

1 Definitions

The following are the acronyms used in this document:

“AP”	Approved Professional
“AS”	Administrative screener
“BC ENV”	BC Ministry of Environment and Climate Change Strategy
“CSAP Society” or “the Society”	The Society of Contaminated Sites Approved Professionals of British Columbia
“CSR”	Contaminated Sites Regulation
“DAS”	Detailed administrative screener
“DM”	Delegated member of the Performance Assessment Committee
“DS”	Detailed screener
“DSC”	Detailed screening coordinator
“FR”	Focused review means a review by a PAC DM to evaluate unresolved issues brought up in a detailed screening; or, requested by the BC ENV
“NRPA”	Non-random performance assessment
“PAC”	Performance Assessment Committee
“PAP”	Performance assessment panel
“PA”	Performance assessment
“PA Coordinator”	CSAP Executive Director
“PAS”	Preliminary administrative screener
“RPA”	Random performance assessment
“SoSC”	Summary of Site Condition
“Submission”	Contaminated sites certification document made pursuant to the <i>Environmental Management Act</i>

2 Introduction

The Society of Contaminated Sites Approved Professionals of British Columbia (“CSAP Society” or “the Society”) is responsible for maintaining quality standards of Approved Professionals (“AP”) Submissions recommending issuance of Contaminated Sites Regulation (“CSR”) certification documents. On behalf of the BC Ministry of Environment and Climate Change Strategy (“BC ENV”), the CSAP Society conducts preliminary administrative screening (“PAS”) and detailed administrative screening (“DAS”) of Submissions as per BC ENV requirements and

guidance. The screening of the Submissions involves a review of the BC ENV submission documents, as well as a review of other supporting information (e.g., communication summaries, Performance Verification Plans), and does not include the review of any of the technical reports.

Once a submission is received by CSAP Society, it cannot be withdrawn. Extenuating circumstances may be considered. Under such circumstances, the submitting AP(s) must provide detailed rationale for their request to withdraw. A delegated member (DM) of the CSAP Performance Assessment Committee (“PAC”) will review the rationale and provide a recommendation to the CSAP Executive Committee for a decision.

3 Purpose and Scope

The PAS is undertaken by CSAP Society’s 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 and consistent across all documents.

The DAS is undertaken by an AP detailed screener (“DS”) who has been pre-qualified to act as a DS by the PAC. The DAS involves reviewing the Summary of Site Condition (“SoSC”), the draft certification document and other required forms and documents for completeness and consistency.

4 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.

5 Information Supplied for the Screening

Submitting APs must submit a document package along with their Submission which will include all the pertinent documents as outlined in the mandatory CSAP Transmittal Letter (available on the CSAP Society’s website) including:

- Contaminated Sites Services Application Form
- Draft Certification Document Cover Letter – Word version
- Draft Certification Document – Word version
- Summary of Site Condition – BC ENV’s fillable PDF
- Site Risk Classification Form (not required for negative Determinations)
- Technical Guidance 10 (PSI checklist)
- Technical Guidance 11 (DSI Checklist)
- Land Title Office legal plan(s) or other land survey results (current title within last 30 days)

- 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
- Communication records for affected parcels
- Consent of both owners to join sites
- Typical Borehole Log for ENV mapping project
- Preapproval and Approvals required under Protocols (2, 3, 4, 6, 7 and 9)
- Other as Applicable: (e.g., covenant on land title, prior issued instruments, etc.)

6 Preliminary Administrative Screening (PAS)

Every Submission received by CSAP Society undergoes a PAS, conducted by the AS, according to a certification document specific Preliminary Administrative Screening checklist, which 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 sent to a DS for a DAS.

7 Detailed Administrative Screening (DAS)

The DAS is conducted by a DS to ensure that the Submission is complete and meets the requirements for the issuance of a certification document. The DAS is conducted using the Detailed Screening Spreadsheet (“DS Spreadsheet”) that is comprised of five worksheets: the Summary Worksheet; the Detailed Screening Checklist Worksheet; the Summary of Site Condition Worksheet; the Regulatory Considerations Worksheet; and the Consultations Worksheet. The Summary Worksheet is where the DS compiles any items requiring clarification from the various other worksheets. A copy of the DS Spreadsheet is attached in Appendix B.

