exempt. | |

Site plan in Schedule "A" (Part of instrument)

- | | |
|--|---|
| <input type="checkbox"/> Oriented north, clearly labelled with a north arrow | <input type="checkbox"/> Scale |
| <input type="checkbox"/> Boundary identified by continuous bold line | <input type="checkbox"/> Street names |
| <input type="checkbox"/> No logos | <input type="checkbox"/> Not arial plan |

Location map in Schedule "A" (Part of instrument)

- | | |
|--|--|
| <input type="checkbox"/> Oriented north, clearly labelled with a north arrow | <input type="checkbox"/> Site clearly marked |
| <input type="checkbox"/> Scale | <input type="checkbox"/> No logos |
| <input type="checkbox"/> Street names | |

Land Title Office Records (LTO) Report - sometimes filed in PSI report

- | | |
|--|--|
| <input type="checkbox"/> Correct PID | <input type="checkbox"/> Current (within 6 months) |
| <input type="checkbox"/> Correct Legal Description | <input type="checkbox"/> Correct Property Owner |

LTO legal plans or other land survey results (if metes and bounds) - sometimes filed in PSI report

- | | | |
|--|---------------------------------------|---|
| <input type="checkbox"/> Correct Plan Number | <input type="checkbox"/> Correct Date | <input type="checkbox"/> Correct Author |
|--|---------------------------------------|---|

Area-Based Site Registry Search results Report - sometimes filed in PSI report

- | | |
|--|--|
| <input type="checkbox"/> 0.5 km radius | <input type="checkbox"/> Correct Lat and Long |
| <input type="checkbox"/> Current (within 6 months), if not confirm that the current one has changes listed not in the supplied one | <input type="checkbox"/> Correct Site ID |
| | <input type="checkbox"/> Correct Civic Address |

Detail Site Registry Search results Report

- | | |
|--|--|
| <input type="checkbox"/> Current (within 6 months) | <input type="checkbox"/> Correct Site ID |
| <input type="checkbox"/> Correct Lat and Long | <input type="checkbox"/> Correct PID |
| <input type="checkbox"/> Correct Civic Address | |

Notification of Independent Remediation (*not required for Determination, for risk based confirm with AP*)

- | | | |
|--|--|--|
| <input type="checkbox"/> Correct Site ID | <input type="checkbox"/> Correct Lat and Long | <input type="checkbox"/> Correct Civic Address |
| <input type="checkbox"/> Correct PID | <input type="checkbox"/> Correct Legal Description | <input type="checkbox"/> Signed and Dated |
| <input type="checkbox"/> Notice of Completion of Remediation Submitted | | |

Notification of Offsite migration

- | | | |
|---|--|--|
| <input type="checkbox"/> Correct Site ID | <input type="checkbox"/> Correct Lat and Long | <input type="checkbox"/> Correct Civic Address |
| <input type="checkbox"/> Correct PID | <input type="checkbox"/> Correct Legal Description | <input type="checkbox"/> Signed and Dated |
| <input type="checkbox"/> Correct Property owner | | |

Site ID:

AP:

Lat:

PID:

Type:

Long:

Civic Address:

Legal Description:

°		'		"
°		'		"

Site Risk Classification (not required for Determination)

- | | |
|--|--|
| <input type="checkbox"/> Correct Site ID | <input type="checkbox"/> Correct Lat and Long |
| <input type="checkbox"/> Correct PID | <input type="checkbox"/> Correct Civic Address |
| <input type="checkbox"/> Correct Legal Description | <input type="checkbox"/> Signed and Dated |

Property Owner

- | | | |
|--|--|---|
| <input type="checkbox"/> SoSC Part 1 | <input type="checkbox"/> SoSC Part 8.2 | <input type="checkbox"/> CSS App |
| <input type="checkbox"/> Notification of Independent Remediation | | <input type="checkbox"/> Site Risk Classification |

Contaminated Sites Services Application Form

- | | |
|---|--|
| <input type="checkbox"/> Correct Applicant | <input type="checkbox"/> Correct Legal description |
| <input type="checkbox"/> Correct Instrument chosen in Part C "other services" | <input type="checkbox"/> Correct PID |
| <input type="checkbox"/> Correct Site ID | <input type="checkbox"/> Correct Lat and Long |
| <input type="checkbox"/> Correct Civic Address | <input type="checkbox"/> Signed and dated |
| <input type="checkbox"/> Part E is completed | |

