

# Technical & Physical Report Submission

[www.MineralTitles.gov.bc.ca](http://www.MineralTitles.gov.bc.ca)  
[Mineral.Titles@gov.bc.ca](mailto:Mineral.Titles@gov.bc.ca)  
1-866-616-4999

## Event Registration

The title holder has **one year** from when the work was completed on the claims to register that work in MTO

### Statement of Work (SOW)

On or before the expiry date of a claim, the title holder, or their agent, must register a summary of the work done on a claim in Mineral Titles Online (MTO). This will keep the claim in good standing for one or more years (up to 10 years from the current anniversary year). Registered work can be technical, physical, or a combination of both.

## Report Submission

From the date when the SOW is registered in MTO, an assessment report in support of that work must be submitted within:

- Technical Work: **90 days**
- Physical Work: **30 days**

**Include a copy of the SOW registration with your report.** If more than one SOW has been registered for the same work program, **include copies of all these related events** with your report.

**If you register an additional SOW after a report has already been submitted** (within one year of the completion date of the work) for which you have previously submitted a report, you **must inform the Mineral Titles office by email**. Please provide the original SOW event number and new SOW event number that is to be covered by the original report.

Submit **only one copy** of your typed report by one of the following methods:

### Physical

- Preferred
- Upload to MTO:** <http://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/mineral-exploration-mining/documents/mineral-titles/mto/mto-help-guide/main/mineral-placer-claim/sowu.pdf>  
**Instructions**  
PDF format
  - Email:** [Mineral.Titles@gov.bc.ca](mailto:Mineral.Titles@gov.bc.ca)  
PDF format

**In Person/By Mail:** Mineral Titles, Ministry of Energy, Mines, and Low Carbon Innovation  
Paper copy or on disc (PDF format) **300 – 865 Hornby St.**  
**Vancouver, BC V6Z 2G3**

### Technical

**Upload to the Assessment Report & Digital Data Submission Portal:**  
[http://webmap.em.gov.bc.ca/mapplace/ar\\_digital\\_submission.html](http://webmap.em.gov.bc.ca/mapplace/ar_digital_submission.html)



# Technical Report Requirements

## Guidelines for Reporting Exploration and Development Work

Mineral Tenure Act:

- Sections 29, 31 and 33

Mineral Tenure Act Regulation:

- Sections 7 and 8: Information on exploration and development work on a claim
- Section 9: Portable Assessment Credits
- Section 16: Reports of Technical Exploration and Development
- Schedule A: Guidelines for Reporting Exploration and Development Work

## Assessment Report Title Page & Summary

Please complete and include a copy of the **Assessment Report Title Page & Summary** sheet with your report.

<https://www2.gov.bc.ca/gov/content/industry/mineral-exploration-mining/british-columbia-geological-survey/assessmentreports/submissionmineral>

# Physical Report Requirements

## Physical Work Report Form

Use the template on the following webpage to create your report. The template asks for all the information that is required by legislation, except for the map and any additional supporting documentation that you wish to include. <http://www2.gov.bc.ca/gov/content/industry/mineral-exploration-mining/mineral-titles/mineral-placer-titles/forms-maps-publications/forms-mineral-placer-titles#Physicalwork>

Physical Reports must include, but not limited to:

### 1. Dimensions of work

For example, trenches or pits (in metric units)

### 2. GPS Coordinates for all site locations

### 3. Amount of material removed

In metric units

### 4. Actual dates work was performed on claim(s)

### 5. Qualifications/experience of operators

### 6. Map at the scale of 1:10 000 or better, showing where work was performed

Follow the How to guide: **Creating a map for your physical work report**

### 7. Results

What commodities and amounts were found because of your exploration?

### 8. Itemized Cost Statement

All costs must be itemized with an item description and how the item was calculated

## Legislation

Mineral Tenure Act &  
Mineral Tenure Act Regulation  
<http://www2.gov.bc.ca/gov/content/industry/mineral-exploration-mining/mineral-titles/mineral-placer-titles/legislation>

## Information Update 14

Submitting Exploration and Development Work Reports

## Information Update 20

Claim Maintenance - Portable Assessment Credit (PAC)

<http://www2.gov.bc.ca/gov/content/industry/mineral-exploration-mining/mineral-titles/news-notice-announcements/information-updates>

## Legislation

Mineral Tenure Act  
Sections 29 & 33  
Mineral Tenure Act Regulation  
Section 15  
<http://www2.gov.bc.ca/gov/content/industry/mineral-exploration-mining/mineral-titles/mineral-placer-titles/legislation>

## Information Update 8

Evaluation of Physical Work for Assessment Purposes

## Information Update 14

Submitting Exploration and Development Work Reports

## Information Update 25

Exploration and Development Work

<http://www2.gov.bc.ca/gov/content/industry/mineral-exploration-mining/mineral-titles/news-notice-announcements/information-updates>

---

If the physical work report is incomplete, the report will be returned to the owner of the claims. The owner must re-submit a completed report **within 14 days** of receiving the report back.