The DAS is not a technical review and the reports prepared in support of the Submission will not be supplied or reviewed. The DAS is conducted based on the information provided in the documents listed in Section 2.3, particularly the SoSC.

CSAP Society has prepared an Annotated SoSC which has been circulated to members and will be updated as required (available at <https://csapsociety.bc.ca/submission-package-forms/>). The Annotated SoSC provides examples of information that BC ENV requires to be included in

this document. The role of the DS is to ensure that the draft certification document, SoSC and supporting documents meet the documentation requirements for the issuance of the certification document.

7.1 When Clarifications are Requested by the DS

Once the DAS is complete, and if any clarifications are required, an email will be sent along with the completed DS Spreadsheet to the AS. When the DAS identifies items requiring clarification, the AS will forward the Summary Worksheet (i.e., a compilation of the items requiring clarification from the other worksheets) from the DS Spreadsheet to the submitting AP(s). The submitting AP(s) is then expected to respond by either supplying clarification and/or corrected information, or by providing rationale as to why it is not required.

The submitting AP(s) is required to submit a response to the AS in a timely manner. If no response is received within one month, an email will be sent to the submitting AP(s) and their alternate contact (e.g., Project Manager) indicating that at the two-month mark the client will be notified. At the two-month mark, an email will be sent to the submitting AP(s), their alternate contact and the property owner indicating that if a response is not received within two (2) weeks that the Submission will be sent for a Focused Review (“FR”), which has the potential to result in a non-random performance assessment (“NRPA”).

The submitting AP(s) 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 items that may not have been sufficiently clarified.

If an item(s) requiring clarification identified during a DS is not resolved (generally within two rounds of questions and responses, although this may vary from case to case) and there is the potential for a major technical error or regulatory omission, the Submission and completed DS Spreadsheet, along with a Summary of the Screening Issues prepared by the DS, are forwarded by the DS to the DS Coordinator (DSC). The DSC will review the information, and, as appropriate, references to the regulation, protocols and/or guidance that pertain to the item(s) identified. During a DAS, if major technical errors or regulatory omissions are identified that do not appear to be resolvable within a reasonable timeframe, or if it is unlikely that any response will address the concerns, the DS will refer the Submission to the DSC as soon as possible.

If the DSC agrees that further consideration of an item(s) is warranted, the Summary of the Screening Issues and the DS Spreadsheet will be sent by the DSC to the PA Coordinator who will assign a DM of the PAC to conduct a FR of the Submission. The submitting AP(s) will be provided a copy of the Summary of the Screening Issues and will be informed that their Submission has been forwarded to a DM for a FR.

A FR may also be requested by a BC ENV Statutory Decision Maker (SDM) during their review of a Submission forwarded by CSAP Society to the BC ENV. In this case, the SDM will contact the

PA Coordinator and request that a FR be conducted. The submitting AP(s) will be informed that their Submission has been sent for a FR at the request of BC ENV.

