

# **The Submission and Processing of Site Professional Documentation**

In Accordance with the Guideline  
for the Management of Contaminated Sites (V2.0)

October, 2004

## **TABLE OF CONTENTS**

1.0	INTRODUCTION .....	3
2.0	OBJECTIVES .....	4
3.0	METHODOLOGY .....	5
3.1	Creation of remediation files by DELG .....	5
3.2	Written submission format.....	5
3.3	Presentation of submission to DELG .....	6
3.4	Document processing paths.....	6
3.5	Path A – Verification for completeness and process conformance.....	7
3.6	Path B- Auditing for process conformance/technical content.....	7
3.7	Path C – Departmental review .....	9
3.8	Communication of findings .....	9
4.0	CONCLUSIONS.....	10

APPENDIX A – PROCESS DIAGRAM

APPENDIX B – SUBMISSION REQUIREMENTS

## 1.0 INTRODUCTION

Contaminated sites in New Brunswick are managed as per the New Brunswick Department of Environment and Local Government's **"Guideline for the Management of Contaminated Sites – Version 2 – November, 2003."** This Guideline is an updated version of the 1999 Guideline for the Management of Contaminated Sites. The Guideline, and other companion documents, are contained on the Atlantic RBCA website : [www.atlanticrbca.com](http://www.atlanticrbca.com). The Guideline document describes the step-by-step risk-based management process to be undertaken from discovery of contamination through to site closure.

The Management Process involves three primary participants: the Responsible Party who is charged with assessing and remediating the site, the Site Professional who directs this work and prepares reports, and the Regulator who verifies compliance with the Management Process.

The technical requirements for contaminated site management are presented in the document **"Atlantic RBCA (Risk-Based Corrective Action) Version 2 for Petroleum Impacted Sites in Atlantic Canada - Version 2.0"**. The requirements have been adopted for use by all four Atlantic Provinces and provide a common risk-based technical approach to site assessment and remediation. This risk-based approach involves development of clean-up criteria for a property using successively more complex levels of evaluation and corrective action (application of Tiers I-III).

This approach to contaminated site management has been used to remediate hundreds of contaminated sites. Site Professionals working in New Brunswick have gained considerable expertise in the risk assessment approach. DELG has made the determination that regulatory review efforts should be focused on sites with greater technical complexity and risk uncertainty. To this end, a process for document processing (hereafter called the Process) has been developed by DELG to expedite and improve the processing of files.

## 2.0 OBJECTIVES

This Process is intended to establish a high standard of quality in Site Professional submissions, from the initial assessment to completion of the Record of Site Condition. The primary objectives of the Process are to:

1. Ensure that the Site Professional submissions are of a quality that ensures that human health and the environment are protected within acceptable levels of risk;
2. Provide timely Regulatory response to submissions under the Contaminated Site Management Process.

Site Professionals are responsible for the accuracy, conclusions, and professional quality of documents they submit during the sequential steps of the Management Process. The principle underlying the audit process is that the quality of submissions can be maintained by scrutiny of a portion of the total number of submissions.

One of the key principles of the ***Guideline for the Management of Contaminated Sites*** is the increased responsibility of the Site Professional in the collection and interpretation of data used to prepare environmental site assessment (ESA) reports, remedial action plans (RAP's), monitoring reports, closure reports and Records of Site Condition (RSC's).

The Association of Professional Engineers and Geoscientists of New Brunswick (APEGNB) has been consulted regarding the signing and stamping of these documents. They advise that any document that contains judgment or direction based on engineering or geoscientific principles must be signed and stamped by the Site Professional who must be a member of APEGNB. Therefore, DELG will not accept submissions from Site Professionals unless they have been professionally sealed.

The Department will employ an internal procedure to periodically review the determinations made by staff to ensure that application of the ***Guideline*** and associated processes remains impartial and consistent. The results of these internal review procedures will be documented in an Annual Report and recommendations for improvements to the Process will be presented in the Annual Report for Departmental consideration.

## 3.0 METHODOLOGY

### 3.1 Creation of remediation files by DELG

When contamination is discovered, it must be reported to DELG as prescribed by legislation and outlined in the **Guideline**. Notification should be made to the appropriate Regional Office, to allow an Environmental Inspector to respond to the incident. An occurrence file will be opened in the Regional Office and an inspector may visit the site to perform an inspection. Should the situation progress beyond an occurrence, a remediation file will be opened on the Department's data/information tracking system.

