PROTOCOL 17
FOR CONTAMINATED SITES

Forms for Notifications of
Independent Remediation and Migration

Version 3.0

Prepared pursuant to Section 64 of the
Environmental Management Act

Approved: Cameron Lewis
Director of Waste Management

Date

Effective: November 1, 2017
1.0 Definitions

The following words, acronyms and expressions used in this protocol are defined in the ministry Procedure 8 “Definitions and Acronyms for Contaminated Sites”.

- Act
- affected parcel / site
- agricultural land use
- commercial land use
- contaminant
- Director
- independent remediation
- industrial land use
- migration
- Notification of Completion of Independent Remediation
- Notification of Initiation of Independent Remediation
- regulator
- residential land use – low density
- responsible person
- sediment
- site investigation
- site risk classification
- soil
- source parcel / site
- urban park land use
- vapour
- wildlands land use - natural
- wildlands land use - reverted

2.0 Introduction

This protocol specifies the form required by the Director 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.

For more information, please direct inquiries to site@gov.bc.ca
Appendix 1

Notification of Independent Remediation Form
NOTIFICATION OF INDEPENDENT REMEDIATION

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) #

  YYYYY-MM-DD

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

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

Section II  Land Description

<table>
<thead>
<tr>
<th>Site ID Number (if known)</th>
<th>PID or PIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Description (or metes &amp; bounds)</td>
<td></td>
</tr>
<tr>
<td>Latitude</td>
<td>Degrees</td>
</tr>
<tr>
<td>Longitude</td>
<td>Degrees</td>
</tr>
<tr>
<td>Site Civic Address or Location (i.e., nearest roadway)</td>
<td>Street</td>
</tr>
</tbody>
</table>

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

| Name |
| Address | Street |
| City | Province/State |
| Country | Postal /Zip Code |
| Phone | Fax | Email: |
### Section IV  Environmental Consultant / Contractor / Agent Contact

<table>
<thead>
<tr>
<th>Name of Firm:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Name:</td>
<td></td>
</tr>
<tr>
<td>Address Street</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>Province/State</td>
</tr>
<tr>
<td>Country</td>
<td>Postal /Zip Code</td>
</tr>
<tr>
<td>Phone</td>
<td>Fax</td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
</tbody>
</table>

### Section V  Primary Land Use

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

- [ ] Industrial
- [ ] Commercial
- [ ] Residential – high density
- [ ] Residential – low density
- [ ] Urban park
- [ ] Agricultural
- [ ] Wildlands – natural
- [ ] Wildlands – reverted

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 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.

<table>
<thead>
<tr>
<th>Authorization numbers</th>
<th>Contaminated soil relocation agreement date</th>
</tr>
</thead>
</table>

### 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

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
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

<table>
<thead>
<tr>
<th>Owner Name</th>
<th>Number and Street</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
<td>Province</td>
</tr>
<tr>
<td>Country</td>
<td>Postal Code</td>
</tr>
<tr>
<td>Phone</td>
<td>Fax</td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
</tbody>
</table>

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](http://www2.gov.bc.ca/gov/content/environment/air-land-water/site-remediation/guidance-resources/forms)

### Section II  Land Description of Source Parcel

<table>
<thead>
<tr>
<th>Site ID Number (if known)</th>
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<tbody>
<tr>
<td></td>
</tr>
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<td>Postal Code</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
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Include both a site plan and a Land Title record.

### Section IV  Environmental Consultant / Agent Contact (if applicable)

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### 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.

<table>
<thead>
<tr>
<th>Environmental Medium</th>
<th>Substance</th>
<th>Standard Exceeded (for affected parcel)</th>
<th>Maximum Concentration</th>
</tr>
</thead>
</table>

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 and Climate Change Strategy
PO Box 9342 Stn Prov Govt
Victoria B.C. V8W 9M1
E-mail: Advisor.SiteInformation@gov.bc.ca

For further information, please refer to the information under our key topic website on migration of substances.