

Guidelines for Review Services Submissions by Contaminated Sites Approved Professionals

1. Introduction

The Society of Contaminated Sites of Approved Professionals of British Columbia (“CSAP Society”) is responsible for reviewing applications made to support the BC Ministry of Environment and Climate Change Strategy (“ENV”) requirement as per the issuance of Contaminated Sites Regulation (“CSR”) certification documents. To do so, CSAP Society appoints member Approval Professionals (“AP”) to a Review Services Sub-committee (“RSC”); the RSC is responsible for undertaking the review of reports submitted to meet ENV requirements and determine if the reports satisfy the conditions laid out in the certification document.

This document provides information on RSC submission, its requirements, fees, as well as information regarding the type of documents reviewed and scope of the review.

The role of the RSC reviewer is to make a recommendation to ENV on whether the information presented meets the requirements as laid out in the certification document.

The RSC may revise requirements and guidance provided in this document from time to time, as necessary.

2. Review Services Submission Requirements

The RSC submission requirements include:

Document	Requirement
AP Statement / Monitoring Report	Mandatory
Contaminated Sites Services Application Form (“CSSAF”)	Mandatory
Report Review Services Transmittal Letter	Mandatory
Report Review Services Checklist	Optional
Associated Certification Document	Mandatory
Previous AP Statements / Monitoring Reports	Required, if exist

3. Types of Review Services Submission

There are two types of RSC submission. The following sections expand on and clarify the requirements of each type.

3.1. Approved Professional Statement

AP statements are required by the Director, often as a condition of a CSR certification document. For example: Certificate of Compliance (“CoC”) or Approval in Principle (“AiP”). These statements are typically provided within letters or reports.

3.2. Monitoring Reports

Reports (no requirement to be signed by an AP) are required in response to the Director's imposed requirements. Examples of such reports include:

- Progress reports;
- Monitoring reports;
- Annual, biannual, quarterly or monthly reports, or other similar titles;
- Reports describing monitoring events (sampling results and interpretation); or
- Confirmation of Remediation Reports – meeting conditions of CoC, Performance Verification Plan ("PVP"), operations and maintenance, contingency plans (or other historic names), etc.

4. Stages of Review Services

There are three stages of a RSC submission. The following sections expand on and clarify the requirements of each of the stages.

4.1. Application Received at CSAP Society

The CSAP Society receives a RSC submission. It is logged into the database and a CSAP reference number is assigned.

Please note the following:

- A RSC submission will only be logged upon receiving a cheque in the correct amount, made payable to CSAP Society. Please refer to the [CSAP Society Review Services Fee Schedule](#).
- When a RSC submission has multiple reports, each report is treated as a separate review. Separate fees apply to each individual review.

4.2. Review by CSAP Society

A member of the RSC is assigned as the reviewer of the RSC submission. The reviewer completes the review and determines if the compliance condition(s) have been met. The reviewer may request for clarification and/or additional supporting documentation.

Following the review and assessment of the application, the reviewer may conclude that the applicant has met the director's requirements or not *<fully>* met the director's requirements with rationale.

Once an outcome has been determined, the RSC submission is transferred to ENV for final review.

4.3. Review by ENV

ENV reviews the RSC submission and will either accept or reject the recommendation from the RSC reviewer.

ENV then sends an acknowledgement letter to the applicant and copies the submitting AP and CSAP Society.