The primary staff responsible for the project provides site information, contained on an inspection questionnaire, to the Remediation Program Administrator. This information is placed on the DELG Remediation database and the site is assigned a remediation file number. The file number, and associated information, is then communicated to Regional Administration staff, primary staff and support staff in the Regional Office and Central Office, and to the Site Professional via e-mail. The Department may send correspondence to the Responsible Party identifying them as being responsible for the remediation of the site, or may issue them an Order to remediate the site. To ensure proper processing of files, it is required that all submissions to the Department contain the DELG file number. *Submissions without a DELG file number will be returned to the Responsible Party.*

### 3.2 Written submission format

Under the Management Process there are three points of entry for Site Professional reports into the system which are described below:

- Combined Environmental Site Assessment (ESA) and Remedial Action Plan (RAP) at Step 2 of the Management Process.
- Monitoring reports (if monitoring is part of the RAP) at Step 3 of the Process.
- Closure reports (if remedial action required on the site) and a Record of Site Condition at Step 4 of the Process.

Each of these types of reports must meet the requirements specified in the most recent versions of both the **Guideline** and the **Atlantic RBCA User Guidance** as well as other New Brunswick provincial documents posted on the Atlantic RBCA website. Two additional elements unique to NBDELG are added: an executive summary and a specific site plan format. These elements are necessary for NBDELG staff to obtain an understanding of conformance to the Management Process, in a reasonable time frame. Specific requirements of these elements are presented in Appendix B. It should be noted that other types of reports, which represent interim points in the process (i.e. tank removal reports, preliminary RAP's, etc.) cannot be processed by the Department.

A submission form (see Appendix B) must be completed and accompany any Site Professional submissions. The three types of forms, which are available to address report submissions under the complete Contaminated Sites Management Process, include: Site Assessment/Remedial Action Plan form, Monitoring form, Closure form. An additional form is

available for closure reports applicable to the Limited Remedial Action Process, which supersedes the previous form contained in the document "**Limited Remedial Action Reference Documentation for Site Professionals**". *If the appropriate submission form is missing or incomplete, the submission will be returned to the Responsible Party.* DELG will use an internal response form to provide feedback to Responsible Parties and Site Professionals on the results of the file processing.

### **3.3 Presentation of submissions to DELG**

In cases where the Responsible Party wishes to expedite file processing, he/she has the option of having their Site Professional present the submission to the Department. This can occur either in Central Office, or in the appropriate Regional Office during the regular visiting dates of the Remediation Engineer to this Region. *Presentation to the Department must be arranged in advance with a minimum of one week's notice before the presentation date.* The engineer responsible for the file and another remediation inspector or engineer will be attendance. The Responsible Party will not normally attend this presentation.

At the presentation, the Site Professional will submit two copies of the final report with completed submission forms to the Department. The Site Professional will present the submission and the DELG staff will complete the required response forms during the presentation. DELG staff may ask questions or request clarification on certain issues during and after the presentation. DELG staff will confer immediately following the presentation and give the Departmental response to the Site Professional. This presentation can occur at any of the Document Processing Paths (A-C).

### **3.4 Document processing paths**

There are three paths for document processing within Remediation Branch of the DELG:

- Path A - verification that all required elements are present and the steps in the Management process are being followed appropriately. This will be carried out for all Site Professional submissions.
- Path B - audit of a selected subgroup of submissions which is triggered by criteria set out by DELG;
- Path C - Departmental review of complex submissions;

A flow chart of the processing paths for Site Professional Submissions is contained in Appendix A.

To facilitate effective Regional/Central Office service delivery, duplicate copies of all Site Professional submissions *must* be sent to the Central Office in Fredericton *and* the corresponding Regional Office. *Submissions cannot enter the processing path until this is verified on the DELG Remediation database.* All Central Office submissions must be addressed to the attention of the Remediation Program Administrator. All Regional submissions must be addressed to the attention of the Regional Administrative Support Staff to allow them to enter receipt of the report in the Region on the database. Contact information is contained in Appendix B. As these addresses are subject to change, Site Professionals should verify that these addresses are the most current through accessing the New Brunswick Government Website at [www.gnb.ca](http://www.gnb.ca).

The Remediation Program Administrator will track the submissions by file number, date of receipt, type of submission, and Site Professional, through use of the Remediation Database. The database will be used to track timelines for DELG review, provide a means by which to select submissions for auditing, and generate statistics on conformance with DELG requirements.

