# BC Registries and Online Services Electronic Site Registry Application (ESRA) User's Guide

**Last Updated**
**August 2023**

# Copyright

If you have any questions, please contact:

**BC OnLine Help Desk**

Email: BCOLHELP@gov.bc.ca

Phone: 1-800-663-6102 (Toll Free in BC)
from 8:00 a.m. to 5:00 p.m. (Pacific Time)
Monday through Friday (except Statutory Holidays)

# Table of Contents

# Typographic Conventions

Typographic conventions are used with the following

meanings: Screen names and field names are capitalized.

For example:
In the Transaction screen, move to the Search field.

Buttons and other "clickable" items appear in bold.
For example: Click **Submit**.

Required input (that you enter exactly as shown) appears in BC Sans font.
For example: Type: Username

Variable input (that you provide) appears in italic font.
For example: Type your *Password*

System messages (and other screen output) appear in bold font.
For example:   **PASSWORD CHANGE COMPLETED**


Tips, Notes, Important Notes, Cautions, and Warnings appear as shown below:

**Tip**
A way to make your work easier.


**Note**
Further information about the current subject.


**Important**
An emphatic note about the current subject.


**Caution**
An important point that could prevent any inconvenience.


**Warning**
An important point that could prevent a financial loss, or loss of data

# Folio Tag

The Folio Tag is a 15-character field on each BC Registries and Online Services search screen. You can enter a name, number, or alphanumeric "tag" to each search you do. This tag will be printed on your BC Registries and Online Services statement. If you pass the cost of BC Registries and Online Services searches to your clients, or if your firm has multiple cost centres using the same BC Registries and Online Services account, this may help you with your office accounting.

There is no charge for using the Folio Tag. If you don't use it, the folio field on the statement will be blank.

To use the Folio tag, click the Folio field at the top of the search screen before you start a search. Type any combination of numbers or letters (up to 15).

**Note**
The Folio field will hold the tag you type there until you either change it or delete it. The field does not clear after every search. You must type over the previous folio tag or use the space bar to blank it out each time you begin doing work for a different client.

If you don't need to use folio tags, just leave the Folio field blank.

# Site Registry Overview

The Environmental Management Act (EMA) requires the establishment and maintenance of a registry that's accessible to the public and contains records about the identification, investigation, and remediation of contaminated sites.

The site registry may contain information on the following:
- Sites that are contaminated and sites that are not contaminated.
- Sites that may be at different stages of investigation or remediation.
- Sites that have been cleaned up to meet applicable remediation standards.
- The site registry can be a helpful resource for anyone interested in purchasing or developing a property.

Being informed about sites is an important part of complying with regulations and making informed business decisions about properties in B.C.

BC Registries and Online Services site provides access to the Site Registry. The link is: https://www.bcregistry.gov.bc.ca/

The Ministry of Environment and Climate Change Strategy Site Registry is **not** just a registry of contaminated sites. The registry stores information about sites which have been entered into the site assessment and remediation process. The registry also stores environmentally relevant historical information about sites.

## Information in the Site Registry

Site information **may** include:
- legal and administrative notations such as "Pollution Abatement Order Issued" or"Certificate of Compliance Issued". Individuals or groups associated with each specific notation are also listed.
- names of site participants such as site owners, ministry contacts, other government officials, independent consultants, or others who are involved in the site.
- references to pertinent documents submitted to the ministry.
- associations the site may have with other sites.
- pertinent sections of the Site Profile (prior to Feb 1, 2021) and Site Disclosure Statement (after Feb 1, 2021).

- other relevant information.

## Search Methods

There are four ways to search for sites on the Site Registry:

- by registry number (Land Titles Parcel ID or PID, Crown Lands PIN, or Crown Lands File).
- by the site's ID number.
- by the site's address.
- by geographic area (a specific area centered around a point of latitude and longitude or around a postal code).

See Search Methods on page 7 for details.

## Report Types

The Site Registry provides five types of reports:

1. Nil Search (if no sites are found).
2. Selection List (least detailed search results).
3. Synopsis Report (an overview of a site chosen from the Selection List).
4. Detail Report (all details of a site chosen from the Selection List).

See Report Types on page 19 for details.

# Limitations of the Site Registry

The Site Registry summarizes activities and documents for sites. If necessary, the original document may be obtained from the ministry office.

Before using the Site Registry, please be aware of the following system limitations :

- Legal Disclaimer (see page 4).
- Completeness of Sites (see page 4).
- Latitude and Longitude of Sites (see page 5).
- Land Title PID Limitations (see page 5).

## Legal Disclaimer

The information on the registry has been filed in accordance with the provisions of the *Environmental Management Act*. While we believe the information to be reliable, BC Registries and Online Services and the province of British Columbia make no representation or warranty as to its accuracy or completeness. Persons using this information do so at their own risk.

