

External Contract Review Option: Summary of Fees and Time Schedule

Before a site investigation report, remediation plan, or confirmation of remediation report is approved by the ministry, it must be carefully reviewed by one of three options:

Option 1: Review by Approved Professionals

Option 2: Review by external contract reviewers

Option 3: Review by ministry staff

This fact sheet describes option 2 by which, under the provisions of the *Environmental Management Act* and Contaminated Sites Regulation, the ministry may contract out report reviews to qualified external consultants. The third option, review by the ministry directly, is generally reserved for high risk sites and sites where risk-based standards are used.

Why choose an external contract review?

Subject to the type of review requested, obtaining an external contract reviewer ensures that a report will be reviewed within a fixed timeline. Timely reviews reduce the costs of seeking ministry approvals.

New submission process

Effective November 1, 2004, all applications for services involving low and moderate-risk sites were required to be submitted to the ministry by Approved Professionals acting on a client's behalf. This means that the number of cases where a client can request an external contract review is now quite limited, as

provided in section 10 (2) of the Regulation and the ministry's Protocol 6: "Eligibility of Applications for Review by Approved Professionals."

What submissions are now eligible?

External contract reviewers may review preliminary and detailed site investigation reports, remediation plans, risk assessments, and confirmation of remediation reports for sites that are not low or moderate risk.

An external contract review may be requested for sites using numerical (substance concentration) standards only if:

- the submission relies on local background estimates for soil not derived from regional background soil estimates (see Protocol 4: "Determining Background Soil Quality"); or
- the site will not meet applicable numerical remediation standards within five years of the issuance of an Approval in Principle.

For sites being cleaned up to risk-based standards, an external contract review may be requested for any remediation plan and human health or environmental risk assessment.

Who are the external contract reviewers?

External contract reviewers are individuals from environmental consulting firms selected following a rigorous qualification process. They are all Approved Professionals.

Applying for an external contract review

If you wish to apply for an external contract review, check the appropriate box in Part C of the Contaminated Sites Services Application form. If the application is eligible, the ministry will assign an external contract review team which will have two days to confirm acceptance of the assignment.

Upon acceptance, ministry staff will sign off the application form and fax it to you. The ministry will then submit a copy of the reports for review to the external contract review team.

How much does it cost?

Fees for these reviews are specified in sections 9 and 10 and Schedule 3 of the Regulation and in the contracts the ministry has with the reviewers.

Current fees provided to the external contract reviewers are shown in Table A (attached) to this fact sheet. Under the ministry's contracts with external contract reviewers, the reviewer is paid \$165 per hour for time spent on the review of a risk assessment and a remediation plan with a risk assessment, and these costs will be invoiced to the applicant.

In addition to the fee charged for the external contract review team, 50% of the normal ministry fee is levied. These are shown in Table B (attached).

The total fees payable for a site, apart from risk assessment, remediation plan with a risk assessment and resubmission fees, are summarized in Table C (attached).

Fees for resubmissions

If an external contract reviewer finds that a report is incorrect or incomplete, he or she will advise the ministry, and the person requesting the service may submit a

completed or corrected report for another review. If corrected or completed reports are submitted, a resubmission fee for the additional review by the external contract reviewer, plus 50% of the fee paid to the ministry specified in Table B, will be applied.

Under the ministry's contracts with external contract reviewers, the reviewer is paid \$165 per hour for time spent on the review of a resubmission, and these costs will be invoiced to the applicant.

How long will a review take?

The review period specified in Table D (attached) begins when the external contract reviewer receives your documents. The length of time taken for an external contract review depends on the type of report reviewed and the complexity of the site.

External contract reviewers have specific time schedules to meet in their reviews.

Table D indicates the time frame in calendar days for various reviews. The external contract review team is obliged to submit your item and their review to the ministry within the specified time frame. Failure to respond to the ministry within that time will result in the contractor being penalized.

A resubmission review must be completed within 25% of the applicable time allowance shown in Table D. Extension will only be allowed with prior consent by the ministry.

Finalizing an external contract review

Once a review is complete and the review report is forwarded to the ministry, additional time will be required to assess the external contract review, including the reviewer's

conclusions and recommendations, and to finalize the review.

Ministry staff may elect to accept, modify, or reject the recommendations of the external contract review team. Any changes to the team's recommendations will be sent to the applicant in writing. When the external contract review is accepted, ministry staff will

forward a copy of it and the ministry's acceptance to the applicant.

Note: This summary is solely for the convenience of the reader. The current legislation and regulations should be consulted for complete information.

For more information, contact the Environmental Management Branch at site@gov.bc.ca .

Summary of Fees and Time Schedule for External Contract Review Options, Contaminated Sites Services, July 1, 2007 – March 31, 2010

Table A. External contract reviewers' fees (specified in contract)

Activity or Action	Fee
Reviews of Reports and Plans	
Fees for review of a preliminary site investigation report	\$4,600
Fees for review of a detailed site investigation report	\$7,000
Fees for review of a remediation plan that does not include a risk assessment or environmental impact assessment report	\$10,800
Fees for review of a remediation plan that includes a risk assessment or environmental impact assessment report	\$165 per hour
Fees for review of a confirmation of remediation report	\$6,800
Fees for review of a risk assessment or environmental impact assessment report not included in a remediation plan	\$165 per hour

Table B. Ministry fees (50% of fees in Table 2 of Schedule 3, Contaminated Sites Regulation)

Activity or Action	
Reviews of Reports and Plans	Fee
Fees for the ministry to finalize a preliminary site investigation report external contract review	\$2,500
Fees for the ministry to finalize a detailed site investigation report external contract review	\$7,500
Fees for the ministry to finalize an external contract review of a remediation plan that does not include a risk assessment or environmental impact assessment report	\$6,000
Fees for the ministry to finalize an external contract review of a remediation plan which includes a risk assessment and/or environmental impact assessment report	\$10,000
Fees for the ministry to finalize a confirmation of remediation report external contract review	\$3,500
Fees for the ministry to finalize an external contract review of a risk assessment and/or environmental impact assessment report not included in a remediation plan.	\$5,000

Table C. Total fees for external contract review options (Table A plus Table B)

Activity or Action	
Reviews of Reports and Plans	Fee
Total fees for the review of a preliminary site investigation report	\$7,100
Total fees for the review of a detailed site investigation report	\$14,500
Total fees for the review of a remediation plan that does not include a risk assessment or environmental impact assessment report	\$16,800
Total fees for the review of a remediation plan which includes a risk assessment and/or environmental impact assessment report	\$10,000 + \$165 per hour
Total fees for the review of a confirmation of remediation report	\$10,300
Total fees for the review of a risk assessment and/or environmental impact assessment report not included in a remediation plan.	\$5,000 + \$165 per hour

Table D. Time schedule for external contract reviewers (in calendar days)

Activity or Action	
Reviews of Reports and Plans	Time in Days
Time in days for the external contract review of a preliminary site investigation report	21
Time in days for the external review of a detailed site investigation report	35
Time in days for the external contract review of a remediation plan that does not include a risk assessment or environmental impact assessment report	42
Time in days for the external contract review of a remediation plan that includes a risk assessment or environmental impact assessment report	72
Time in days for the external contract review of a confirmation of remediation report	21
Time in days for the external contract review of a risk assessment or environmental impact assessment report without a remediation plan	30