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## INFORMATION NOTICE

July 2016

Ministry of Environment

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# A User Guide to Annual Reporting under the Environmental Management Act

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## Purpose

*Environmental Management Act* (EMA) permits for mine projects require annual reporting to the BC Ministry of Environment (ENV). The annual report summarizes any events or changes that may affect discharges or environmental quality and the results of all monitoring required under EMA permits.

This User Guide is a companion document to *Technical Guidance 4: Annual Reporting under the Environmental Management Act*. It provides a high-level overview of the information provided in the technical guidance document; specifically, a summary of what the ENV expects to be included in the annual reports submitted by mining companies operating in BC.



*Proponents should also review the full technical guidance document (ENV 2016).*

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*Annual reports helps the ENV understand how the permitted discharges and reported changes in the discharge and receiving environment may result in impacts to ecosystems, designated uses and human health.*

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## Key Points

### Key Information Requirements

- **Compliance:** Effluent and process monitoring results should be compared to the applicable permit requirements and limits. All non-compliance events should be highlighted.
- **Spills and other Incidents:** The report should include dates, times, descriptions, and a chronology of measures taken for all incidents over the year that resulted in the release of



unauthorized effluent and air emissions.

- **Management Plan Summaries:** A summary of activities that occurred during the year related to applicable management plans in place on site.
- **Environmental Effects:** Monitoring results need to be summarized and impacts assessed.
- **Recommendations:** On how existing impacts will be resolved or minimized, how non-compliance and/or impacts will be avoided in the future, whether the monitoring program is still sufficient and effective, and how to enhance the monitoring program, if required.

### Report Outline

- **Executive Summary:** Summarizes the most important information for the reader. Focuses on compliance and environmental risk.
- **Description of Mine Operation and Discharges:** A description of the mine activities and authorized and associated discharges (including seepage and run-off). Must include a map.
- **Chemical Reagents and Waste Storage:** An inventory of hazardous products stored on site, reclaim water volume, remaining storage capacity etc.
- **Incidents:** A brief description of any incidents releasing effluent (or air emissions) into the environment and whether or not they violate the terms of the permit or authorization.
- **Monitoring:** Summarize, interpret and discuss the results of all environmental monitoring as required in the associated discharge permit. This includes:
  - ✓ a monitoring program description;
  - ✓ sampling methodology and equipment used, noting any variations in data collection;
  - ✓ a description of the Quality Assurance (QA) measures and procedures used;
  - ✓ hydrological and flow monitoring results (e.g. discharge flow results);
  - ✓ water quality monitoring results (including toxicity results and summary statistics); and,
  - ✓ data interpretation (e.g. identifying any permit limit exceedances, the environmental risk the non-compliance posed, what was done to deal with the non-compliance, etc.).
- **Summary and Conclusion:** include recommendations for any proposed program changes and/or permit amendments for the upcoming year.
- **Appendices**

### Additional Reporting Requirements

The inclusion of additional sections in the annual report document is expected in order to address the reporting requirements pertaining to any other authorizations issued by the ENV.

This may include the following:

- ✓ Refuse and air drainage permit summary;
- ✓ Reclamation activities summary;
- ✓ Ongoing acid rock drainage and metal leaching assessment and data collection; and
- ✓ Information on the receiving water environment.



### Annual Status Form

Authorization holders with annual fees in excess of \$20,000, or security in excess of \$100,000, are required to submit an Annual Status Form (ASF) as an appendix to an annual report. The ASF provides a comprehensive review of your authorization's compliance status.

See [FAQs](#), [Annual Status Form Template](#) and [Examples](#) for instructions and templates for the ASF.

### Data and Report Submissions

All linked documents are available on the [Data and Report Submissions](#) webpage. All annual reports requiring submission to the Ministry should be named according to ENV conventions and sent to the Routine Environmental Reporting Submission Mailbox (RERSM) at [EnvironmentalReporting@gov.bc.ca](mailto:EnvironmentalReporting@gov.bc.ca). Guidelines on how to name the files and e-mail subject lines are available in the online [Naming Conventions Guidance Document](#).

### Appendices

Please review the original [Technical Guidance 4: Annual Reporting under the Environmental Management Act](#) document for an example table of contents for a water quality report (Appendix A) and information on data presentation (Appendix B).

## References

Ministry of Environment (ENV). 2016. Technical Guidance 4: Annual Reporting under the Environmental Management Act, a Guide for Mines in British Columbia, Version 1.3., Environmental Protection Division, Regional Operations Branch, Victoria, B.C. Available online at <http://www2.gov.bc.ca/gov/content/environment/waste-management/industrial->



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