## Completeness of Sites

Users should be aware that historic data might not be complete. While the ministry makes an effort to include notations that took place on all sites, such events may or may not be part of the site's record.

Because much of the information on the Site Registry is provided by, or results from, actions of third-party sources, the ministry cannot guarantee its accuracy or completeness.

The initial implementation of the Site Registry contains all information available from Victoria and former regional offices "Contaminated Site" case files. This does not mean that all sites on the registry are contaminated sites. If there is no specific notation to indicate a site is contaminated, additional site-specific information must be used to make that determination.

The Site Registry records information as it is known at the time of the ministry's involvement with the site. Property information that changes subsequent to the ministry's involvement might not be part of the record. If you see any information on the Site Registry which you know to be inaccurate, please contact Advisor.SiteInformation@gov.bc.ca .

## Latitude and Longitude of Sites

The latitude and longitude data in the site is generally provided by third-party sources, and the ministry cannot guarantee its accuracy. Sites that contain inaccurate latitude and longitude information might not be found when using the Area Search.

Latitude and longitude information is not always required for titled properties which have not proceeded beyond the initial screening stage of the site assessment process. If latitude and longitude information is not part of the site record, an Area Search might not find sites even if they are within the specified search area. Such sites may be found by using an Address Search or PID search.

## Land Title PID Limitations

A property's Land Title PID can change with subdivision and cease to represent real property. For example, a site may have been registered under one set of PIDs ("parent" PIDs) and the property represented by these PIDs may have been subdivided, creating new PIDs ("child" PIDs).

When a new or historic site is entered onto the Site Registry, PID information is included when available. The PIDs recorded on the Site Registry are periodically compared to those on the Land Titles Registry and any modifications to the property (with respect to the new PIDs) are noted on the Site Registry. This provides a linkage between PIDs that were recorded at the time of the ministry's involvement with the site to new PIDs which may exist in the future. However, given that sites are not restricted only to legally titled property, PIDs are not available for all site records.

**Tip**

PIDs are maintained by the Land Title and Survey Authority, not by the Site Registry. To find a PID, you can a) look on the property's tax notice, b) search the LTSA's web page, or c) use BC OnLine to search BC Assessment.

# The Main Menu

When you enter the Site Registry, you will see the Main Menu screen.



The **Search By** links in the middle of the screen provide various methods you can use to search for a site. The costs for each report type are shown to the right.

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**Tip**
You can learn more about login options by following this link to Identity and Authentication Services - Province of British Columbia (gov.bc.ca): https://www2.gov.bc.ca/gov/content/governments/services-for-government/information-management-technology/identity-and-authentication-services

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# Search Methods

Finding a site on the Site Registry may involve using one or more of the following searches:

- Registry Number Searches (see pages 8, 9, 10) by PID, PIN or Crown Land File number.
- Site ID Number Search (see page 11) by site ID number.
- Address Search (see page 12) by site address.
- Area Search (see page 15) by latitude and longitude.

To search complete the following steps:

1. Choose a search method from the main menu.
2. Fill in the search screen.
3. Review the search results. If any sites match your search criteria, they will appear in the Selection List (see page 22). If no sites match your search criteria, a Nil Search will result (see page 20).
4. Select any site in the Selection List for which you want a Synopsis Report (see page 26) or a Detail Report (see page 30).
5. Display the report on your computer screen and send a print to the destination specified in your product delivery settings.

You may go only as far as the Selection List (for example, to see when a site was last updated). You may choose to continue to the Synopsis Report or the Detail Report. Which you choose will depend on how much information you require.

# Parcel ID Number Search



This screen will display when you click the **Parcel ID Search** link on the mainmenu.

The Land Title PID (parcel identifier) search is one of the best ways to search for a site. Because most sites occur in urban areas, properties associated with the sites are likely to be legally titled. This means that most sites on the Site Registry will contain at least one PID. To find a PID, you can a) look on the property's tax notice, b) search the LTSA's web page,or c) use BC OnLine to search BC Assessment.

> **Note**
> Remember that a PID may be associated with more than one site, and that a site maybe associated with more than one PID.

*Instructions*

**Land Title PID**
Type the nine-digit *PID Number* from the property's land title (without dashes).

Click the **View Search Results** button to display the search results and send them to the destination specified in your product delivery settings. One of two things will happen:

- If one or more sites are associated with your search criteria, you will go to the Selection List (see page 22) and the fee for a Selection List report will be deducted from your BC Registries account.
- If no sites are associated with your search criteria, you will go to the Nil Searchscreen (see page 20) and the fee for a Nil Search will be deducted from your BC Registries account.

## Crown Lands PIN Number Search



This page will display when you click the Crown Lands PIN Search link on the main menu.

The Crown Lands PIN (property identification number) search is an effective way to search for a site if the property is not currently in private ownership and is on the Crown Lands Registry Information System (CLARIS).

