



Ministry of
Environment

PROTOCOL 17 ***FOR CONTAMINATED SITES***

Forms for Notifications of
Independent Remediation and Migration

Version 2.1

Prepared pursuant to Section 64 of the
Environmental Management Act

Approved: Mike Macfarlane
Director of Waste Management

July 17, 2012
Date

Effective: July 17, 2012

1.0 Definitions

The following words, acronyms and expressions used in this protocol are defined in the ministry procedure “Definitions and Acronyms for Contaminated Sites”.

Act	Notification of Initiation of Independent Remediation	responsible person
agricultural land use	Notification of Likely or Actual Migration	sediment
commercial land use	migration	site investigation
contaminant	protocol	soil
Director	Regulation	source parcel / site
independent remediation	remediation	urban park land use
industrial land use	residential land use	vapour
Notification of Completion of Independent Remediation		wildlands land use

2.0 Introduction

This protocol specifies the form required by the Director¹ for:

- Notifications of Independent Remediation as a supplement to independent remediation reporting requirements in section 54 (2) of the Act, sections 57 (1.2) and (2) of the Regulation, and Protocol 12, “Site Risk Classification, Reclassification and Reporting,” and
- Notifications of Likely or Actual Migration of substances described in sections 57 (1) and (1.1), and 60.1 of the Regulation.

3.0 Notification of Independent Remediation form

Appendix 1 contains the current version of the Notification of Independent Remediation form. The form in Appendix 1 must be used to notify the ministry of independent remediation under section 54 (2) of the Act.

4.0 Migration of substances from a source parcel

Appendix 2 contains the current version of the Notification of Likely or Actual Migration form. It must be used to notify the ministry of the actual or likely migration of substances under sections 57 (1) and (1.1), and 60.1 of the Regulation.

¹ The authority for the Director to establish this protocol lies in section 64 (2) (d) of the Act which states:

- 64 (1)** A director may establish protocols, consistent with this Act and the regulations, in relation to any of the following:
- (d) establishing substantive and procedural requirements for persons planning, conducting or reporting on the remediation of a contaminated site, which may be different for sites contaminated with particular types of contamination;

For more information, contact the Environmental Emergencies and Land Remediation Branch at site@gov.bc.ca.

Appendix 1

Notification of Independent Remediation Form



Ministry of
Environment

NOTIFICATION OF INDEPENDENT REMEDIATION

Land Remediation Section
PO Box 9342 Stn Prov Govt
Victoria B.C. V8W 9M1
Telephone: (250) 387-4441
Fax: (250) 387-9935

Section 54 (2) of the Environmental Management Act requires anyone undertaking independent remediation to notify the Director of Waste Management in writing promptly on initiating remediation and within 90 days of completing it. You must complete this form and send it to the e-mail or mailing address below to inform the ministry when independent remediation of your site begins and ends.

A site plan (may be obtained from some local government web sites) and a Land Title record must be included with your submission.

Section I Timing of Remediation

Check the following items as applicable. This notice is given for:

- Initiation of independent remediation Completion of independent remediation
- Both initiation and completion of independent remediation
- Completion of remediation resulting from a spill. Estimated date of spill:

Incident Report (DGIR) #

YYYY-MM-DD

Provide the following if you are sending us a **Notification of Initiation of Independent Remediation**:

Start date: Estimated completion date: Estimated duration: (Days)
YYYY-MM-DD YYYY-MM-DD

Scope of remediation: Whole site Part of site

If you expect that remediation of the entire site will take longer than one year attach a remediation schedule.

Provide the following if you are sending us a **Notification of Completion of Independent Remediation**:

Start date: Completion date:
YYYY-MM-DD YYYY-MM-DD

Section II Land Description

Site ID Number (if known)

PID

or PIN

Legal Description
(or metes & bounds)

Latitude Degrees Minutes Seconds

Longitude Degrees Minutes Seconds

Site Civic Address or Location Street

(i.e., nearest roadway)

City

Postal Code

Section III Property Owner and/or Operator (if applicable)

Name

Address

Street

City

Province/State

Country

Postal /Zip Code

Phone

Fax

Section IV Environmental Consultant / Contractor / Agent Contact

Name of Firm:

Contact Name:

Address Street

City

Province/State

Country

Postal /Zip Code

Phone

Fax

Section V Primary Land Use

Contaminated Sites Regulation land use classification at the site surface (check one)

Industrial Commercial Residential Urban park Agricultural Wildlands

Description of current operation (e.g., service station)

Is a change in zoning or land use expected?

