



Ministry of
Environment and
Climate Change Strategy

Preparing Conclusion of Recovery Reports

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Context

This guidance document is intended to assist responsible persons in understanding and complying with Recovery Plan requirements as outlined in the Spill Preparedness, Response and Recovery Regulation (SPRRR) and provide a basic template for a Conclusion of Recovery Report including a description of all information that must be included to satisfy the requirements.

Division 2.1 Spill Preparedness, Response and Recovery of the *Environmental Management Act 2003* (EMA) came into force on October 30, 2017. Sections 91.2, 91.21, and 91.3 of EMA set out the ability for a director to order responsible persons to develop and implement a Recovery Plan to mitigate and restore the impacts of a spill on the environment. Section 7 of the SPRRR outlines the content of the report that is required after the recovery process. This document provides additional guidance on how to complete the Conclusion of Recovery Report to meet regulatory requirements.

This guidance document is solely for the convenience of the reader and is intended to clarify the requirements of EMA and the associated regulations as they relate to the management of environmental emergencies. It is the responsibility of regulated persons, responsible persons, and the owners of regulated substances to understand and comply with EMA and the associated regulations. This guidance document is not a legal document and the information contained within it does not constitute legal advice or impose any legally binding requirements. This guidance document does not replace EMA, the associated regulations, or any other applicable law. Amendments to EMA, its regulations, or other legislation referred to in this guidance document may impact the provisions contained within it; in the event of an inconsistency, EMA or other applicable legislation will prevail. Failure to comply with EMA and/or the regulations may result in fines and/or convictions.

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1. Introduction

1.1 Definitions

Offset – to counteract or make up for an impact on the environment that cannot be adequately addressed through other mitigation measures.

Qualified person – a person who possesses the specified knowledge, skills, training, and experience to perform a specified type of work. Qualified professionals in the context of recovery plans should be trained and experienced in environmental monitoring, restoration and remediation.

Recovery – the process of assisting in the recovery of an environment that has been degraded, damaged, or destroyed by a spill incident. It includes any or all actions taken to return the site and any impacted resources to their pre-spill conditions; umbrella term that includes restoration and remediation.

Recovery target – an established endpoint of advancement along the ecological trajectory intended for restoration.

Responsible person – a person who has possession, charge, or control of a substance or thing when a spill of the substance or thing occurs or is at imminent risk of occurring.

Spill incident – refers to both the spilled substance(s) and the spill response actions.

1.2 Regulation Overview of *Conclusion of Recovery Report*

The Conclusion of Recovery Report requirements are outlined under the Spill Preparedness, Response and Recovery Regulation (SPRRR) – Part 4, Section 7.

A responsible person who is required by section 91.2 (6) (c) [*responsible persons — spill response*] of the Act to submit a report at the conclusion of a recovery process must include all of the following information in the report:

- (a) a declaration that the recovery plan has been carried out;
- (b) the date on which carrying out of the recovery plan was completed;
- (c) a description of the recovery actions carried out;
- (d) a description of the environment at the conclusion of the recovery process;
- (e) a record of sampling, testing, monitoring and assessing carried out, the data generated that demonstrates that the recovery plan has been carried out and a summary of that data.

The Conclusion of Recovery Form should be used to complete the Conclusion of Recovery Report.

1.3 Purpose

The purpose of the Conclusion of Recovery Report is to provide the Environmental Emergency Program (EEP) with evidence that the Recovery Plan was implemented as per the approved Recovery Plan and the SPRRR, and that environmental recovery was achieved, as evidenced by realisation of recovery targets outlined in the approved Recovery Plan.

2. Guidance

The following sections provide expectations and considerations that should be taken into account for each section of the Conclusion of Recovery Report and Form.

2.1 Section A: Spill Incident Summary

A brief summary of the spill incident is enough to provide context for EEP to accurately assess completion of the recovery process as per the approved Recovery Plan. An “executive summary” style description of the incident is sufficient.

If an Update to Minister/End-of-Spill Report Form has been completed as per the Spill Reporting Regulation (SRR; B.C. Reg. 187/2017), information from sections III-V of the Update to Minister/End-of-Spill Report Form (pursuant to SRR Sections 6(2)(b)(c)(d)(e)(f)) are sufficient details to complete the Conclusion of Recovery Form’s section A: spill incident summary.