> **Note**
> Remember that a Crown land area defined by a PIN may be associated with more than one site, that a site may be associated with more than one PIN, and that a site may be associated with other sites.

*Instructions*

**Crown Lands PIN**
Type the seven-digit *PIN Number*.

Click **View Search Results** to display the search results and send them to the destination specified in your product delivery settings. One of two things will happen:

- If one or more sites are associated with your search criteria, you will go to the Selection List (see page 22) and the fee for a Selection List report will be deducted from your BC Registries account.
- If no sites are associated with your search criteria, you will go to the Nil Search screen (see page 20) and the fee for a Nil Search will be deducted from your BC Registries account.

# Crown Lands File Number Search



This screen will display when you click the **Crown Lands File # Search** link on the main menu.

The Crown Lands File Number search is an effective way to search for a site if the property is Crown land that has not yet been assigned a Crown Land PIN number.

> **Note**
> Remember that a Crown land area may be associated with more than one site, that asite may be associated with more than one Crown land area, and that a site may be associated with other sites.

*Instructions*

**Crown Lands File Number**
Type the seven-digit *Crown Lands File Number*.

Click the View **Search Results** button to display the search results and send them to the destination specified in your product delivery settings. One of two things will happen:

1. If one or more sites are associated with your search criteria, you will go to the Selection List (see page 22) and the fee for a Selection List report will be deducted from your BC Registries account.

2. If no sites are associated with your search criteria, you will go to the Nil Search screen (see page 20) and the fee for a Nil Search will be deducted from your BC Registries account.

## *Site ID Number Search*



This screen will display when you click the **Site ID Search** link on the main menu.

The Site ID number is assigned by the ministry when sufficient information becomes available to create a site record. Because this number is unique, the Site ID Number searchis the best way to search for a site.

> **Note**
> Remember that a site may be associated with other sites. While associated sites will not appear in the Selection List, they will appear in the Detail Report.

## Instructions

**Site ID**

Type the *Site ID Number*.

Click one of the buttons. The fee for each search type will be deducted from your BC Registries account.

Click **Site ID Selection List** to view the Selection List (see page 22).

> **Tip**
> If you are certain, you have the correct Site ID number, you can bypass the Selection List and go directly to a Synopsis Report or Detail Report.

Click **Display Synopsis Report** to display the Synopsis Report (see page 26).

Click **Display Detail Report** to display the Detail Report (see page 30).

If no sites are associated with your Site ID number, you will go to the Nil Search screen (see page 20) and the fee for a Nil Search will be deducted from your BC Registries account.

## *Address Search*



This screen will display when you click the **Address Search** link on the mainmenu.

The Address search lets you type in an address and a city. You can use asterisks * as "wildcards" to widen a search.

> **Tip**
> If you are unsure of an address, or if you have trouble locating a property, you can widen the search using one or two asterisks * as wild cards to signify "anything".  For example, if you enter *Front* the system will list all addresses containing the word "Front". The first asterisk stands for all street numbers, and the second asterisk stands for all variations of street, avenue, road, etc.

## Instructions

**Address**

Type the property's *address*.

**City**

Type the property's *city*.

Click the **View Search Results** button to display the search results and send them to the destination specified in your product delivery settings. One of two things will happen:

- If one or more sites are associated with your search criteria, you will go to the Selection List (see page 22) and the fee for a Selection List report will be deducted from your BC Registries account.
- If no sites are associated with your search criteria, you will go to the Nil Search screen (see page 20) and the fee for a Nil Search will be deducted from your BC Registries account.

## Additional Disclaimers

The Additional Disclaimers section contains more information on searching by address.Click **[more info]** to see additional details. An example of information on the two screens is shown below.

1. Site Registry address data is received and stored in a variety of formats.

Site Registry data is collected from a variety of sources. Address information is not vetted by Registry staff for formatting consistency.
Examples of address entries:

- 6284 Darnley Street
- 4805 & 4823 East Hastings Street
- Site 21 Landfill - Deer Lake Park
- 7100 Block Edmonds Street & 7100 Block 18th Avenue
- 6857 - 6891 Royal Oak Avenue
- Unknown Burns Lake
- Six Mile Pit Burns Lake

Close

2. Your search criteria may require input of the specific municipality name vs the city name.

Some site addresses are received and entered using a municipality or local name instead of the name of the greater urban area in which the municipality or local area is situated.
For example, a site may be recorded with a city name of:

- Burnaby, Vancouver, North Vancouver or Richmond, when the site is located in Greater Vancouver
- Victoria, Saanich, Oak Bay or Langford, when the site is located in Greater Victoria

Thus, entering the name of the greater urban area (for example 'Vancouver' or 'Victoria') may not always identify a site contained in the Site Registry located within that greater area. Where the name of the greater urban area is not used in the Site Registry, a query using the local or municipal name could identify a site.

