



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 CSR legal instruments. The CSAP Society has been requested by the MoE to undertake the Screening of AP Submissions as per guidance provided in MoE Procedure 12 on their behalf. The screening of the AP submissions is solely an administrative check and does not involve the review of any of the technical information contained in the reports.

2 Purpose and Scope

The administrative screening is undertaken by CSAP office staff (the 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 screening is undertaken by an approved professional (the detailed screener, DS) who has been pre-qualified to act as members on performance assessment panels. The detailed screening involves checking the summary of site conditions (SoSC), the draft instrument and other required forms and documents for completeness and consistency. The detailed screening would not typically involve reviewing reports, but relevant sections of the reports may be reviewed as part of resolving issues.

2.1 Definitions

DS Detailed Screener

DAS Detailed Administrative Screening

DASL Detailed Administrative Screening List

DM Delegated Member

DSC Detailed Screening Coordinator

AS Administrative Screener

PAS Preliminary Administrative Screening

PASL Preliminary Administrative Screening List

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 by the AS followed by a DAS conducted by a panel of qualified AP's and referred to as the DS. A flow chart of the screening process is included as Table 1.

3.1 Information Supplied for the Screening

Submitting AP's must submit a document package along with their submission which will include all the pertinent documents as outlined in the CSAP Transmittal Letter (Hardcopies and digital copies of all the supporting documentation is required and the Screening 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 according to instrument type following the PASL. The PASL is attached in **Appendix A**.

The AS will focus on:

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

Once the PASL has been completed by the AS, the corrected documents are forwarded for a DAS.

5 Detailed Administrative Screening (DAS)

The DAS is conducted following the PAS and is conducted by DS's following guidance in 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 list (DASL) has been prepared based on guidance in Pr12 and is attached in **Appendix B**.

5.1 Guidance for Detailed Screeners

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

The guiding principal for DS's 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. 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. Neither the AS nor DS is to look behind this declaration that the regulatory requirements have been met.

The role of the DS is to insure that the instrument, SoSC and supporting documents meet the documentation requirements for the issuance of the instruments. Unresolved issues will not be forwarded to MoE and will be referred to the PAC.

If the Submitting AP has questions regarding items identified through the Detailed Screening which require regulatory clarification, the Society recommends that the AP contact the Ministry. When contacting the Ministry, APs must indicate that their enquiry is based on comments received from an ongoing Detailed Screening.

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. The Submitting AP can then either supply the corrected or additional information or provide a rational as to why this is not required

The Submitting AP response is forwarded 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 to discuss issues that may not have been sufficiently clarified. The DS and/or the submitting AP may contact MoE to seek clarification. In either case, MoE should be informed that the request is in relation to issues raised in the detailed screening, and the site should be identified.

If agreement on issues are not reached, the DS would notify the performance assessment committee (PAC) who will then appoint a delegated member (DM). The DM will review relevant sections of the reports and attempt to resolve the issues. This may involve discussion with both the submitting AP and MoE.

5.3 Role of the Detailed Screening Coordinator (DSC)

The Detailed Screening Coordinator reviews the completed DASL for continuity and to insure that the DASL represents a consistent review. The DSC also provides guidance to the DS when requested.

5.4 Outcomes of the DM Review

There are three possible outcomes of the DM's assessment of the detailed screening:

- a) All outstanding issues are resolved and the submission is sent to MoE.
- b) New information or corrections are required for a limited number of issues and the issues are considered to be minor and not affect the main conclusions of the reports. In this case, a resubmission would be required. There would be no measures associated with this decision, since the detailed screening process is distinct from the performance assessment process.
- c) New information or corrections are required for many issues and some of the issues are considered to be major with the potential to affect the main conclusions of the reports. In this case, the submission would be selected for a non-random performance assessment.

Figure 1 shows a flow chart of the process and **Table 1** provides examples of what type and number of issues would acceptable for a resubmission decision, and what type and number of issues that may led to a non-random performance assessment decision.

