



MINISTRY OF ENVIRONMENT
REGIONAL OPERATIONS BRANCH

ANNUAL STATUS FORM
EXAMPLES

EXAMPLE #1 – 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 E11111111.
 - 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

EXAMPLE #1 – ANNUAL STATUS FORM

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

CONDITION NUMBER(A)	CONDITION DESCRIPTION(B)	COMPLIANT (YES/NO)	ACTION TAKEN(C)
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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EXAMPLE #2 – PERMIT CONDITIONS

Permittee 123 has the following conditions in their permit:

2. Monitoring Requirements

- 2.1.** The Permittee is required to conduct the monitoring program identified in Appendix 2, Tables 2 and 3. Details of sampling schedule are included in Appendix 2.
- 2.2.** Sampling Procedures & Lab Analyses
- 2.3.** Sampling is to be carried out in accordance with the procedures described in the most recent edition of the “British Columbia Field Sampling Manual for Continuous Monitoring Plus the Collection of Air, Air-Emissions, Water, Wastewater, Soil, Sediment, and Biological Samples,” or by suitable alternative as authorized by the Director.
- 2.4.** Analyses are to be carried out in accordance with procedures described in the most recent edition of the “British Columbia Laboratory Methods Manual for the Analysis of Water, Wastewater, Sediment, Biological Materials and Discrete Ambient Air,” or by suitable alternative procedures as authorized by the director.

3. Reporting Requirements

- 3.1.** .Non-Compliance Reporting
- 3.2.** The permittee must immediately contact the Director or an Officer designated by the Director by email or telephone of any non-compliance with the requirements of this permit and take appropriate remedial action. Written confirmation of all non-compliance events is required by email within 24 hours of the original notification unless otherwise directed by the Director. Lab results must be submitted to the Director immediately upon receipt.
- 3.3.** Quarterly Reporting
- 3.4.** The permittee must submit the results of the discharge and receiving environment water sampling program directly into the Ministry of Environment’s EMS database using the appropriate EMS site identification numbers within 30 days of the end of quarter in which the samples were collected.
- 3.5.** The Quarterly Report is due within 30 days of the end of the quarter in which the samples were taken.

EXAMPLE #2 – SITE CONDITIONS

In 2015 the following is true of Permittee 123:

- Conducted all required monitoring as per their authorization, with the exception of five missed samples due to inclement weather
- Notification of the missed sampling events was provided to the ministry in the permittee's quarterly reports
- Provided sampling training to staff and contracted an accredited lab for all data analysis and data uploads to EMS
- Submitted the 1st, 2nd, and 3rd Quarter Reports as per their authorization
- Submitted the 4th Quarter Report 5 days late due to human error. The person responsible for submission was on vacation when the submission was due. The permittee has implemented processes to ensure tasks are appropriately delegated when the responsible party is out of office

Annual Status Form
Example #2



Based on this information, Permittee 123 would complete the annual status form as follows:

CONDITION NUMBER(A)	CONDITION DESCRIPTION(B)	COMPLIANT (YES/NO)	ACTION TAKEN(C)
1.1	Conduct the monitoring program identified in Appendix 2	NO	5 sampling events were missed due to inclement weather and unsafe sampling conditions. All other sampling events were completed as per the authorization
1.2	Sampling is to be carried out in accordance with Ministry Approved procedures. Analyses are to be carried out in accordance with Ministry Approved procedures	YES	Training was provided to all staff responsible for sample collection. An accredited lab is contracted to conduct all data analyses
2.1	Permittee must immediately contact the Ministry designate of any non-compliance event	NO	5 sampling events were missed due to inclement weather and unsafe sampling conditions. These incidents were reported to the Ministry and all required follow-up was completed
2.2	Submit quarterly reports to the Ministry. Upload monitoring data to EMS	NO	The 1st, 2nd, and 3rd Quarter Reports were submitted to the Ministry as required. The 4th Quarter Report was submitted five days late

<p>(A) These conditions are included because they have a requirement or limit attached to them.</p> <p>Note that the numbered headings (1. Monitoring Requirements, 2. Reporting Requirements) are not included.</p>	<p>(B) In this example brief descriptions were entered in the condition description.</p> <p>This is an acceptable alternative to entering the condition exactly.</p>	<p>(C) As demonstrated in this example, you may provide details about any action taken in this field.</p> <p>Although referencing your annual report is recommended and may help reduce duplication in your work, it is not required.</p>
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