Summary of Site Condition

- | | |
|---|---|
| <input type="checkbox"/> Sections 4.5, 4.6, 5.2 and 5.4 – Report#, Figure# and Page# are listed (or N/A) | |
| <input type="checkbox"/> Correct Site ID | <input type="checkbox"/> Correct Civic Address <input type="checkbox"/> Correct Legal description |
| <input type="checkbox"/> Correct PID | <input type="checkbox"/> Correct Lat and Long |
| <input type="checkbox"/> Document Summary (Part 3) must include all documents submitted and dated correctly | |
| <input type="checkbox"/> Section 7.1 has AP's name | <input type="checkbox"/> Signed/Dated by AP (Sect 7.2) |
| <input type="checkbox"/> Signed/Dated by Arm's Length Reviewer (Sect 7.3). Type of review indicated (<i>If risk based or offsite migration</i>) | |
| <input type="checkbox"/> Section 8.2 has AP's Name | <input type="checkbox"/> Signed/Dated by owner, lessee, or agent... (Sect 8.1) |

Record data in the Online Submissions Manager (OSM):

- | | |
|--|--|
| <input type="checkbox"/> For manual submissions, create a new submission record. | <input type="checkbox"/> Update the Admin section. |
| <input type="checkbox"/> Remediation type confirmed with AP | <input type="checkbox"/> PVP included for Risk-based |

Detailed Screening**Cover Letter.** Screen for **format** as well as **content**. Use MoE templates and guidelines

- | | |
|---|---|
| <input type="checkbox"/> Victoria File # (Detailed site registry) | <input type="checkbox"/> Regional File # (Detailed site registry) |
| <input type="checkbox"/> Site ID | <input type="checkbox"/> Civic Address |
| <input type="checkbox"/> Addressee is applicant | <input type="checkbox"/> CC part includes municipality, AP, MoE contact in Surrey, CSAP, site owner |

Instrument. Screen for **format** as well as **content**. Use MoE templates and guidelines

- | | | | | |
|--|------------------------------|---|--------------------------------------|---|
| <input type="checkbox"/> Lat and Long | <input type="checkbox"/> PID | <input type="checkbox"/> Civic Address | <input type="checkbox"/> Legal Desc. | <input type="checkbox"/> Site ID (footer) |
| <input type="checkbox"/> Substances used against SoSC 7.2 | | | | |
| <input type="checkbox"/> Land (water) use against SoSC 4.4 | | | | |
| <input type="checkbox"/> Included docs against SoSC Part 3 | | <input type="checkbox"/> Confirm Legal plan # | | |

APPENDIX B
Detailed Administrative Screening List

SUMMARY - CSAP DETAILED ADMINISTRATIVE SCREENING CHECKLIST

SUMMARY PAGE

Site ID:	
Common name:	
Application number:	
Instrument:	

PRELIMINARY ADMINISTRATIVE SCREENING									
Issue									
AP Response									
Issue									
AP Response									
Issue									
AP Response									
DETAILED ADMINISTRATIVE SCREENING									
DRINKING WATER	Applies Y/N	Comment					Reference	Notes	
DRINKING WATER		Does DW exclusion follow P21, TG6 and Annotated SoSC?					P21, TG6		
Does SoSC follow Annotated SoSC and P21 and TG6 as applicable									
AP Response									
Screener Response									
GENERAL TOPIC	Point of Review	Item	Yes	No	NA	Comments	Reference	Notes	
Example Issue - Remove when worksheet is completed									
OWNERSHIP STATUS	Who is the site owner?	3					Proc. 12	SoSC 1.	
SHEET - DETAILED SCREENING CHECKLIST									
AP Response									
Screener Response									
SHEET - SUMMARY OF SITE CONDITION									
AP Response									
Screener Response									
SHEET - REGULARTORY CONSIDERATIONS									
AP Response									
Screener Response									
SHEET - CONSULTATIONS									
AP Response									
Screener Response									