### **3.5 Path A – Verification for completeness and process conformance**

Submissions for files being managed under the Limited Remedial Action process will be verified in the Regional Office for completeness and Management Process conformance according to DELG Limited Remedial Action documentation and the **Guideline**. Submissions for files being managed under Tiers I through III of the **Guideline** will be verified in Central Office for completeness and Management Process conformance.

The Responsible Party and the Site Professional will be advised by DELG if their submission is complete or incomplete and if it meets the requirements of the Management Process. If deemed complete, the Responsible Party will be advised to proceed to the next step of the Management Process. *If incomplete, the submission will be returned to the Responsible Party for revision and re-submission.*

If the Responsible Party is at the final Step (5) of the Management Process, the Department will acknowledge the Record of Site Condition. Specific requirements for completing the RSC are found in a companion document "**Instructions for Completing the Record of Site Condition (RSC)**", located on the Atlantic RBCA and New Brunswick Government websites. The RSC will be reviewed by DELG staff to ensure conformance with this document.

It is expected that DELG staff will process Site Professional submissions in a timely manner. Departmental turnaround times will be reviewed periodically through internal auditing to ensure that they are reasonable and that files are progressing appropriately through the Management Process.

### **3.6 Path B – Auditing for process conformance and/or technical content**

Auditing for compliance process and/or technical content involves a complete review of a subset of submissions to evaluate compliance. This subset can be determined randomly or through use of particular audit criteria. In the case of Site Professional submissions, there will be two types of auditing performed: class audits and individual audits, which are both explained below:

- **Class audit**

Class audits will be conducted on groups of 6 to 10 similar submissions from different Site Professionals. One specific component of the submission will be audited. For example, this component could be compliance with site assessment requirements, selection of screening criteria, third-party notification, etc. Class audits can be carried out for process conformance, technical content or both. The objective will be to confirm or improve uniformity of contaminated site work.

- **Individual audit**

Individual audits will be conducted on the full spectrum of submission documents from a single Site Professional at least once every three years. Any submissions from new site professionals will automatically be audited until one of each type of submission has been reviewed and deemed acceptable by the Department.

Timelines for Departmental response to Responsible Parties and Site Professionals will be longer at Path B than for those submissions processed under Path A. The DELG will acknowledge or respond to audited submissions in one of the following three ways:

- **If acceptable:**

Advise the Site Professional to proceed to the next step of the Management Process, or if at the final Step (5) of the Management Process, acknowledge the Record of Site Condition.

- **If clarification is required:**

If no deficiencies are found but clarification is required before proceeding to the next Management Step, the site professional will be contacted with specific questions. If the answers are satisfactory, the DELG response will be as per the above bullet.

- **If deficiencies are found:**

Deficiencies are considered to be serious errors in action or judgment by the Site Professional and will result in DELG taking one or more of the following actions:

- i) Notification to the Responsible Party of the deficiencies and the requirement that they be addressed.
- ii) Notification to the Site Professional that subsequent submissions will be audited until the Department is satisfied that its requirements are being met.
- iii) Meetings to be held with DELG (Management and Technical staff) and the Site Professional to review the deficiencies and to develop an action plan and timeframe within which they will be addressed.
- iv) Referral of the deficiency circumstances to APEGNB in cases of unprofessionalism or endangerment of human health and the environment. The determination for referral will be made by the remediation engineer reviewing the file, in consultation with the Director of Remediation and the Assistant Deputy Minister of the Environmental Management Division.

The following list provides examples of potential deficiencies:

- Failure to recommend emergency action to mitigate direct or immediate threats to human health;
- Failure to delineate soil or groundwater impacts, at a minimum, to the appropriate screening criteria for human health or ecological receptors;
- Inappropriate application of the Tier I Look-up tables or the Tier II Pathway-Specific Tables through ignorance or misrepresentation;
- Inappropriate application of risk assessment models or techniques to develop Tier II or Tier III site-specific target levels;
- Failure to consider all reasonably available information prior to presenting a professional opinion or recommendation;

- Conducting work in areas obviously outside the education/experience of the project team members;
- Making false statements in documents through ignorance or misrepresentation;
- Falsely representing oneself as a qualified Site Professional.