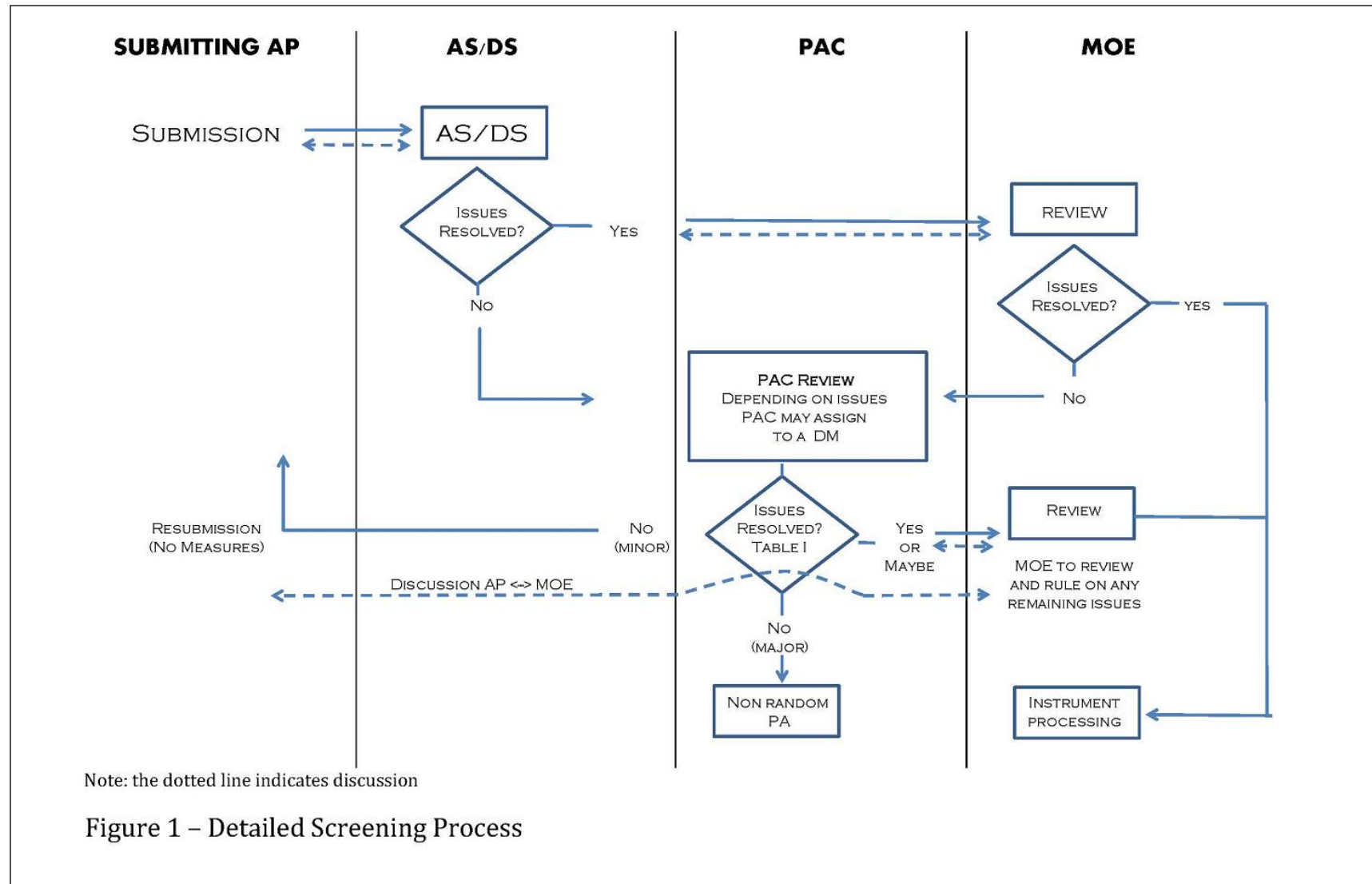


Table 1 – Guide to PAC Decision

Example of Detailed Screening Issues	
Resubmission	Non-random performance assessment
<p>The submission is considered suitable for resubmission if:</p> <ul style="list-style-type: none"> • The nature of the issues are minor and the number of issues are few • Data that was omitted or inadequately discussed is likely to support the conclusions • A missing Protocol 6 pre-approval could be obtained without new investigation or remediation 	<p>A submission will be selected for a non-random performance assessment if:</p> <ul style="list-style-type: none"> • The nature of the issues are major, or there are more than a few minor issues • Data that was omitted or inadequately discussed is not likely to support the original conclusions • Unidentified or not previously investigated APEC/PCOC or medium requires investigation • The risk management measures proposed are likely not adequate to address the risk

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 Society

² 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**

☐ Summary of Site Condition (*PDF version* accepted)