FOR MOE DIRECTOR

Decision and rationale	Yes	No	NA	Comments
What has gone on and is going on legally at the parcel in question and at neighbouring parcels? Have the Site Registry, AMS/WASTE, SWIS and Land Titles system been reviewed?				
What is the compliance and enforcement history for the parcel and neighbouring parcels? Has COORs been reviewed?				
Is only relevant information being used in making the decision?				
Is the decision being made in a manner consistent with previous decisions on similar matters, relying on existing policies, guidelines, procedures and rules?				
If discretion is to be exercised, can any inconsistency with previous decisions on similar matters be justified and explained?				
Issue instrument?				
Reasons for the decision:				

CSAP DETAILED ADMINISTRATIVE SCREENING CHECKLIST

General Topic		Points of Review	Yes	No	NA	Comments	Reference	Notes
SITE BASICS	1	What is the type of regulatory instrument:	No answer required, this is a subject header.				Proc. 12	
SITE BASICS	1a	Preliminary Determination;						
SITE BASICS	1b	Final Determination;						
SITE BASICS	1c	Approval in Principle;						
SITE BASICS	1d	Certificate of Compliance;						
SITE BASICS	1e	Soil Relocation Agreement;						
SITE BASICS	1f	Wide Area Site Designation; or						
SITE BASICS	1g	Other?						
SITE BASICS	2	Has the site already been remediated?						For a Determination: if site has already been remediated circumstances should be carefully reviewed. Usually a site which has been remediated must be issued a CoC but in some cases a Determination would be appropriate if part of a site had been remediated and a Determination was being sought for a different part.
OWNERSHIP STATUS	3	Who is the site owner?					Proc. 12	SoSC 1.
OWNERSHIP STATUS	4	Who is the applicant?						SoSC 1.
OWNERSHIP STATUS	5	Who is the agent for applicant?						SoSC 1.
OWNERSHIP STATUS	6a	Is the applicant a responsible person?						"No" answer is allowed for Determinations and CoCs.
OWNERSHIP STATUS	6b	Is the applicant a responsible person for the AiP? for the source parcel?						If there is a source parcel and the applicant is responsible for the source parcel, then the Director should consider whether the full extent of contamination has been delineated at and neighbouring the source parcel. If the applicant is not a responsible person (allowed for Certificates of Compliance), then full delineation of contamination might not be required.
OWNERSHIP STATUS	7	Is the application for a part site (assumes that entire area of contamination is remediated and/or delineated (See SOSC 4.8)) ?					Sec. 53 (6)	Part sites are allowed only for AiPs and CoCs.
OWNERSHIP STATUS	8	Does the site include affected parcels? If no, move to the section on Contamination Status.						SoSC 2. If "Yes" then consultations are required (see Consultations tab). Separate SoSCs are not required but may be appropriate.
OWNERSHIP STATUS	9	Does the site include parcels with different owners?						
OWNERSHIP STATUS	10	Are there or will there be other parcels using the same Site ID number?						Decisions to combine separate parcels with the same owner should be made only after considering Procedure "Establishing the Boundaries of a Site."
OWNERSHIP STATUS	11a	Are parcels with different owners to be combined into one site?						
OWNERSHIP STATUS	11b	If so, have all parcel owners agreed to this?					Fact Sheet 48	Normally instruments combining parcels with different owners into one site would not be issued unless all parties agree.
CONTAMINATION STATUS	12	Is the site contaminated?					Proc. 12	"Yes" for positive Determinations, AiPs, and risk-based CoCs.
CONTAMINATION STATUS	13	Is the site high risk? (For high risk sites a pre-approval is required to allow processing under P6)						
REMEDIATION STATUS	14	Is the site to be remediated, or has it been remediated?					Proc. 12	SoSC 5.2.
REMEDIATION STATUS	15	Have numerical standards been used?						SoSC 5.2.
REMEDIATION STATUS	16a	Have risk-based standards been used? If no, move to the section on Regulatory Requirements.						SoSC 5.2.
REMEDIATION STATUS	16b	What remediation type (i.e., per AG 14) has the site been classified as? (Enter 1A, 1B, 2, or 3)	Enter 1A, 1B, 2, or 3 in "Yes" column as applicable.				AG 14	SoSC 4.6 and/or 5.1. Except for Type 1A sites a PVP is required in the application package. For all types, Schedule B of the CoC and Section 5.2 of the SoSC must have its principal risk controls listed.
REMEDIATION STATUS	16c	Is the site a risk-managed high risk site? (For risk-managed high risk sites a pre-approval is required to allow processing under P6.)						
REGULATORY REQUIREMENTS	17	Does the SoSC or Site Registry Report show that NOMs have been provided to all affected parcels?					Proc. 12	SoSC 8.1.
REGULATORY REQUIREMENTS	18	For CoC with AiP in place, has the remediation schedule been followed?						Conditions would be in Schedule B of the AiP and should be supplied by the submitting AP and reviewed.
REGULATORY REQUIREMENTS	19	Has the regulatory considerations list been reviewed? (Refer to the Regulatory Considerations tab.)						
REGULATORY REQUIREMENTS	20	Are there any outstanding obligations under Part 4 of EMA?						Applicant for a CoC must provide information on compliance with all conditions set in an AiP issued for the site.
OBLIGATIONS IMPOSED FOR HUMAN HEALTH AND ENVIRONMENTAL PROTECTION	21a	What ongoing obligations are imposed?					Proc. 12	E.g., reporting, monitoring, operation of treatment works, etc. See also risk controls in Section 22 below.
OBLIGATIONS IMPOSED FOR HUMAN HEALTH AND ENVIRONMENTAL PROTECTION	21b	On whom are the obligations imposed?						
RISK CONDITIONS IN SCHEDULE B VS. PVP AND SOSC	22a	Are the risk controls listed on Schedule B of the CofC, the PVP and the SoSC consistent, with all risk controls included in all documents?					Proc. 12	SoSC 5.2. For all site "types" except for Type 1A, a PVP is required in the application package and Schedule B of the CoC and Section 5.2 of the SoSC must have the principal risk controls listed.