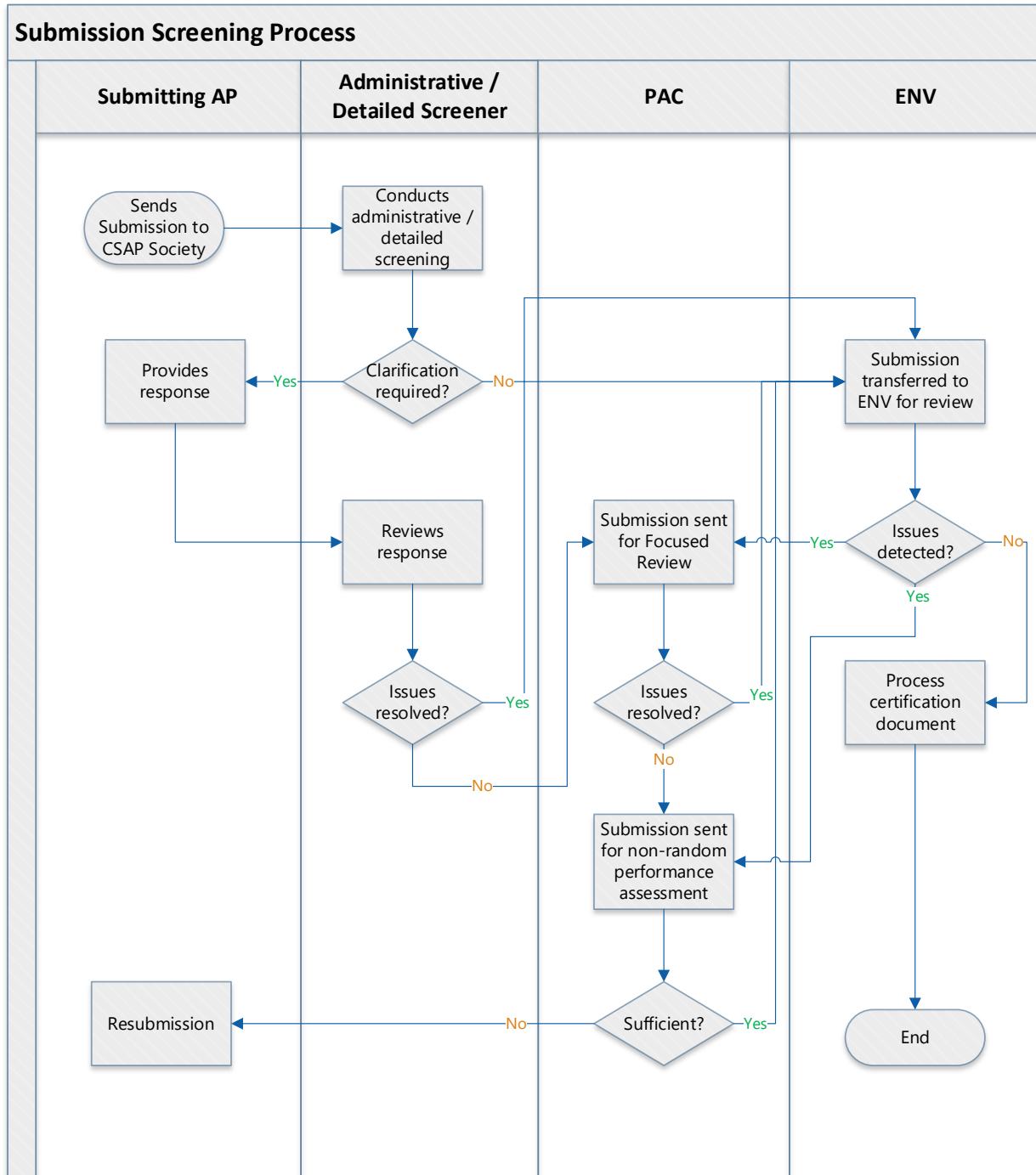
During the FR, the DM will review the sections of the technical report(s) relevant to the outstanding items requiring clarification. The review process may involve discussion with the DS, the submitting AP(s) and/or the BC ENV.

7.2 Outcomes of the Focused Review

There are two possible outcomes of the FR:

- a) All outstanding items requiring clarification from the DS are resolved, and the Submission is sent to the BC ENV.
- b) The outstanding items requiring clarification from the DS are not resolved, and a review of the relevant sections of the report(s) indicates the potential for major technical errors or regulatory omissions that could impact the conclusions of the reports. In this case, the DM will provide the PAC the results of their FR; the PAC will review the information and determine if a NRPA is warranted.

Figure 1: Detailed Screening Process



APPENDIX A
Preliminary Administrative Screening Checklist

CSAP Reference No: -

Site ID:

AP:

Lat:

0	'	“
0	'	“

PID:

Type:

Long:

Civic Address:

Legal Desc:

Owner / Applicant:

