



MINISTRY OF ENVIRONMENT
REGIONAL OPERATIONS BRANCH

ANNUAL STATUS FORM
EXAMPLE

EXAMPLE – PERMIT CONDITIONS

Permittee XYZ has the following conditions in their authorization:

1. This section applies to the discharge of effluent from a SEDIMENTATION POND to ground. The site reference number for the discharge is E1111111.
- 1.1. The maximum authorized rate of discharge is an annual average of 100,000 cubic meters per day and a maximum daily discharge of 10,000 cubic metres per day.
- 1.2. The characteristics of the discharge must not exceed:
 - Total Suspended Solids: 50 mg/L
- 1.3. The authorized works are two aeration basins, three infiltration basins, emergency infiltration basin and related appurtenances approximately located as shown on the attached site plan in Appendix 1.
- 1.4. The location of the facilities from which the discharge originates and the point of discharge is District Lot 1111.

EXAMPLE #1 – SITE CONDITIONS

In 2015 the following is true of Permittee XYZ:

- Discharged less than 100,000 cubic meters per day and has not exceeded a daily discharge of 10,000 cubic metres. Flow information is provided in the annual report
- Exceeded its Total Suspended Solids (TSS) limit of 50 mg/L four times. Monitoring data and details about the exceedances and action taken to mitigate future exceedances are included in Permittee XYZ's annual report
- Stopped using one of their aeration basins because it is in disrepair. An email was sent to the ministry notifying them of the situation
- The location of the facilities from which discharge originates has not changed and is shown on a map in the annual report

Annual Status Form

Example



EXAMPLE – ANNUAL STATUS FORM

Based on this information, Permittee XYZ would complete the annual status form as follows:

AUTHORIZATION CLAUSE NUMBER(A)	AUTHORIZATION CLAUSE DECISION	COMPLIANT (YES/NO)	RATIONALE FOR COMPLIANCE DECISION	LOCATION OF SUPPORTING INFORMATION
1.1	The maximum authorized rate of discharge is an annual average of 100,000 cubic meters per day and a maximum daily discharge of 10,000 cubic meters per day	YES	N/A	Please refer to Section 2, Page 4 in the annual report
1.2	The characteristics of the discharge must not exceed: Total Suspended Solids (50 mg/L)	NO	TSS = 4 exceedances.	Please refer to Section 5, Table 2 in the annual report
1.3	The authorized works are two aeration basins, three infiltration basins, emergency infiltration basin, and related appurtenances approximately located as shown on the attached site plan in Appendix 1	NO	Aeration Basin 2 has been offline since October 2015. Repairs are scheduled to be complete February 2016. Notice was provided to the Ministry when the Aeration Basin was taken offline.	email sent YYYY-MM-DD
1.4	The location of the facilities from which the discharge originates and the point of discharge is District Lot 1111	YES	N/A -	Please refer to Appendix A, Figure 2 in the annual report

<p>(A) These conditions are included because they have a requirement or limit attached to them.</p> <p>Note that <i>Condition 1</i> is not included because it does not have a requirement or limit attached to it.</p>	<p>(B) In this example, the permit conditions were copied word for word into the condition description field.</p>	<p>(C) In this example, brief details about the compliance status of each condition and, where applicable, references to the annual report have been included. Note that annual report sections and page/table/figure numbers are identified.</p> <p>If the permittee is compliant, action is not required and N/A (not applicable) can be entered in this field. If any actions or data supports compliance, it is recommended that it be included in this field.</p>	
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