CSAP DETAILED ADMINISTRATIVE SCREENING CHECKLIST

General Topic		Points of Review	Yes	No	NA	Comments	Reference	Notes
RISK CONDITIONS IN SCHEDULE B VS. PVP AND SOSC	22b	Are any soils vapour conditions consistent with clause 1 of Schedule B						From Section 4.4 SoSC - Is sufficient information present in the SoSC to determine if appropriate attenuation factors have been used and do they agree with the conditions on the instrument?
LAND OWNERSHIP RECORDS	23a	Do records for ownership of the site exist?					Proc. 12	
LAND OWNERSHIP RECORDS	23b	Have they been provided?						
LAND OWNERSHIP RECORDS	23c	Have they been reviewed?						
SCHEDULE A (PROCEDURE 12)	24	Are Schedule A Figures provided?						
SCHEDULE A (PROCEDURE 12)	25	Are metes and bounds provided for identified areas in the instrument?						
SCHEDULE C SUBSTANCES	26	Do instrument substances correspond with CSR Schedules?						Check the spelling and name of the contaminants listed on Schedule C of the instrument against the way it is presented in the corresponding CSR Schedule.
CONSULTATION RECORDS	27a	Are or were consultations required? (Refer to Consultations Tab.)					Proc. 12 AG11	
CONSULTATION RECORDS	27b	Federal, provincial or municipal lands also require consultation. Have they been consulted?						
CONSULTATION RECORDS	27c	If yes, do the records reviewed indicate that the consultations were adequate?						
CONSULTATION RECORDS	28	If consultations were required and the consultations were not adequate:	No answer required, this is a subject header.					
CONSULTATION RECORDS	28a	Were communications efforts made by the responsible person adequate?						
CONSULTATION RECORDS	28b	Were concerns raised by the affected parties legitimate in the context of the principles of the contaminated sites legal regime?						
CONSULTATION RECORDS	28c	Were the responses by the responsible person to the affected parties adequate?						
SITE REGISTRY RECORDS	29a	Does the site appear on the Site Registry?					Proc. 12	
SITE REGISTRY RECORDS	29b	Has the Site Registry record been reviewed?						
POTENTIALLY AFFECTED PARTIES	30a	Could any potentially affected parties be significantly affected by the decision?					Proc. 12	
POTENTIALLY AFFECTED PARTIES	30b	For those to whom "yes" applies, complete the following (if more room is needed, attach a separate page to provide additional information):	No answer required, this is a subject header.					
POTENTIALLY AFFECTED PARTIES	30bi	Who:						
POTENTIALLY AFFECTED PARTIES	30bii	Why:						
POTENTIALLY AFFECTED PARTIES	30bi v	Previous consultations/notices:						
POTENTIALLY AFFECTED PARTIES	30bv	How should they be consulted?						
RESULTS OF CONSULTATIONS	31a	Party or Parties Consulted:					Proc. 12	
RESULTS OF CONSULTATIONS	31b	Results:						
RESULTS OF CONSULTATIONS	31c	Comments:						

Note: CSAP Administrative Screening is not a technical review of submitted information but is intended to verify that the submitting AP has provided sufficient information to support the submission or has provided access to a report(s) containing this information.