<input type="checkbox"/> MoE Pre-approval (Check Site Registry)	<input type="checkbox"/> Borehole Log: Disclaimer, excel, pdf, address
<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
Certification Document	Reports unlocked for PA <input type="checkbox"/>
<input type="checkbox"/> Approval in Principle Numerical	<input type="checkbox"/> PSI <input type="checkbox"/> DSI <input type="checkbox"/> Remediation Plan
<input type="checkbox"/> Approval in Principle - Detailed Risk or - Screening Level Risk	<input type="checkbox"/> PSI <input type="checkbox"/> DSI <input type="checkbox"/> HHERA (<i>detailed risk only</i>)
	<input type="checkbox"/> Remediation Plan <input type="checkbox"/> Screening Level Risk Assessment
<input type="checkbox"/> Certificate of Compliance Numerical	<input type="checkbox"/> PSI <input type="checkbox"/> DSI <input type="checkbox"/> Confirmation of Remediation
<input type="checkbox"/> Certificate of Compliance - Detailed Risk or - Screening Level Risk	<input type="checkbox"/> PSI <input type="checkbox"/> DSI <input type="checkbox"/> HHERA (<i>detailed risk only</i>)
	<input type="checkbox"/> Confirmation of Remediation <input type="checkbox"/> PVP (<i>optional</i>)
	<input type="checkbox"/> Screening Level Risk Assessment
<input type="checkbox"/> CoC with an AiP in place	<input type="checkbox"/> Confirmation of Remediation
<input type="checkbox"/> Preliminary and Final Determination	<input type="checkbox"/> PSI

Initial Screening

Look up Lat, Long to make sure it is correct

Submission Fees

Correct CSAP amount

Correct Ministry amount

Site plan in Schedule “A” of Certification Document

Oriented north, clearly labelled with a north arrow

Identified by continuous bold line

Scale

Street names

No logos

Location map in Schedule “A” of Certification Document

Oriented north, clearly labelled with a north arrow

Site clearly marked

Scale

Street names

No logos

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

Correct PID

Legal Plan

Correct Property Owner

Correct Legal Description

Current (within 6 months)

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

Correct Site ID

Correct Lat and Long

Correct Civic Address

0.5 km radius

Current (within 6 months)

Detail Site Registry Search results Report

Correct Site ID

Correct Lat and Long

Correct Civic Address

Correct PID

Current (within 6 months)

Notification of Independent Remediation (Only for CoC NUM)

Correct Site ID

Correct Lat and Long

Correct Civic Address

Correct PID

Correct Legal Desc.

Signed and Dated

Correct Property Owner

Notice of Completion of Remediation Submitted

CSAP Reference No: -

Site ID:

AP:

Lat:

0	'	“
---	---	---

PID:

Type:

Long:

0	'	“
---	---	---

Civic Address:

Legal Desc:

Owner / Applicant:

Notification of Offsite migration (not required for Det)

- | | | |
|---|---|--|
| <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 Desc. | <input type="checkbox"/> Signed and Dated |
| <input type="checkbox"/> Correct Property owner | <input type="checkbox"/> Communication Record | |

Site Risk Classification (not required for Det)

- | | | |
|---|---|---|
| <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 Desc. | <input type="checkbox"/> Signed and Dated |
| <input type="checkbox"/> Correct Property owner | | <input type="checkbox"/> Current (within 5 years) |

Contaminated Sites Services Application Form (updated form has section 7.3)

- | | | |
|---|---|---|
| <input type="checkbox"/> Correct Site ID | <input type="checkbox"/> Correct Lat and Long | <input type="checkbox"/> Correct Service Chosen |
| <input type="checkbox"/> Correct PID | <input type="checkbox"/> Correct Legal Desc. | <input type="checkbox"/> Correct Civic Address |
| <input type="checkbox"/> Correct Property Owner | <input type="checkbox"/> Correct Applicant | <input type="checkbox"/> Signed and Dated |

Summary of Site Condition

- | | | |
|---|---|--|
| <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 Property Owner | | |
| <input type="checkbox"/> Document Summary (Part 3) | | |
| <input type="checkbox"/> Section 4.5 has complete substances list | | |
| <input type="checkbox"/> Section 4.7 completed | | |
| <input type="checkbox"/> Sections 4.5, 4.6 (Report#, Figure# and Page# are listed or N/A) | | |
| <input type="checkbox"/> Section 7.1 and 8.2 have AP's name | | |
| <input type="checkbox"/> Section 7.2 Signed/Dated by AP | | |
| <input type="checkbox"/> Section 7.2 As of Date Included | | |
| <input type="checkbox"/> Section 7.3 Signed/Dated by Arm's Length Reviewer or N/A | | |
| <input type="checkbox"/> Section 8.1 Signed/Dated by Owner, Agent or Lessee | | |

Cover Letter. Screen for **format** as well as **content**.

