



DETAILED ADMINISTRATIVE SCREENING WEBINAR PREPARING A CSAP SUBMISSION

April 22, 2015

PRESENTERS: Moderator – Bob Symington (RMS)
APs – Colin Dunwoody
AP – Eva Gerencher
AP – Paul Webb

SUBJECT: Detailed Administrative Screening

FORMAT: Presentations followed by 5 minute questions sessions at the end of each section or answer on the run dependent on the requirements of the presenter (90 minutes total time)

1. INTRODUCTION

As most of you are aware CSAP was requested by Land Remediation to undertake the Detailed Administrative Screening of CSAP Submissions which started on Jan 1st of 2015. The objective of the DAS is to;

- “Ensure that the sufficient documentation has been supplied with the CSAP Submission to meet the requirements of Procedure 12 and Administrative Guidance 11”.

Detailed Screeners (DS) are now reviewing all submission with respect to the referenced MoE documents. Only the now required standalone supporting documented as detailed in the CSAP Transmittal Letter are reviewed and the DS’s do not have access to the reports nor is the purpose of the screening to determine if the declarations made by the Submitting AP in the SoSC and other supporting documents are in order. The DS’s do not look behind the declarations made by the Submitting AP and do not have access to the reports supplied with the Submission.

2. SCREENING FLOWCHART

Review of the Submission Flowchart

3. PRELIMINARY ADMINISTRATIVE SCREENING

Anna Popova has been conducting the Preliminary Administrative Screening as most of you are aware. Anna checks that the supporting documentation is in order as well as many of the basic checks on the submission including the Appendix A plans and formatting of the Instrument. A copy of the checklist is available on the CSAP Website.

4. DETAILED ADMINISTRATIVE SCREENING

Review of the Detailed Screening Checklist as derived from the following.

- Procedure 12 Checklist
- Procedure 12 Appendix I Regulatory Considerations
- Administrative Guidance 11 Checklist (communications)

5. SUMMARY OF SITE CONDITION

Review of the SoSC and recent changes applicable to the Detailed Screening Process.

6. LESSONS LEARNED FROM THE FIRST 3 MONTHS OF SUBMISSIONS

7. QUESTIONS AND DISCUSSION