CSAP DETAILED ADMINISTRATIVE SCREENING CHECKLIST
SUMMARY OF SITE CONDITIONS

General Topic	SECTION	INFORMATION REQUIRED	Yes	No	NA	Comments	Reference	Notes
GENERAL COMMENTS	1a	Is information (name, firm, scope of review completed) provided about the AP making a recommendation under the CSR, if applicable?					Proc. 12	Complete section "Scope of review completed" e.g., "Arm's Length Numerical Standards Review" SoSC
GENERAL COMMENTS	1b	Numeric AP						
GENERAL COMMENTS	1c	Risk AP						
Document Summary	3	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), if the following exist they should also be listed:					Proc. 12	
Document Summary	3a	performance verification plans;						For risk-based CoCs: Except for Type 1A sites a PVP is required in the application package and Schedule B of the CoC must have its principal risk controls listed.
Document Summary	3b	approvals and preapprovals under protocols (e.g., 2–4, 6, 7, and 9) to establish, for example, background levels of substances and site-specific standards;						Pre-approval is required for a P6 recommendation of a high risk site.
Document Summary	3c	determinations of land, water, sediment or vapour use by a Director;						
Document Summary	3d	discharge authorizations issued for works at the site under section 6 of the Environmental Management Act;						
Document Summary	3e	hazardous waste authorizations applicable to the site issued under the Environmental Management Act and Hazardous Waste Regulation.						
Investigations Completed	4.1	This section should include all investigations completed.						These are investigations and should not include risk assessment.
Investigations Completed		Are details regarding site investigations that may not be consistent with MoE guidance (e.g., incomplete delineation) briefly noted?						Some such cases may require preapproval. This section may refer to SoSC 4.8 for more detailed information or rationale.
Site Conditions	4.2	This section should include site-specific information and sound rationale supporting the applicable water use standard proposed for the site. In addition to the hydrogeology information currently requested in this section, explicit statements/descriptions to support the TG#6 Water Use Determination for current and future water use should also be presented under "Hydrogeology".					TG6	
Site Conditions	4.2a	Is sufficient information present in the SoSC to determine if applicable water use standards have been selected?						See annotated SoSC for detailed list of required information.
Site Conditions	4.2b	Surface water features: have the direction and distance to nearest surface water bodies and the characteristics (e.g., relative size/flow) of the fresh or marine water body been provided?						
Applicable Numerical Concentration Standards and Criteria	4.4	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. If present, the ministry requests that the following be indicated by checking "Other" check box and 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.					TG4	
Applicable Numerical Concentration Standards and Criteria	4.4a	Has "other" been selected, and are clear details on what has been applied provided?						
Applicable Numerical Concentration Standards and Criteria	4.4b	Is sufficient information present in the SoSC to determine if appropriate attenuation factors have been used and do they agree with the conditions on the instrument?						
Applicable Numerical Concentration Standards and Criteria	4.4c	Do the conditions make sense and are they consistent with site use?						
APEC and PCOC Summary		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 and listed alphabetically. For clarity, use either of the following approaches to complete the table in section 4.5: list each individual substance which is a potential contaminant of concern in the body of the table, or list the substance classes (e.g., waste type or chemical group such as volatile organic compounds) in the body of the table, together with a list of individual substances that may exceed the numerical standards either as a footnote to the table or as an appended table. For guidance on the above, as well as listing odorous substances, non-aqueous phase liquids, hazardous waste, consult section 9.4 of Procedure 12.					Proc. 12	Sch. 5: "xylene" Sch. 6: "xylenes (total)" Sch. 4: "benz[a]anthracene" Sch. 6: "benzo[a]anthracene" Sch. 10 & 11: "methyl tert-butyl ether" Sch. 6: "methyl tertiary butyl ether"
APEC and PCOC Summary	4.5a	Are substances listed correctly?						
APEC and PCOC Summary	4.5b	Are substances spelled correctly?						
APEC and PCOC Summary	4.5c	Have odorous substances, non-aqueous phase liquids, and Hazardous Waste been addressed correctly?						
AEC and Contaminant Summary	4.6	This section should include reference to figure(s) showing the areas of environmental concern (AEC) and contaminants of concern associated with each AEC in onsite and offsite soil, water, sediment and/or vapour. Sample locations and corresponding analytical results shall be shown on each figure and in tabular form with reference to applicable standards.					TG6	
AEC and Contaminant Summary	4.6a	Have these figures been referenced?						
AEC and Contaminant Summary	4.6b	Is the list of substances a sub-set of the above Section 4.5 list and does it indicate which contaminants exceed standards?						
AEC and Contaminant Summary	4.6c	Does the notes box in this section indicate:						
AEC and Contaminant Summary	4.6d	if a risk type exists for the site: what is the type number (1A, 1B, 2 or 3);						This may also be included in SoSC 5.1.
AEC and Contaminant Summary	4.6e	if the site has been classified a high risk site: what are the high risk site conditions; and						