- | | |
|--|--|
| <input type="checkbox"/> Victoria File # (Detailed Site Registry) | <input type="checkbox"/> Site ID |
| <input type="checkbox"/> Addressee is Applicant | <input type="checkbox"/> Civic Address |
| <input type="checkbox"/> CC part includes Municipality, AP, CSAP, Site Owner, Interested Parties and Emails. | |

Certification Document. Screen for **format** as well as **content**.

- | | | | | |
|---|--|--|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> Site ID (footer) | <input type="checkbox"/> PID | <input type="checkbox"/> Civic Address | <input type="checkbox"/> Lat and Long | <input type="checkbox"/> Legal Desc. |
| <input type="checkbox"/> Correct Applicant (for AiP) | <input type="checkbox"/> Confirm Legal Plan# (for M&B) | | | |
| <input type="checkbox"/> Included Docs against SoSC Part 3 | | | | |
| <input type="checkbox"/> Substances used against Section SoSC 7.2 | | | | |
| <input type="checkbox"/> Land use | <input type="checkbox"/> Water use | <input type="checkbox"/> Sediment use | <input type="checkbox"/> Soil vapour | |
| Media used against SoSC Section 4.4: | | | | |
| <input type="checkbox"/> Land use | <input type="checkbox"/> Water use | <input type="checkbox"/> Sediment use | | |

APPENDIX B
Detailed Administrative Screening Spreadsheet

CSAP Detailed Administrative Screening Checklist - Cover Sheet

Site ID
 Address
 CSAP Ref#
 Certification Document
 Date logged in

Preliminary Administrative Screening	
Issue	
AP Response	
Issue	
AP Response	
Issue	
AP Response	

Detailed Administrative Screening				
Drink Water	Applies Y/N	Comment	Reference	Notes
Drinking Water	Y/N		P21, TG6	
Does SoSC follow P21 and TG6 as applicable				
AP Response				

General Topic	Item	Point of Review	Yes	No	NA	Comments	Reference	Notes
---------------	------	-----------------	-----	----	----	----------	-----------	-------

Detailed Screening Checklist

AP Response								
AP Response								
AP Response								
AP Response								
AP Response								
AP Response								

Summary of Site Condition

AP Response								
AP Response								
AP Response								
AP Response								
AP Response								
AP Response								

Regulatory Considerations

AP Response								
AP Response								
AP Response								
AP Response								
AP Response								
AP Response								

Consultants

AP Response								
AP Response								
AP Response								
AP Response								
AP Response								
AP Response								

Other (for issues that are not covered on the individual sheets)

AP Response								
AP Response								
AP Response								
AP Response								
AP Response								
AP 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 - Detailed Screening