Change in zoning Change in land use

From

To

Section VI Confirmed or Suspected Source of Contamination (e.g. leaking underground storage tank)

Underground storage tank (UST)

Oil and gas industry operations

Other (describe):

Section VII Submission of Other Required Forms

Was a Notification of Likely or Actual Migration also submitted for this site?

No Yes If Yes, date of submission:
YYYY-MM-DD

Was a Site Risk Classification Report also submitted for this site?

No Yes If Yes, date of submission:
YYYY-MM-DD

If No, please describe the exemption which applies:

Section VIII Soil Investigations and Remediation

The following contaminants Were found Are suspected

List contaminants (and maximum concentrations if known). Attach additional information if not enough space.

Was the soil investigated following requirements and guidance under the Act? Yes No

Soil remediation strategy

Excavation and disposal Other (describe):
(include volume and intended treatment and/or disposal location for contaminated soil if managed away from the site)

Remediation standards used: Numerical Risk-based Both

Section IX Groundwater and Surface Water Investigations and Remediation

The following contaminants Were found Are suspected Not applicable

List contaminants (and maximum concentrations if known). Attach additional information if not enough space.

Was the water investigated following requirements and guidance under the Act? Yes No

Water remediation strategy

Pumping and disposal Other (describe):
(include volume and intended treatment and/or disposal location for contaminated water if managed away from the site):

Remediation standards used: Numerical Risk-based Both

Section X Sediment Investigations and Remediation

The following contaminants Were found Are suspected Not applicable
List contaminants (and maximum concentrations if known). Attach additional information if not enough space.

Was the sediment investigated following requirements and guidance under the Act? Yes No

Sediment remediation strategy

Excavation and disposal Other (describe):
(include volume and intended treatment and/or disposal location for contaminated sediments if managed away from the site)

Remediation standards used: Numerical Risk-based Both

Section XI Vapour Investigations and Remediation

The following contaminants Were found Are suspected Not applicable
List contaminants (and maximum concentrations if known). Attach additional information if not enough space.

Was the vapour investigated following requirements and guidance under the Act? Yes No

Vapour remediation strategy

Remediation standards used: Numerical Risk-based Both

Section XII Reason for Remediation

Construction Demolition Upgrade
 Other:

Section XIII Authorizations for Discharges to the Environment

Did or does a discharge associated with the remediation require an authorization under the under the Act? Note that contravention of the requirements for an authorization is an offense and may be subject to penalties.

Yes No Don't know

Provide the authorization numbers under the *Environmental Management Act* for any air, effluent and soil discharges to the environment for treatment works located at the site and the date of any related Contaminated Soil Relocation Agreement. Consult [Administrative Guidance 9, "Independent Remediation of Contaminated Sites"](#) for advice. Note that the *in situ* treatment of contaminants may generate substances which could be deemed a waste requiring a discharge authorization, even though there is no end-of-the-pipe discharge from the site.

Authorization numbers

Contaminated soil relocation agreement date

Section XIV Additional Comments

Section XV Signature

I confirm that the above information is true based on my knowledge as of the date this notification form was completed.

Signature of person completing form

Printed name

Date completed (YYYY-MM-DD)

Sign your completed Notification of Independent Remediation form and include the following:

- Site plan Land Title record

Send the package to:

Site Information Advisor
Ministry of Environment
PO Box 9342 Stn Prov Govt
Victoria B.C. V8W 9M1
Fax (250) 387-9935
E-mail: Advisor.SiteInformation@gov.bc.ca

For further information, please refer to the information under our [key topic website on independent remediation](#).