Close

## Area Search
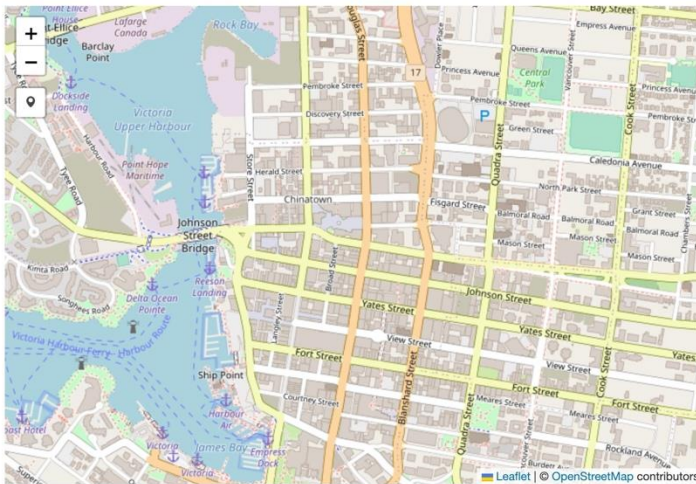


You will come to this screen when you click the **Area Search** link on the main menu.

This search method lets you look for sites around a point of latitude and longitude. You can either specify a latitude and longitude or enter a postal code. If you enter a postal code, the system will use its latitude and longitude as the center of your search.

This search method requires the site record to contain longitude and latitude information. Keep in mind the following:

- Records of sites on Crown land will generally contain latitude and longitude information.

- Records of sites on legally titled property which have not proceeded beyond the initial screening stage of the site assessment process might not contain latitude and longitude information.

- Records of sites which have proceeded beyond the initial screening stage of the siteassessment process will most likely contain latitude and longitude information.

Considering the points above, an Area Search might fail to find records of sites if they have not proceeded beyond the initial screening stage of the site assessment process.

All sites that contain latitude and longitude specifications within the specified range will beincluded in the search results.

**Caution**

Latitude and longitude coordinates in Site Registry records are generally provided by third party sources and are not guaranteed to be accurate. Sites that contain inaccurate latitude and longitude information might not be found. Search Ranges

There are two search ranges from which to choose: small, one square kilometer or large, 100 square kilometers. The small search costs less than the large search. The following illustration shows how the two search ranges work:
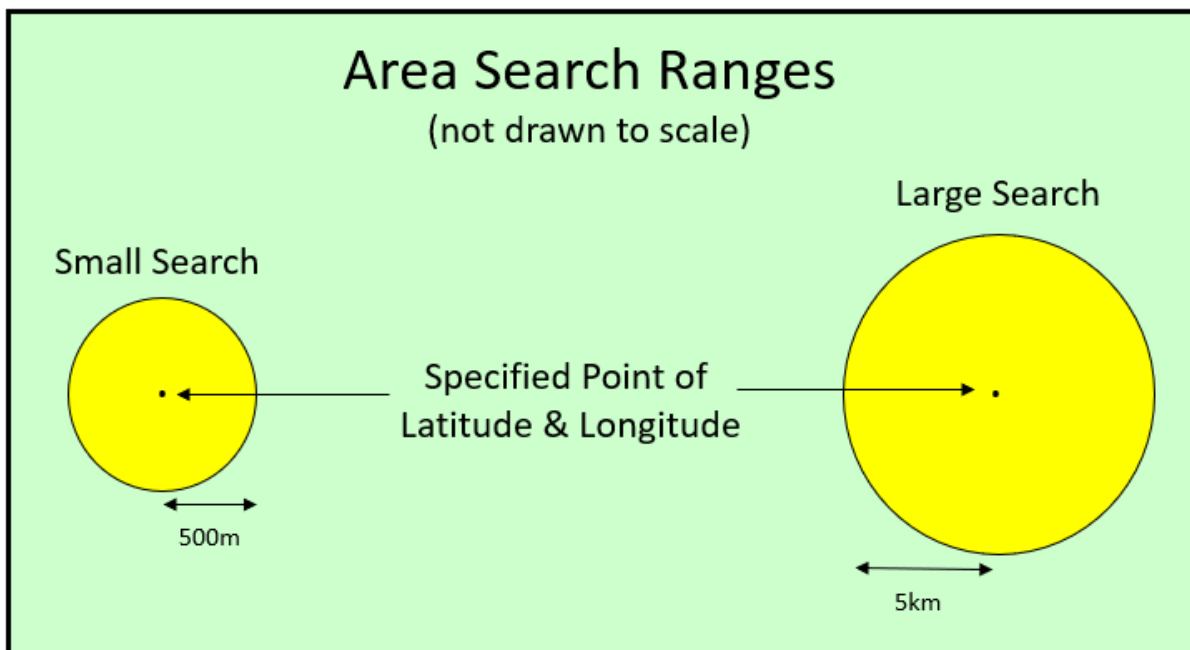


Figure 1: Area Search Ranges

A small search covers 500 meters north, south, east, and west of the specified point (anarea of one square kilometer).