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.						
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 Is the site part of an Environmental Management Area?							
Site Basics	1g Other?							
Ownership Status	2 Who is the site owner?						SoSC 1.	
Ownership Status	3 Who is the applicant?						SoSC 1.	
Ownership Status	4 Who is the agent for applicant?						SoSC 1.	
Ownership Status	5 Is the applicant a responsible person?						"No" answer is allowed for Determinations and	
Ownership Status	6a Is the application for a part site (assumes that entire area of contamination is remediated and/or delineated (See SOSC 4.8))?					Proc. 6	Part sites are allowed only for AIPs and CoCs.	
	6b Is a preapproval required for an application for 'part site'? Note, pre-approvals are no longer required for the following scenarios: flow-through sites; area wide contamination; contamination from beneficial uses; certification for an affected parcel before the source parcel is remediated; and remediating part of an operating facility and need certification document or site release for that area only.						See BC ENV Preapproval webpage: https://www2.gov.bc.ca/gov/content?id=8A454108616C4FC9E3461ABF82307E4	
	6c If preapproval is not required per 6b, is the scenario sufficiently summarized in SOSC 4.8?						See BC ENV preapproval webpage: https://www2.gov.bc.ca/gov/content?id=8A454108616C4FC9E3461ABF82307E4	
Ownership Status	7 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	8 Does the site include parcels with different owners?							
Ownership Status	9 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	10a Are parcels with different owners to be combined into one site?							
Ownership Status	10b 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	11 Is the site high risk? (For high risk sites a pre-approval is required to allow processing under P6)							
Remediation Status	12 Have all aspects of remediation, including regulatory actions and activities to comply with numerical and/or risk-based standards, been described? In the case of an Approval in Principle issued for the site, have any required commitments or conditions been met?					CSR	SoSC 5.2.	
Remediation Status	13 Have numerical standards been used?						SoSC 5.2.	
Remediation Status	14a Have risk-based standards been used? If no, move to the section on Regulatory Requirements.					CSR section 18	SoSC 5.2.	
Remediation Status	14b Is the site a Site Type 1 or 2 (i.e., per the ENV PVP webpage [see link in the notes column]).	Enter 1 or 2 in "Yes" column as applicable.					Protocol 1; ENV PVP Webpage	SoSC 4.6 and/or 5.1. PVPs are required for Type 2 sites; the risk controls listed in Sch B of the CoFC must match those included in the PVP and in Section 5.2 of the SoSC. For details on the Site Types and PVP requirements, see:
Remediation Status	14c 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	15 Does the SoSC or Site Registry Report show that NOMs have been provided to all affected parcels?						SoSC 8.1.	
Regulatory Requirements	16 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	17 Has the regulatory considerations list been reviewed? (Refer to the Regulatory Considerations tab.)							
Regulatory Requirements	18 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.	
Risk Controls in Schedule B VS PVP and SOSC	19a 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?					BC ENV PVP webpage; Protocol 1	SoSC 5.2. PVPs are required for Type 2 sites; the risk controls listed in Sch B of the CoFC must match those included in the PVP and in Section 5.2 of the SoSC. For details on the Site Types and PVP requirements, see:	
Risk Controls in Schedule B VS PVP and SOSC	19b Are there any risk controls in Clause 2 of Sch B related to vapours? If so, are the risk controls also listed in Clause 1 of Sch B?						Risk controls related to vapours (i.e., risk management measures implemented to ensure that no unacceptable risks result from vapours) (e.g., a vapour mitigation system) must be included in both Clause 1 and Clause 2 of the CoFC.	
Land Ownership Records	20a Do records for ownership of the site exist?							
Land Ownership Records	20b Have they been provided?							

CSAP Detailed Administrative Screening Checklist - Detailed Screening

General Topic	Points of Review	Yes	No	NA	Comments	Reference	Notes	
Land Ownership Records	20c Have they been reviewed?							
SCHEDULE A (PROCEDURE 12)	21 Are Schedule A Figures provided?							
SCHEDULE A (PROCEDURE 12)	22 Are metes and bounds provided for identified areas in the instrument?							
Schedule C Substances	23 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	24a Are or were consultations required? (Refer to Consultations Tab.)					Consultation Tab		
Consultation REcords	24b Federal, provincial or municipal lands also require consultation. Have they been consulted?							
Consultation REcords	24c If yes, do the records reviewed indicate that the consultations were adequate and the affected parcel owner supports the issuance of instruments?							
Consultation REcords	25 If consultations were required and the consultations were not adequate:	No answer required, this is a subject header.						
Consultation REcords	25a Were concerns raised by the affected parties legitimate in the context of the principles of the contaminated sites legal regime (i.e. - protection of Human Health and the Environment)?							
Site Registry REcords	26a Does the site appear on the Site Registry?							
Site Registry REcords	26b Has the Site Registry record been reviewed?							

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 Condition

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?						Complete section "Scope of review completed" e.g., "Arm's Length Numerical/Risk Standards Review". List all reports that have been reviewed as part of the regulatory submission. Such a list may include the Stage 1 PSI, Stage 2 PSI, DSI, CoR, HHERA and PVPs as appropriate. If there is a PVP, it must be included in the scope of the RA review.
General Comments	1a	Numeric AP						
General Comments	1b	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:						
Document Summary	3a	performance verification plans;						For risk-based CoCs: Except for Type 1 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						
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		This section should include all investigations completed.						These are investigations and should not include risk assessment as it is remediation (include in Section 5).
Investigations Completed	4.1	Are details regarding site investigations that may not be consistent with ENV 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 Protocol 21, "Water Use					P21, TG6	All water uses must be addressed.
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	if more than one land or water use applies to the site, expand this section to specify additional land uses covered by the document, i.e. riparian areas, roadways, etc. Include a diagram to clearly show the area(s) with different standards						
Applicable Numerical Concentration Standards and Criteria	4.4a	Soil (CSR Schedule 3.1): - If Other is specified above, (e.g. WLN, WLR, applicable or excluded guidance, protocols or policies specific to the site) is it clearly explained						
Applicable Numerical Concentration Standards and Criteria	4.4b	Vapour (CSR Schedule 3.3): - if other is specified above, include description of assumptions for both current and future development of the site that the selected vapour attenuation factors are based on. Has other been selected and sufficient information provided.					P22	
Applicable Numerical Concentration Standards and Criteria	4.4c	Do the selected applicable standards make sense considering the current and future land 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.						
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.					Annotated SoSC	
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 (1 or 2);						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 Condition