### **3.7 Path C - Departmental review**

Full Departmental review will be required for submissions where greater technical complexity and risk uncertainty require additional confidence in the conclusions and recommendations made by the Site Professional. This will include the following submissions:

- Ecological Risk Assessment;
- Petroleum contaminants evaluated with approaches other than the Atlantic RBCA methodology (including the application of indoor air quality measurements);
- Non-petroleum contaminants evaluated with an approach other than comparison to national/provincial generic criteria;
- Application of Risk-Based Corrective Action in municipal wellfields or watersheds;
- Remedial Action Plans involving the introduction of active biological/chemical agents to the environment.

A Departmental review will occur after verification that the submission contains the required elements and conforms to the Management Process (carried out either in the Regional or Central Offices, depending upon whether it is an LRA or Tier I-III file). Professional engineers within Remediation Branch of DELG will carry out Departmental reviews (except for LRA reviews, which will be carried out by Regional staff). In cases where review of a file requires expertise unavailable within the Department, DELG will engage outside expertise to conduct Departmental reviews.

In assessing and remediating complex sites, the Responsible Party may choose to engage a second Site Professional to conduct a peer review. In these situations, the Responsible Party is encouraged to involve the peer reviewer in the early stages of the Contaminated Sites Management Process.

The DELG response to Departmental reviewed submissions is the same as those for audited submissions. Timelines for Departmental response to Responsible Parties will be longer at Path C, than for those submissions processed under Path A.

### **3.8 Communication of findings**

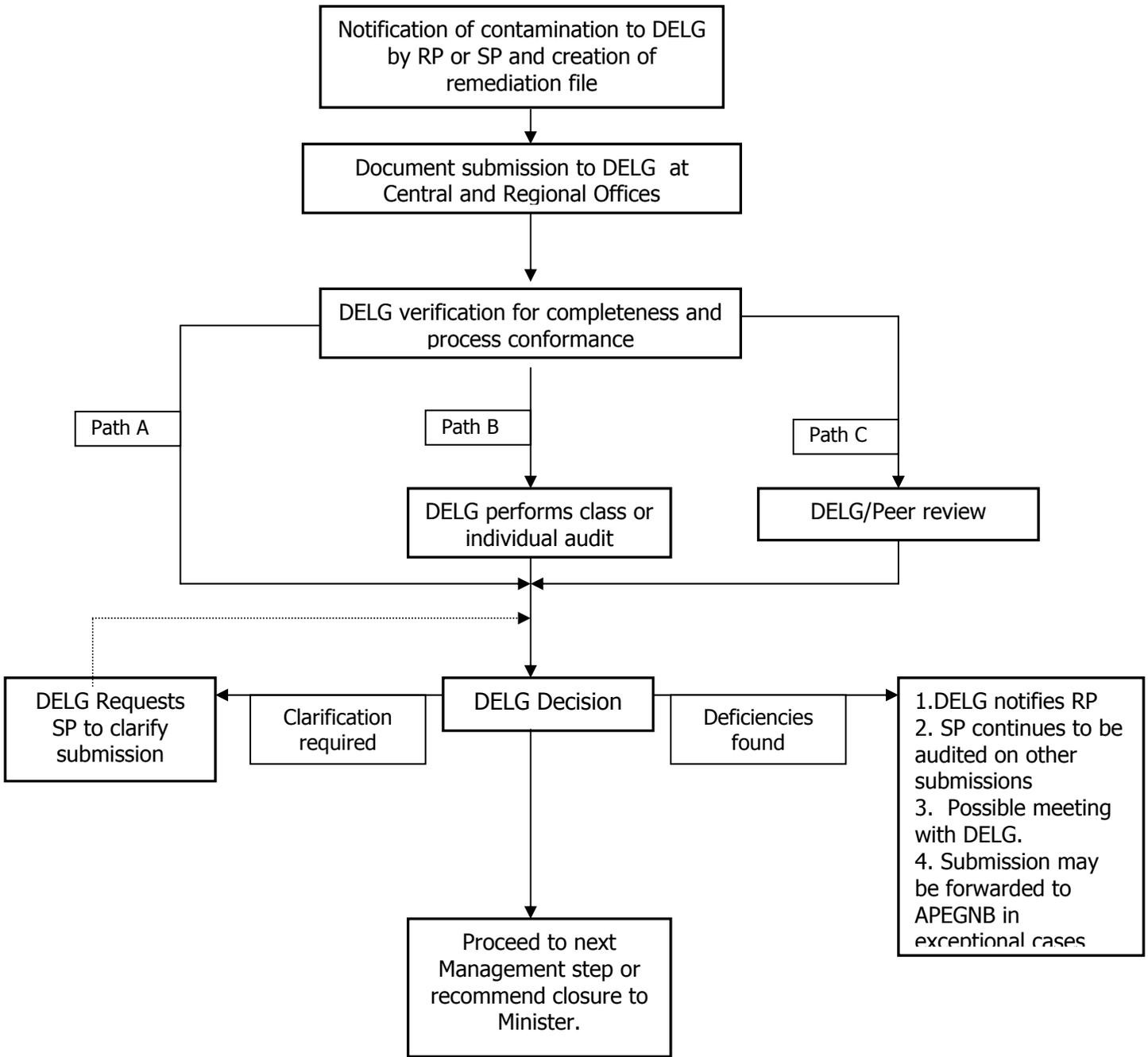
Feedback to Site Professionals on audit performance is necessary to continuously improve the compliance of Site Professional submissions with Departmental requirements. Statistics will be kept by the Remediation Program Administrator to determine compliance at each Path. Overall compliance with Path A, and for the class audits of Path B will be communicated to Site Professionals both individually and during the bi-annual seminars for Site Professionals hosted by DELG. Information on performance of individual Site Professionals during the individual audits will be communicated confidentially to the Site Professional. This information would be released to APEGNB in the event of a significant deficiency being noted and referred by the Assistant Deputy Minister of Environmental Management.