☐ This Checklist

☐ Draft cover letter in MS Word electronic format

☐ All reports in electronic format

☐ Draft instrument in MS Word electronic format

Submission Fees

☐ CSAP portion made out to CSAP Society

☐ Correct CSAP amount

☐ Ministry portion made out to Minister of Finance

☐ Correct Ministry amount

☐ 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)

☐ Oriented north, clearly labelled with a north arrow

☐ Scale

☐ Boundary identified by continuous bold line

☐ Street names

☐ No logos

☐ Not arial plan

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

☐ Oriented north, clearly labelled with a north arrow

☐ Site clearly marked

☐ Scale

☐ No logos

☐ Street names

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

☐ Correct PID

☐ Current (within 6 months)

☐ Correct Legal Description

☐ Correct Property Owner

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

☐ Correct Plan Number

☐ Correct Date

☐ Correct Author

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

☐ 0.5 km radius

☐ Correct Lat and Long

☐ Current (within 6 months), if not confirm that the current one has changes listed not in the supplied one

☐ Correct Site ID

☐ Correct Civic Address

Detail Site Registry Search results Report

☐ Current (within 6 months)

☐ Correct Site ID

☐ Correct Lat and Long

☐ Correct PID

☐ Correct Civic Address

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

☐ Correct Site ID

☐ Correct Lat and Long

☐ Correct Civic Address

☐ Correct PID

☐ Correct Legal Description

☐ Signed and Dated

☐ Notice of Completion of Remediation Submitted

Notification of Offsite migration

☐ Correct Site ID

☐ Correct Lat and Long

☐ Correct Civic Address

☐ Correct PID

☐ Correct Legal Description

☐ Signed and Dated

☐ 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:	
Instrument:(B)	(Use a letter designation to identify instrument in cases of multiple submissions)

Preliminary Administrative Screening

Issue	
AP Response	
Issue	
AP Response	
Issue	
AP Response	

General Topic		Points of Review	Yes	No
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Sheet - Detailed Screening Checklist

(Example Issue - Remove when worksheet is completed)	3	Who is the site owner?		
OWNERSHIP STATUS				
AP Response				
Screeners Response				

Sheet - Summary of Site Condition

Issue (cut from Worksheet)				
AP Response				
Screeners Response				

Sheet - Regulatory Considerations

Issue (cut from Worksheet)				
AP Response				
Screeners Response				

Sheet - Consultations

Issue (cut from Worksheet)				
AP Response				
Screeners 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	
	1a Preliminary Determination;						
	1b Final Determination;						
	1c Approval in Principle;						
	1d Certificate of Compliance;						
	1e Soil Relocation Agreement;						
	1f Wide Area Site Designation; or						
	1g Other?						
	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
4 Who is the applicant?							SoSC 1.
5 Who is the agent for applicant?							SoSC 1.
6a Is the applicant a responsible person?							"No" answer is allowed for Determinations and CoCs.
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.
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.
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.
9 Does the site include parcels with different owners?							
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."
11a Are parcels with different owners to be combined into one site?							
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
	13 Is the site high risk? (For high risk sites a pre-approval is required to allow processing under P6)						
REMEDIAL STATUS	14 Is the site to be remediated, or has it been remediated?					Proc. 12	SoSC 5.2.
	15 Have numerical standards been used?						SoSC 5.2.
	16a Have risk-based standards been used? If no, move to the section on Regulatory Requirements.						SoSC 5.2.
	16b What type of risk-based standards have been used? (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.
REGULATORY REQUIREMENTS	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.)						
	17 Does the SoSC or Site Registry Report show that NOMs have been provided to all affected parcels?					Proc. 12	SoSC 8.1.
	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.
	19 Has the regulatory considerations list been reviewed? (Refer to the Regulatory Considerations tab.)						
OBLIGATIONS IMPOSED FOR HUMAN HEALTH AND ENVIRONMENTAL PROTECTION	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.
	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.
RISK CONDITIONS IN SCHEDULE B VS. PVP AND SOSC	21b On whom are the obligations imposed?						
	22 Are the risk controls listed on Schedule B of the CoC, 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.
LAND OWNERSHIP RECORDS	23a Do records for ownership of the site exist?					Proc. 12	
	23b Have they been provided?						
	23c Have they been reviewed?						