At a minimum, the spill incident summary should include the following information:

- Name(s) of the spilled substance(s)
- Amount(s) of the spilled substance(s)
- Significant incident dates such as the spill occurrence, emergency response completion, and recovery plan approval

2.2 Section B: Description of Recovery Actions

The description of recovery actions section is used to describe recovery efforts in the context of the approved Recovery Plan, specifically in relation to (1) the impacted receptors, and (2) the recovery targets. This section should focus on a brief, simple description of the recovery efforts completed to remedy impacts to environmental receptors (and mitigation measures required to offset environmental impacts if applicable) as identified in the approved Recovery Plan.

A summary table as provided in the Conclusion of Recovery Form and below, is sufficient for this description of recovery actions section:

Example Table: Description of Recovery Actions (Section B)

Impacted Environmental Receptor	Recovery Target	Recovery Action
e.g., Surface Water	e.g., concentrations below applicable water quality guidelines	e.g., manual removal of contaminants, in situ water quality monitoring 2 weeks post-incident, bi-weekly water quality monitoring during freshet

The recovery records section of the Conclusion of Recovery Report/Form (section C) will expand on the recovery actions identified in this description of recovery actions section (section B) and provide evidence/data to describe how each recovery target was met.

2.3 Section C: Recovery Records

Records of analytical data generated during Recovery Plan development and implementation are required to demonstrate that (1) the Recovery Plan has been carried out as approved and that (2) recovery targets have been met as outlined in the approved Recovery Plan. Raw data is not an acceptable data presentation format.

Summaries of the data should be presented in the Conclusion of Recovery Form according to the [Post-Spill Sampling and Reporting Guidance](#). Data must be summarized with the intent to demonstrate how recovery targets for specific environmental receptors were met through specific recovery actions identified in the

description of recovery actions section (section B) of the Conclusion of Recovery Form. Summaries of data and/or data presented without context to the approved Recovery Plan and its specific recovery actions and targets are not acceptable.

Data summaries should follow this basic format:

- Data Summary
 - Data should be summarized (qualitatively and quantitatively) in context by referencing impacted environmental receptors and specific recovery targets and actions identified in the approved Recovery Plan.
- Recovery Action methods
 - Methods for both recovery efforts and sampling and monitoring should be described in sufficient detail to appropriately interpret results. Any deviations from approved methods or recovery actions identified in the approved Recovery Plan must be identified and justified.
- Results presentation
 - Clearly marked tables (including summary tables), graphs, and photographs must be included with comparisons to background or reference sites. Photographs are to be appended, should be clearly labelled and should provide obvious evidence that the recovery plan has been implemented as per the approved Recovery Plan (i.e., photographs of incident sites overlain with snow that obscure incident and recovery action impacts are not acceptable).
 - Statistical analyses should be included in summary tables and/or graphs.

Raw and more detailed data, including any subcontractor/qualified professional reports, should be appended to the Conclusion of Recovery Report.

2.4 Section D: Description of the Environment on Conclusion of Recovery

A description of the environment on conclusion of recovery is required to determine that the Recovery Plan was implemented as approved. The approved Recovery Plan requires a description of the environment as the environment was before the spill and is based on the principle that the impacts of a spill on the environment are to be restored to the greatest extent that is reasonably achieved (as per SPRRR Part 4, Section 6). This section of the Conclusion of Recovery Report provides a direct comparison to the pre-spill environment, as it was described in the approved Recovery Plan, to assess the efficacy of recovery efforts and/or offsets which were implemented in the Recovery Plan implementation.

With reference to the data provided in the recovery records section (section C) of the Conclusion of Recovery Report/Form, describe the environment at the completion of the recovery process in relation to the pre- and post-spill environmental conditions and recovery targets.

This description should be a short, high-level, “executive summary” style description of the environment at the conclusion of the recovery process (i.e., approximately 1-3 paragraphs). Details regarding the statements in this section must have already been provided throughout the preceding sections of the Conclusion of Recovery Report/Form.

2.5 Section E: Declaration

Sign and date the declaration in the Conclusion of Recovery Form as indicated.

As per the Ministry of Environment and Climate Change Strategy (the Ministry) interim policy under the Professional Governance Act, qualified professional declaration forms, including a Declaration of Competency and a Conflict of Interest form, must be completed and submitted along with the Conclusion of Recovery Report. These forms are available on the [Ministry's Professional Accountability Policy website](#).

3. Conclusion of Recovery Report Submission

The Conclusion of Recovery Form is available as a fillable PDF file from the [EEP website](#). That form may be completed, saved, and subsequently emailed as an attachment along with any appended documents to the Recovery section of the EEP for review at spillrecovery@gov.bc.ca.