A large search covers 5 kilometers north, south, east, and west of the specified point (an area of 100 square kilometers).

**What is Included in an Area Search**

If a site's center falls within the boundary of an area search, the site will be included in the search results. If a site's center falls outside the boundary of an area search, the site will be excluded from the search results, even though part of the site may fall within the area search boundary.

The following illustration shows an area search that partially covers three sites. Note that only sites 1 and 2 will be included in the search results. Even though part of site 3 is inside the boundary of the search area, it will not be included in the search results because its center is outside the search area. This may become confusing if a site's boundary is an unusual shape and the center is difficult to establish.
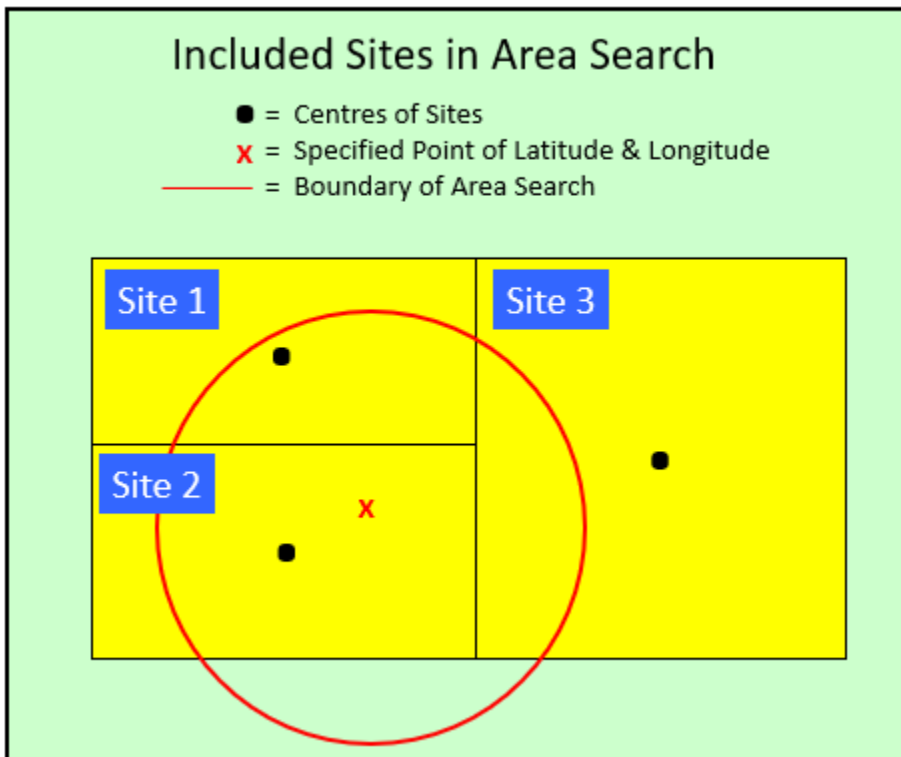


*Figure 2: Included Areas in Area Search*

## Instructions

Click the **Small Search** radio button or the **Large Search** radio button to select a small or large search range.

Either specify latitude and longitude, or a postal code (but not both).

**Latitude**
Type the number of *degrees*, *minutes*, and *seconds* of latitude.

**Longitude**
Type the number of *degrees*, *minutes*, and *seconds* of longitude.

> **Tip**
> Enter latitude and longitude in the format: nun, nn, nn.n where n is a number. Note that the Seconds field can contain a decimal point. For example, you might type 49, 5, 8 in the Latitude fields, and 117, 45, 10.5 in the Longitude fields.

**Postal Code**
Type a *Postal Code*. The system will use the latitude and longitude of the postal code as the center of your search.

> **Caution**
> Because some postal code areas can be quite large, the latitude/longitude of the postal code you enter may be more than half a kilometer from your actual point of interest. BC Registries therefore recommends that you choose the large area search when using a postal code as search criteria.

Click **View Search Results** to display the search results and send them to the destination specified in your product delivery settings. One of two things will happen:

- If one or more sites fall within the specified range, you will go to the Selection List (see page 22) and the fee for a Selection List report will be deducted from your BC Registries account.
- If no sites fall within the specified range, you will go to the Nil Search screen (see page 20) and the fee for a Nil Search will be deducted from your BC Registries account.

# Report Types

Six report types are available on the Site Registry.