CSAP DETAILED ADMINISTRATIVE SCREENING CHECKLIST
SUMMARY OF SITE CONDITIONS

General Topic	SECTION	INFORMATION REQUIRED	Yes	No	NA	Comments	Reference	Notes
AEC and Contaminant Summary	4.6f	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?						
Investigation or Interpretation Issues to be Addressed	4.8	This section should provide comment on the investigation such as if a pre-approval was obtained for not fully delineating the contamination or statistical analysis was used.					Proc. 12	This section may reference SoSC 4.1. If the applicant is not a responsible person then full delineation of contamination might not be required.
Investigation or Interpretation Issues to be Addressed	4.8a	Are appropriate comments provided?						
Investigation or Interpretation Issues to be Addressed	4.8b	Does the SoSC indicate that the neighbouring parcel(s) are delineated?						
Proposed or Completed Remedial Activities	5.2	For type 1B, 2 and 3 sites, also list the principal risk control clauses in this section.					Proc. 12	
Proposed or Completed Remedial Activities	5.2a	Do the conditions make sense and are they consistent with site use?					AG 14	Type 1B sites require one or more intrinsic controls but no institutional or engineering controls. Type 2 and 3 sites require institutional and/or engineering controls. Risk controls for the temporary future construction scenario or trench worker are not considered when establishing the type of remediation.
Summary of Remediation Plan	5.3	Substances which meet applicable numerical vapour standards after the application of appropriate attenuation factors should not be listed, as they would not have been remediated					Annotated SoSC	
Summary of Remediation Plan	5.3a	Is the list of substances a sub-set of the above Section 4.6 list?						
Summary of Contaminant Treatment or Removal	5.4	Is the list of substances a sub-set of the above Section 5.3 list?					Annotated SoSC	
Summary of Residual Contamination after Remediation	5.5	Is the list of substances a sub-set of the above Section 5.3 list?					Annotated SoSC	
Summary of Residual Contamination after Remediation	5.5a	Does this list include substances that have been assessed to meet risk standards?						
Substances Remediated and Standards or Criteria	7.2	Check this list against the instrument.					Proc. 12	

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REGULATORY CONSIDERATIONS
(Review Detailed Site Registry Report)