CSAP DETAILED ADMINISTRATIVE SCREENING CHECKLIST

General Topic	Points of Review	Yes	No	NA	Comments	Reference	Notes
SCHEDULE A (PROCEDURE 12)	24 Are Schedule A Figures provided?						
	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	
	27b Federal, provincial or municipal lands also require consultation. Have they been consulted?						
	27c If yes, do the records reviewed indicate that the consultations were adequate?						
	28 If consultations were required and the consultations were not adequate:	No answer required, this is a subject header.					
	28a Were communications efforts made by the responsible person adequate?						
	28b Were concerns raised by the affected parties legitimate in the context of the principles of the contaminated sites legal regime?						
	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	
	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	
	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.					
	Who:						
	Why:						
	Previous consultations/notices:						
	How should they be consulted?						
RESULTS OF CONSULTATIONS	31 Party or Parties Consulted:					Proc. 12	
	Results:						
	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	1	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
		Numeric AP						
		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: performance verification plans;					Proc. 12	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. Pre-approval is required for a P6 recommendation of a high risk site.
		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;						
		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.						
Investigations Completed	4.1	This section should include all investigations completed.						These are investigations and should not include risk assessment.
		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	
		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.
		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.						
		Has "other" been selected, and are clear details on what has been applied provided?						
		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?					TG4	
		Do the conditions make sense and are they consistent with site use?						
APEC and PCOC Summary	4.5	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" "xylenes (total)" "benz[a]anthracene" Sch. 6: "benzo[a]anthracene" Sch. 10 & 11: "methyl tert-butyl ether" Sch. 6: "methyl tertiary butyl ether"
		Are substances listed correctly?						
		Are substances spelled correctly?						
		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	
		Have these figures been referenced?						
		Is the list of substances a sub-set of the above Section 4.5 list and does it indicate which contaminants exceed standards?						
		Does the notes box in this section indicate:						
		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.
		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?						

CSAP DETAILED ADMINISTRATIVE SCREENING CHECKLIST
SUMMARY OF SITE CONDITIONS

General Topic	SECTION	INFORMATION REQUIRED	Yes	No	NA	Comments	Reference	Notes
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.
		Are appropriate comments provided?						
		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 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.
		Do the conditions make sense and are they consistent with site use?						
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	
		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	
		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 (Generally from Site Registry Detail Report)	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	
	1a	Site profile submission requirements (including freeze and release provisions);						
	1b	Site investigation order or requirements imposed;						
	1c	Remediation order requirements; and						
	1d	Contaminated soil relocation agreement requirements?						SoSC 6.1 & 6.2.
APPROVAL REQUIREMENTS (Generally from Site Registry Detail Report and SoSC)	2	Have approval requirements been met under the following protocols:	No answer required, this is a subject header.				Proc. 12	
	2a	Protocol 2 (site-specific standards);						See SoSC 3 (Documents Summary)
	2b	Protocol 3 (blending of non-hazardous waste);						
	2c	Protocol 4 (background soil values);						SoSC 4.6.
	2d	Protocol 7 (groundwater travel time);						
	2e	Protocol 9 (background groundwater values); and						SoSC 4.6.
	2f	Other preapprovals under Protocol 6 (may include some of the above)?						SoSC 3.
	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.
4	Have requirements for land, water, sediment, and/or vapour use rulings for the Site by a Director been met?							
NOTICE SUBMISSIONS (Generally from Site Registry Detail Report and Required Screening Documents)	5	Have the requirements been met for the following submissions:	No answer required, this is a subject header.				Proc. 12	
	5a	Notification of Likely or Actual Migration;						SoSC 8.1.
	5b	Notification of Independent Remediation;						SoSC 5.2.
	5c	Site Risk Classification Report; and						
	5d	Summary of Site Conditions?						
	6	Have public consultation and review requirements been met?						
	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 (Generally from Site Registry Detail Report and Required Screening Documents)	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	
	8a	Covenant requirements;						
	8b	Security requirements;						
	8c	Monitoring requirements;						
	8d	Reporting requirements; and						
	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							
Communications Regarding Uncooperative Parcel Owners	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							
	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							

CONSULTATIONS
(Review Communications Records)

General Topic		Points of Review	Yes	No	NA	Comments	Reference	Notes
Communications Regarding Approvals in Principle and Certificates of Compliance	2p	A request for agreement between the source parcel responsible person and affected parcel owners with the approach proposed for remediating the affected parcel?						
		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.