1. A Nil Search (see page 20) indicates that no sites on the Site Registry match the search criteria.

2. A Selection List (see page 22) includes:
   - the Site ID number
   - the date when the site information was last updated
   - the site's civic address and city.

3. A Synopsis Report (see page 26) includes:
   - the site's approximate latitude and longitude (if available)
   - the former regional office's ministry file number
   - the Victoria office ministry file number
   - the date to which information in the site record is current
   - the site's address, city, province, and postal code
   - "count" fields showing how many associated items are in the Detail Report. These items include notations, documents, site associations, site participants, suspected land uses, and parcel descriptions. Details of these items do not appear in the Synopsis Report.
   - if a Site Profile (SP) or Site Disclosure statement (SDS) exists, pertinent sections from the most recent complete SP or SDS submitted to the Site Registrar.

4. A Detail Report (see page 30) includes everything in the Synopsis Report, plus details of all associated items such as notations, documents, site associations, siteparticipants, suspected land uses, and parcel descriptions.

5. After selecting a Detail Report, you may print the Profile History Report (see page 35) at no extra charge. If earlier Site Profiles or Site Disclosures exist, this report prints out the pertinent sections from all current and historic Site Profiles and Site Disclosures relating to the site.

## Nil Search



If no sites match your search criteria, the system produces a Nil Search. This indicates that the Site Registry does not contain a site for the search criteria that you specified. A Nil Search costs the same as a Selection List.

You can click the **Download Nil Search Report** button to send the Nil Search information to the destination specified in your product delivery settings.

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**Note**

The Site Registry contains information relating to site assessment and remediation. Other types of information not related to site assessment and remediation (such as certain permits) are available by contacting the ministry.

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A Nil Search does not necessarily mean that a site record does *not* exist. Only the Site ID number is sure to be part of every site record. All other search criteria may or may not be part of a site record.

If you know the Site ID number, use it as your first search criterion. If you do not know this number, a thorough search might require using more than one search criterion.

To determine how to search again after a Nil Search, consult the following table. If you don't know the first criterion, try the next one.

| If you searched using this criterion... | ...and received a Nil Search, try again using: |
|---|---|
| Land Title PID | Site ID (see page 11)<br>Crown Lands PIN (see page 9)<br>Crown Lands File Number (see page 10)<br>Address Search (see page 12)<br>Area Search (see page 15) |
| Crown Lands PIN | Site ID (see page 12)<br>Parcel ID (see page 8)<br>Crown Lands File Number (see page 10)<br>Address Search (see page 12)<br>Area Search (see page 15) |
| Crown Lands File Number | Site ID (see page 12)<br>Parcel ID (see page 8)<br>Crown Lands PIN (see page 9)<br>Address Search (see page 12)<br>Area Search (see page 15) |
| Civic Address | Site ID (see page 11)<br>Parcel ID (see page 8)<br>Crown Lands PIN (see page 9)<br>Crown Lands File Number (see page 10)<br>Area Search (see page 15) |

## Selection List

The Selection List screen shows all of the sites on the Site Registry that match your search criteria. The total number of matching sites is displayed in the top left corner of the screen.

For each site, there are five display fields:

**Site ID** is the Site ID number.

**Updated** is the date when the site information was last updated.

**Address** is the civic address of the site.

**City** is the city, village, town, or municipality of the site.

If you do not require further details on any of the sites, you can click **Return** to return to the screen you used in your search.

If you do require further details on one of the sites, you can choose either a Synopsis Report (see page 26) or a Detail Report (see page 30) by following the instructions for a Single Search Result (see page 23) or Multiple Search Results (see page 24).

## Single Search Result

*Instructions*



In the Select Report list, click either **Synopsis** or **Detail**.

Click **Download** to display the report.

Click **Email** if you want to send the information on this screen to the destination specified in your product delivery settings.

If you do not require further details on this site, you can click **Back** to return to the screen you used in your search.

## Multiple Search Results

*Instructions*



If more than one site matches your search, a selection list will show all of the reports you can order. At the bottom of the list, you have the option to email the list.   In the Select Report list beside the site(s) you want, click either **Synopsis** or **Detail**.

Click **Download** to display the report.

> **Note**
> When you click the Display button, only the *first* selected report in the list will bedisplayed, even if more than one item is selected.

Click **Email Search Results** to send the reports you have selected to the destination specified in your product delivery settings.

If the report is available, the fee for a Synopsis Report or a Detail Report will be charged to your BC Registries account.

**Tip**:  If you choose a report type, you must select **Download** or **Email to receive a copy of each report.  You will be charged for each report downloaded or emailed.**

If you do not require further details on *any* of the sites, you can click the **Back** displayed to return to the screen you used in your search.