General Topic		Points of Review	Yes	No	NA	Comments	Reference	Notes
OUTSTANDING OBLIGATIONS	1	Have the following obligations in association with the parcel under the contaminated site provisions of EMA been met:	No answer required, this is a subject header.				Proc. 12	
OUTSTANDING OBLIGATIONS	1a	Site profile submission requirements (including freeze and release provisions);						(Generally from Site Registry Detail Report)
OUTSTANDING OBLIGATIONS	1b	Site investigation order or requirements imposed;						
OUTSTANDING OBLIGATIONS	1c	Remediation order requirements; and						
OUTSTANDING OBLIGATIONS	1d	Contaminated soil relocation agreement requirements?						SoSC 6.1 & 6.2.
APPROVAL REQUIREMENTS	2	Have approval requirements been met under the following protocols:	No answer required, this is a subject header.				Proc. 12	
APPROVAL REQUIREMENTS	2a	Protocol 2 (site-specific standards);						See SoSC 3 (Documents Summary)
APPROVAL REQUIREMENTS	2b	Protocol 3 (blending of non-hazardous waste);						(Generally from Site Registry Detail Report and SoSC)
APPROVAL REQUIREMENTS	2c	Protocol 4 (background soil values);						SoSC 4.6.
APPROVAL REQUIREMENTS	2d	Protocol 7 (groundwater travel time);						
APPROVAL REQUIREMENTS	2e	Protocol 9 (background groundwater values); and						SoSC 4.6.
APPROVAL REQUIREMENTS	2f	Other preapprovals under Protocol 6 (may include some of the above)?						SoSC 3.
APPROVAL REQUIREMENTS	3	Have other non-Protocol approval requirements been met? (For examples, see section 9.1.1 of Procedure 12)						Applicant for a CoC must provide information on compliance with all conditions such as those that may be in an AiP.
APPROVAL REQUIREMENTS	4	Have requirements for land, water, sediment, and/or vapour use rulings for the Site by a Director been met?						
NOTICE SUBMISSIONS	5	Have the requirements been met for the following submissions:	No answer required, this is a subject header.				Proc. 12	
NOTICE SUBMISSIONS	5a	Notification of Likely or Actual Migration;						SoSC 8.1.
NOTICE SUBMISSIONS	5b	Notification of Independent Remediation;						SoSC 5.2.
NOTICE SUBMISSIONS	5c	Site Risk Classification Report; and						(Generally from Site Registry Detail Report and Required Screening Documents)
NOTICE SUBMISSIONS	5d	Summary of Site Conditions?						
NOTICE SUBMISSIONS	6	Have public consultation and review requirements been met?						
NOTICE SUBMISSIONS	7	Is follow-up in place to requirements imposed when independent remediation is being done, under section 54 (3) (d)?						
CONTAMINATED SITES LEGAL INSTRUMENT CONDITIONS	8	Have the following conditions imposed in a contaminated sites legal instrument (either issued previously or to be issued) been met:	No answer required, this is a subject header.				Proc. 12	
CONTAMINATED SITES LEGAL INSTRUMENT CONDITIONS	8a	Covenant requirements;						(Generally from Site Registry Detail Report and Required Screening Documents)
CONTAMINATED SITES LEGAL INSTRUMENT CONDITIONS	8b	Security requirements;						
CONTAMINATED SITES LEGAL INSTRUMENT CONDITIONS	8c	Monitoring requirements;						
CONTAMINATED SITES LEGAL INSTRUMENT CONDITIONS	8d	Reporting requirements; and						
CONTAMINATED SITES LEGAL INSTRUMENT CONDITIONS	8e	Record keeping requirements?						

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CONSULTATIONS
(Review Communications Records)