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. For scenarios where preapproval is not required, the scenario should be summarized here with sufficient details and rationale.						See BC ENV Preapproval webpage: https://www2.gov.bc.ca/gov/content?i=d-8A454108616C4FCE9E3461ABF82307E4
Investigation or Interpretation Issues to be Addressed	4.8a	Are appropriate comments and details provided?						
Investigation or Interpretation Issues to be Addressed	4.8b	Does the SoSC indicate that the neighbouring parcel(s) are delineated?						This section may reference SoSC 4.1. If the applicant is not a responsible person then full delineation of contamination might not be required.
Proposed or Completed Remedial Activities	5.2	For Type 1 and Type 2 Sites, all risk controls must be included in this section.						
Proposed or Completed Remedial Activities	5.2a	Do the risk controls make sense and are the consistent with the level of contamination and the use of the site?					Protocol 1, Table 2	As per Protocol 1, risk assessments that do not assess credible exposure scenarios and/or use unrealistic exposure assumptions, resulting in risk estimates that are either excessively simplistic or unreasonably over-conservative for use in risk management decisions are considered to be a major error/emission. The risk controls should be consistent with the level of contamination at a site.
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	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. Is it clear which substances were evaluated verses remediated if P2, P4 and P9 standards have been used?						

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 - 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		
Outstanding Obligations	1a Site Disclosure Statement requirements (including freeze and release provisions);						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 Sections 6.1 and 6.2
Approval Requirements	2 Have approval requirements been met under the following protocols?				No answer required, this is a		
Approval Requirements	2a Protocol 2 (site-specific standards);					Protocol 2	SoSC Sections 3.1 and 3.2
Approval Requirements	2b Protocol 3 (blending of non-hazardous waste);					Protocol 3	
Approval Requirements	2c Protocol 4 (background soil values);					Protocol 4	SoSC Sections 3.1 and 3.2
Approval Requirements	2d Protocol 6 Pre-approvals (Part of a site, wide area fill, flow through/to sites, relaxation on delineation, background sediment/vapour/surface water, ENV Orders);					Protocol 6	
Approval Requirements	2e Protocol 9 (background groundwater values);					Protocol 9	
Approval Requirements	2g Protocol 21 (water use determination).					Protocol 21	
Other Requirements	3a Have other non-Protocol approval requirements been met?						Applicant for a CoC must provide information on compliance with all conditions such as those that may be in an AIP.
Other Requirements	3b Is submission eligible under Protocol 6?					Protocol 6	
Other Requirements	3c Have requirements for land, water, sediment, and/or vapour use rulings for the Site by a Director been met?						Approvals by the director can have conditions which must be met
Notice Submissions	4 Have the requirements been met for the following submissions?				No answer required, this is a		
Notice Submissions	4a Notification of Likely or Actual Migration;					Protocol 17	SoSC Sections 4.7 and 8.1, BC ENV Migration Checklist
Notice Submissions	4b Notification of Independent Remediation;					ENV Forms	SoSC Section 5.2
Notice Submissions	4c Site Risk Classification Report; and					Protocol 12	(Generally from Site Detail Report and Screening Documents)
Notice Submissions	4d Summary of Site Condition.					CSR Sch 1.1	
Notice Submissions	4e Have public consultation and review requirements been met?						
Notice Submissions	4f Is follow-up in place to requirements imposed (by the director) when independent remediation is being done, under section 54 (3) (d)?					EMA Section 54 (3) (d)	
Contaminated Sites Legal Instrument Conditions	5 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.		
Contaminated Sites Legal Instrument Conditions	5a Covenant requirements;						Transmittal Letter
Contaminated Sites Legal Instrument Conditions	5b Security requirements;					Protocol 8	
Contaminated Sites Legal Instrument Conditions	5c Monitoring requirements;						
Contaminated Sites Legal Instrument Conditions	5d Reporting requirements; and						
Contaminated Sites Legal Instrument Conditions	5e Record keeping requirements?						