Report data as of: 2022-10-23

Report run: 2022-10-28
14:00:19 PST
For: BCREGTEST KAHLIL ONEHUNDREDTHIRTEEN

## Site Registry - Site Synopsis Report

### BC Registries and Online Services

**SITE LOCATION**

**Site ID:** 123                                   **Latitude:** 49d 12m 25.2s
**Victoria File:** 26250-20/0160          **Longitude:** 123d 1m 05.6s
**Regional File:** 26250-20/0130
**Region:** SURREY, LOWER MAINLAND

**Common Name:** ALUGLASS TRADING COMPANY LTD   **Prov/State:** BC
**Site Address:** 8555 GREENALL AVENUE
**City:** BURNABY
**Postal Code:** V5J 3M8

**Registered:** 1997-10-07          **Updated:** 2002-01-31          **Detail Removed:** 2002-01-29
**Notations:** 3                         **Participants:** 9               **Associated Sites:** 0
**Documents:** 2                       **Susp. Land Use:** 1          **Parcel Descriptions:** 1

**Location** LAT/LONG CONFIRMED BY BC ENVIRONMENT REFERENCING
**Description:** RECTIFIED NAD 83 ORTHOPHOTOGRAPHY - OCT.21, 1996

No site profile has been submitted for this site

### End of Site Synopsis Report

Disclaimer: Site Registry information has been filed in accordance with the provisions of the *Environmental Management Act*. While we believe the information to be reliable, BC Registries and Online Services and the province of British Columbia make no representation or warranty as to its accuracy or completeness. Persons using this information do so at their own risk.

The Synopsis Report displays summary information of a site record. The Detail Report (see page 30) displays more information than the Synopsis Report.

The first page of the Synopsis Report contains basic information about the site.

## Explanation of Display Fields

**Note**
The following fields are also shown in the Detail Report.

*Site Location Fields*

The first fields show information about the site.

**Site ID** shows the ministry's Site ID number.

**Latitude and Longitude** show the approximate location of a site's center in degrees, minutes, and seconds. This can be useful if you want to perform an Area Search screen (see page 15) to find adjacent sites.

**Victoria File** shows the site's file number in the ministry's Victoria office. This number or the former regional file number are useful as references if you plan to contact the ministry regarding the site.

**Regional File** shows the site's former file number in the ministry's regional office or Environment Canada office.

**Site Address**, **City**, **Prov/State**, **Postal Code** the civic address of the site, if one exists.

**Registered**, **Updated**, **Detail Removed** shows the dates that the site was first registered on the Site Registry, when it was last updated,

*Count Fields*

The next fields are "count" fields that indicate the number of other items that are associated with this site. The items themselves are not shown in the Synopsis Report but are shown in the Detail Report.

**Notations** show the number of activities, as described in the *Environmental Management Act*, that are part of the site record. Pertinent legal and administrative notations are counted here. For example, a notation may indicate that a notice if independent remediation has been submitted, a Site disclosure statement has been submitted or that the ministry has issued a Certificate of compliance for the site.

**Participants** shows the responsible and affected parties who are involved as site participants. For example, this can include the property owner at the time of the ministry's involvement, the main ministry contact, environmental consultants, or others.

**Associated Sites** shows how many other sites are associated with the site. Sites can be associated in a number of ways. For example, site associations might show other sites covered by the same remediation plan, or other sites

that were part of a larger property before subdivision, or sites which share a common PID. Associations work both ways: if site "A" is associated with site "B", then site "B" is also associated with site "A".

**Documents** shows the number of external documents, such as environmental consultant reports associated with the site, that have been submitted to the ministry.

**Susp. Land Use** shows the number of suspected historical and/or current Schedule 2 uses for the land.

**Parcel Descriptions** shows the PIDs, PINs, or Crown Land File numbers that are associated with the site.

*Other Information*

**Location Descriptions** provides free form information that may help with locating the site. For example, a comment might include local directions to the site or an indication as to how the latitude and longitude information was obtained.

*Site Profile and Site Disclosure*

The remaining pages of the Synopsis Report show pertinent sections of the most current Site Profile or Site Disclosure statement information made available to the Site Registry.

# Detail Report

The Detail Report displays all the information that is shown in the Synopsis Report (see page 26), and more.

## Explanation of Display Fields

### Site Location Fields

The first fields show information about the site.

**Site ID** shows the ministry's Site ID number.

**Latitude and Longitude** show the approximate location of a site's center in degrees, minutes, and seconds. This can be useful if you want to perform an Area Search screen (see page 15) to find adjacent sites.

**Victoria File** shows the site's file number in the ministry's Victoria office. This number or the former regional file number are useful as references if you plan to contact the ministry regarding the site.

**Regional File** shows the site's former file number in the ministry's regional office or Environment Canada office.

**Site Address**, **City**, **Prov/State**, **Postal Code** the civic address of the site, if one exists.

**Registered**, **Updated**, **Detail Removed** shows the dates that the site was first registered on the Site Registry and when it was last updated..