General Topic		Points of Review	Yes	No	NA	Comments	Reference	Notes
NOTIFICATION OF MIGRATION	1	Has a satisfactorily completed Notification of Likely or Actual Migration been provided to the affected parcel owner and the ministry where required under sections 57 and 60.1 of the CSR?					AG11 App. 2	Need for consultation with potentially affected parties is increased if: instrument is risk-based, site is high risk, and/or no ongoing obligations are to be imposed on affected parcel owners and operators
OTHER COMMUNICATIONS TO AFFECTED PARCEL OWNERS	2	Has the responsible person for the source parcel sent a registered letter to each affected parcel owner with the following:	No answer required, this is a subject header.					
	2a	A request for comments on, and concerns about the results obtained to date, the work done and proposed work at the source and affected parcels relevant to the source parcel;					AG11 App. 2	
	2b	A declaration that the source parcel owner intends to seek instrument(s) for the source and affected parcels and a description of the types of instruments sought and to which parcels they apply;						
	2c	The name of the firm preparing the draft instrument(s) as well as the contact at the firm (name, address, phone number, e-mail address, etc.);						
	2d	Who will be working with the affected parties (i.e. the owner, operator, their agent (consulting firm), etc.) and their names, addresses, phone numbers, e-mail addresses, etc.;						
		A summary description of the work done and results obtained to date at the source and affected parcels relevant to the affected parcel, e.g., in a Stage 2 preliminary site investigation, in a detailed site investigation, or an original summary of work completed and results obtained with respect to the affected parcel and work at and results for the source parcel relevant to the migration, describing:	No answer required, this is a subject header.					
	2e	i) the nature and extent of any contamination at the affected parcel;						
	2e	ii) the human health and ecological risks from exposure to the contamination at the affected parcel under present and reasonably anticipated future uses;						
	2e	iii) any safety issues and impacts on utilities (e.g., water mains) at the affected parcel; and						
	2e	iv) A description of the type of remediation standards used (numerical or risk-based) if the source parcel is to be remediated or is being remediated;						
	2f	A list of the reports and plans and their availability relating to the presence of substances at the affected parcel which migrated from the source parcel;						
	2g	A list of the substances to which the proposed instruments apply for each parcel and instrument;						
	2h	A description of the applicable standards and criteria for contaminants in each environmental medium for each parcel. The type of remediation standards to be used must be described (numerical, risk-based or both);						
	2i	A statement for both the source and affected parcel as to whether the source and affected parcel is classified or would likely be classified as high risk or non-high risk;						
	2j	A description of the boundaries of the source and affected parcels (with attached figures) and the way in which each affected parcel would be addressed with respect to site boundaries as described in the proposed instruments; and						
	2k	A copy of the draft instrument for the affected parcel?						
Communications Regarding Combining Parcels	2l	Do the communications meet or contain the following requirements regarding combining the source parcel with the affected parcel into one site (only where each parcel has different ownership) or combining any other affected parcel with different ownership with the source parcel:	No answer required, this is a subject header.					
	2l	i) The proposal is submitted for approval if remediation of contamination is to be, or has been carried out either under the numerical or risk-based remediation standards;						
	2l	ii) A reference to ministry information on the remediation liability implications of combining parcels into sites; ¹						
	2l	iii) A written request for agreement between the source parcel and affected parcel owners with any proposal to combine parcels with different ownership; and						
	2l	iv) A request for a response in writing with comments from each affected parcel owner within 30 days of delivery of the letter which requests written agreement described in iii) above? ²						

CONSULTATIONS
(Review Communications Records)

General Topic		Points of Review	Yes	No	NA	Comments	Reference	Notes
Communications Regarding Uncooperative Parcel Owners	2	If the source parcel has contaminated several neighbouring parcels and some, but not all of the affected parcel owners have been cooperative, has the responsible person sent:	No answer required, this is a subject header.					
	2m	A statement indicating that if the source parcel has contaminated several neighbouring parcels and some, but not all of the affected parcel owners have allowed access to their lands for site investigations, that an instrument is expected to be issued for the source parcel and any affected parcel with owners who have allowed such access?						
Communications Regarding Approvals in Principle		If an Approval in Principle is requested, has the responsible person provided for each affected parcel to receive an AiP:	No answer required, this is a subject header.					
	2n	A summary description of the remediation strategy (e.g., excavation and disposal, monitored natural attenuation, risk management, etc.), plan and schedule proposed; as well as:						
	2n	i) the assumptions of any risk assessment (e.g., exposure pathway assumptions for soil, water and vapours) for the affected parcel under present and reasonably anticipated future uses; and						
	2n	ii) risk assessment conclusions;						
	2o	A statement of the risk classification expected for the affected parcel after remediation (non-high risk, or risk managed high risk); and						
	2p	A request for agreement between the source parcel responsible person and affected parcel owners with the approach proposed for remediating the affected parcel?						
Communications Regarding Approvals in Principle and Certificates of Compliance		If either an Approval in Principle or Certificate of Compliance will be requested, has the responsible person provided for each affected parcel to receive an AiP or CoC:	No answer required, this is a subject header.					
	2q	Any restrictions and parcel access requirements which would apply upon issuance of the instrument for the affected parcel related to ongoing risk management activities necessary to satisfy risk-based remediation requirements (e.g. restrictive covenants, drinking water use restrictions, commitment to operate and maintain works, other conditions)?						

These requirements apply where a source parcel responsible person is applying for a Determination of Contaminated Site, Approval in Principle or Certificate of Compliance for the source parcel and for one or more affected parcels. The requirements vary depending on the type of contaminated sites legal instrument (instrument) anticipated for the affected parcel. They do not replace the conditions a Director may require for public consultations under section 52 of the Act.

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¹ Described in Fact Sheet 48, “Remediation Liability and Combining Parcels with Different Owners”
² The written comments by the source and affected parcel owners may be required to be provided to the ministry in a standard format.