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.

(Review Communications Records)

[Communications](#)

General Topic	Points of Review	Yes	No	NA	Comments	Reference	Notes		
Notification of Migration	1	Where a source parcel responsible person is applying for an AIP or CoC for the source parcel and one or more affected parcels they must provide a satisfactorily completed Notice of Likely or Actual Migration (NOM) (PDF, 142 KB) to the affected parcel owner and the ministry where required under Sections 57 and 60.1 of the Contaminated Sites Regulation (CSR). Once a NOM is sent, the responsible person for the source parcel should send a registered letter to each affected parcel owner with the following:					No answer required, this is a subject header.	The source parcel owner is expected to provide to the affected parcel owner in writing by registered letter, the information shown in the Communication Expectations page. If a written response is not received from the affected parcel owner within 30 days, the ministry expects the source parcel responsible person to contact the affected parcel owner again, this time by telephone, e-mail or in person requesting a response to the original communication. After making initial contact, the source parcel responsible person should request a response to the registered letter within an additional 30 days from the time of the telephone, e-mail or personal contact.	
	1a	A request for comments 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							
	1b	A declaration that the source parcel owner intends to seek certification document(s) for the source and affected parcels, and a description of the types of documents sought and to which parcels they apply							
	1c	The name of the firm preparing the draft document(s) as well as the contact at the firm (name, address, phone number, e-mail address, etc.)							
	1d	Who will be working with the affected parties (for example, the owner, operator, their agent (consulting firm, etc.) and their names, addresses, phone numbers, e-mail addresses)							
	1e	A detailed report, including figures, describing the work done and results obtained to date at the source and affected parcels							
	1f	A statement for both the source and affected parcel as to whether they are classified or would likely be classified as high risk or non-high risk							
	1g	A copy of the draft certification document for the affected parcel.							
Combining Parcels	2	If combining the source parcel with the affected parcel into one Certificate of Compliance or Approval in Principle The responsible person for the source parcel must provide to the ministry:					No answer required, this is a subject header.		
	2a	A written request for agreement between the source parcel and affected parcel owners with a proposal to combine parcels with different ownership for the purpose of the certification document							
	2b	A request for a response in writing with comments from each affected parcel owner within 30 days of delivery of the letter which requests the written agreement described above (Note, the written comments by the source and affected parcel owners may be required to be provided to the ministry)							
Communications Regarding Uncooperative Parcel Owners	3	If the source parcel has contaminated several neighbouring parcels and not all the affected parcel owners have been cooperative					No answer required, this is a subject header.		
	3a	The responsible person for the source parcel must provide to the ministry a statement indicating that 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; and that a certification document 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	4	If an Approval in Principle is requested. For each affected parcel to receive an Approval in Principle, the responsible person for the source parcel must provide to the ministry the following:					No answer required, this is a subject header.		
	4a	A summary description of the remediation strategy (for example, excavation and disposal, monitored natural attenuation, risk management) and schedule proposed. Also include:							
	4b	The assumptions of any risk assessment (for example, exposure pathway assumptions for soil, water and vapours) for the affected parcel under present and reasonably anticipated future uses							
Communications Regarding Approvals in Principle and Certificates of Compliance	5	If either an Approval in Principle or Certificate of Compliance will be requested. For each affected parcel to receive an Approval in Principle or Certificate of Compliance, the responsible person for the source parcel must provide to the ministry the following additional information:					No answer required, this is a subject header.		
	5a	Any restrictions and parcel access requirements that would apply upon issuance of the certification document for the affected parcel related to ongoing risk management activities necessary to satisfy risk-based remediation requirements (for example, restrictive covenants, drinking water use restrictions, commitment to operate and maintain works, or 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.

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.

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.