*Count Fields*

The next fields are "count" fields that indicate the number of other items that are associated with this site. The items themselves are not shown in the Synopsis Report, but are shown in the Detail Report.

**Notations** show the number of activities, as described in the *Environmental Management Act*, that are part of the site record. Pertinent legal and administrative notations are counted here. For example, a notation may indicate that a notice if independent remediation has been submitted, a Site disclosure statement has been submitted or that the ministry has issued a Certificate of compliance for the site.  .

**Participants** shows the number of stakeholders and affected parties who are involved as site participants. For example, this can include the property owner at the time of the ministry's involvement, the main ministry contacts, environmental consultants, or others.

**Associated Sites** shows how many other sites are associated with the site. Sites can be associated in several ways. For example, site associations might show other sites covered by the same remediation plan, or other sites that were part of a larger property before subdivision, or sites which share a common PID. Associations work both ways: if site "A" is associated with site "B", then site "B" is also associated with site "A".

**Documents** shows the number of external documents, such as environmental consultant reports associated with the site, which have been submitted to the ministry.

**Susp. Land Use** shows the number of suspected historical and/or current uses for the land.

**Parcel Descriptions** shows the number of PIDs, PINs, or Crown Land File numbers that are associated with the site.

### Other Information

**Location Descriptions** provides free form information that may help with locating the site. For example, a comment might include local directions to the site or an indication as to how the latitude and longitude information was obtained.

### Notations

This section of the Detail Report shows notations of pertinent legal and administrative events under the *Environmental Management Act* and regulations applying to contaminated sites. Notations are in chronological order and can tell the story of the site and its remediation process.

**Notation** shows a specific notation of an activity on the site. For example, a notation may indicate that notice if independent remediation has been submitted, a Site disclosure statement has been submitted or that the ministry has issued a Certificate of compliance for the site. .

**Notation Class** describes the regulatory or administrative requirement that caused the notation to be added to the record.

**Initiated** shows the date that the notation was initiated. This is the earliest date of ministry involvement on file regarding the notation. This field can also be used to schedulefuture events. For example, if a report is due in two weeks, the due date may appear in thisfield.

**Approved** shows the date the notation was added to the Site Registry.

**Ministry Contact** shows the name of a contact person at the ministry who is related to that notation.

**Note** may show additional information that can help put the notation in context.

**Required Actions** shows what actions are required by the ministry.

**Notation Participants** and **Notation Roles** annotates people's involvement with the notation.

### Site Participants

This section of the Detail Report shows stakeholders and affected parties or groups who are involved with the site, and who may participate in ownership, assessment, or remediation.

**Participant** the name of a person or group who is involved with the site.

**Role(s)** the role or roles of the participant with respect to the site in general. This can include the site owner, the main ministry contacts, environmental consultants, or others.

**Initiated** the date the person began participating as indicated from ministry files or information forwarded to the ministry. Note that the ministry makes no attempt to verify this information other than through examination of ministry records. Dates may change as new information is received.

**Completed** the date the person or group ceased their direct involvement with the site, if known.

### *Documents*

Generally, this section of the Detail Report only shows references to external documents submitted to the ministry, for example, environmental consultant reports which are associated with the site, in order of date submitted.

**Title** the title of the document.

**Authored** the date the document was written.

**Submitted** the date the document was submitted to the ministry.

**Document Participants** and **Document Roles** annotates people's involvement with the document, including the author, the person or office that commissioned the document, the reviewer, and the receiver of the document.

### Site Association

This section of the Detail Report shows how many other sites are associated with the site. Sites can be associated in a number of ways. For example, site associations might show other sites covered by the same remediation plan, or other sites that were part of a larger property before subdivision, or sites which share a common PID. Associations work both ways: if site "A" is associated with site "B", then site "B" is also associated with site "A".

**Site ID** the ministry Site ID number of the associated site.

**Date** the date the association was noted.

**Notes** the nature of the association. For example, PID relationship or remedial planrelationship.

### Suspect Land Use

These fields describe historical, or current commercial or industrial land uses suspected to relate to the site's contamination.

**Description** shows the name of a land use that may contribute to contamination.

**Notes** may show free form notes that help to put the land use in context.

### Parcel Description

These fields may show some other ways of identifying the land.

**Date Added** the date the PID, PIN, or Crown Lands File number was added to the Site Registry (not necessarily the date of subdivision).

**Crown Land PIN#** the Crown Lands PIN number, if applicable.

**LTO PID#** the Land Titles PID number, if applicable.

**Crown Land File#**the Crown Lands File number, if applicable.

**Land Desc** the first 255 characters of the Legal Description or the Land Description ofthe property, taken from the Land Title Office.

### Site Profile/ Site Disclosure

The remaining pages of the Detail Report show information on all of the Site Profile or Site Disclosure information made available to the Site Registry.