Appendix 2

Notification of Likely or Actual Migration Form



Ministry of
Environment

NOTIFICATION OF LIKELY OR ACTUAL MIGRATION

Land Remediation Section
PO Box 9342 Stn Prov Govt
Victoria B.C. V8W 9M1
Telephone: (250) 387-4441
Fax: (250) 387-8897

Sections 57 and 60.1 of the Environmental Management Act's Contaminated Sites Regulation require a responsible person who carries out independent remediation or a site investigation and who knows that one or more substances has migrated or is likely to have migrated to a neighbouring parcel and is or is likely causing contamination to notify the person or persons who own the neighbouring parcel in writing and submit a copy of the notification to the Director of Waste Management, within 15 days after the responsible person becomes aware of the migration or likely migration to the neighbouring parcel. Note that "affected parcel" is defined as a parcel which is contaminated by the migration of substances from a neighbouring parcel.

Information for Affected and Likely Affected Parcels

Owner Name

Owner's address: Number and Street

City

Province

Country

Postal Code

Phone

Fax

Parcel Civic Address or Location (i.e., nearest roadway):

Parcel PID or PIN (if applicable):

Parcel Site ID number (if applicable):

Latitude and Longitude for Centre of Parcel:

Latitude	Degrees	Minutes	Seconds
Longitude	Degrees	Minutes	Seconds

Type(s) of utility affected(if applicable, e.g. sewer, telephone, electrical):

Does this parcel have likely or actual high risk conditions (as described under the Act's Protocol 12) associated with the likely or actual migration of substances from the source parcel? Yes No

Please include a separate sketch plan with this form for this parcel.

Owner Name

Owner's address: Number and Street

City

Province

Country

Postal Code

Phone

Fax

Parcel Civic Address or Location (i.e., nearest roadway):

Parcel PID or PIN (if applicable):

Parcel Site ID number (if applicable):

Latitude and Longitude for Centre of Parcel:

Latitude	Degrees	Minutes	Seconds
Longitude	Degrees	Minutes	Seconds

Type(s) of utility affected(if applicable, e.g. sewer, telephone, electrical):

Does this parcel have likely or actual high risk conditions (as described under the Act's Protocol 12) associated with the likely or actual migration of substances from the source parcel? Yes No

Please include a separate sketch plan with this form for this parcel.

Please add additional pages if more than two affected or likely affected parcels have been identified.

Section I Notification Trigger

Check the following items as applicable. Likely or actual migration of substances from the source parcel was identified during:

- Independent remediation (Section 57, Contaminated Sites Regulation)*
- Site Investigation (Section 60.1, Contaminated Sites Regulation)

* You must also complete and submit a notification of independent remediation. The form is available on the ministry's web site at: <http://www2.gov.bc.ca/gov/content/environment/air-land-water/site-remediation/guidance-resources/forms>

Section II Land Description of Source Parcel

Site ID Number (if known)

PID

or PIN

Legal Description

Latitude

Degrees

Minutes

Seconds

Longitude

Degrees

Minutes

Seconds

Site Civic Address or Location

Street

(i.e., nearest roadway)

City

Postal Code

Section III Property Owner and/or Operator (Source Parcel)

Name

Address

Number and Street

City

Province/State

Country

Postal /Zip Code

Phone

Fax

Include both a site plan and a Land Title record.

Section IV Environmental Consultant / Agent Contact (if applicable)

Name

Address

Street

City

Province/State

Country

Postal /Zip Code

Phone

Fax

Section V Confirmed or Suspected Source of Contamination (e.g. leaking underground storage tank)

Section VI Source Parcel Substances

List the substances which have migrated or likely have migrated to one or more neighbouring parcels and are or are likely causing contamination at the neighbouring parcel(s). Provide the information for each environmental medium (soil, groundwater and surface water, sediment, and vapour). Attach additional information if not there is enough space.

<u>Environmental Medium</u>	<u>Substance</u>	<u>Standard Exceeded (for affected parcel)</u>	<u>Maximum Concentration</u>
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Section VII Additional Comments

Section VIII Signature

I confirm that the above information is true based on my knowledge as of the date this notification form was completed.

Signature of person completing form

Date completed (YYYY-MM-DD)

Printed name

Send the completed form to: Site Information Advisor
Ministry of Environment
PO Box 9342 Stn Prov Govt
Victoria B.C. V8W 9M1
Fax (250) 387-9935
E-mail: Advisor.SiteInformation@gov.bc.ca

For further information, please refer to the information under our [key topic website on migration](#) of substances.