#### **4.0 CONCLUSIONS**

This document is intended to provide guidance to Responsible Parties and Site Professionals in the completion of assessment and remedial work at contaminated sites. If required, future changes to this documentation will be posted on the DELG and Atlantic RBCA web sites ([www.gnb.ca](http://www.gnb.ca) and [www.atlanticrbca.com](http://www.atlanticrbca.com)). For further information, contact Remediation Branch, DELG at (506) 444-5955.

**APPENDIX A – PROCESS DIAGRAM FOR:  
PROCESSING OF SITE PROFESSIONAL SUBMISSIONS**

## DELG Site Professional Submissions Processing



**Legend**

SP = site professional  
 RP = responsible party  
 DELG = Dept. of Environment and Local Government

**APPENDIX B – SUBMISSION REQUIREMENTS**

**REQUIREMENTS FOR EXECUTIVE SUMMARIES AND SITE PLANS  
DELG SUBMISSION FORMS  
CONTACT INFORMATION**

## MINIMUM REQUIREMENTS FOR EXECUTIVE SUMMARIES

- CSM Site assessment/Remedial Action Plan reports shall contain the following in the executive summary:**
- The street address and PID of the source property;
- The street address and PID of third party properties determined by the Site Professional to be affected by contamination from the source property;
- Names and contact information (i.e. telephone numbers, e-mail addresses and mailing addresses) for Responsible Party/property owner/insurance company;
- Site classification of source and adjacent properties as per the Atlantic RBCA process (i.e. residential, potable with a fine-grained aquifer and No. 2 fuel oil contamination);
- Presence or absence of the site within a wellfield or watershed protected area (contact Regional Water Planning Officer (RWPO) in Regional office for most recent information);
- Presence and type of potable wells on the properties;
- Presence and type of buildings (including foundations) on the properties;
- The type, amount and date of the release if known;
- A brief summary of emergency actions carried out on the site;
- Results of ecological screening;
- The results of the site assessment and risk assessment (i.e. criteria applied);
- If remediation must be carried out, a brief summary of the remedial action plan;
- A statement that the site assessment met the minimum site assessment requirements outlined in the most recent version of the Atlantic RBCA User Guidance;
- A statement confirming the presence or absence of mobile product on the site in soils or in groundwater;
- A statement that contamination was delineated to the appropriate Tier I criteria on and off site (note that in certain cases that more stringent criteria such as ecological criteria may govern delineation);
- A statement that third parties determined by the Site Professional to be affected by contamination from the source property have been notified by a registered letter;
- Site professional recommendation as to the next steps to progress within the Process.
  
- CSM Site Closure report executive summaries shall contain all the information outlined for the Site Assessment and Remedial Action Plan report plus the following:**
- A description of the remediation and monitoring carried out on site;
- A statement that the appropriate RBSL, PSSSL and/or SSTL criteria has been achieved;
- A statement that groundwater plumes are in a stable to shrinking phase (not required for LRA);
- A recommendation for site closure, based upon the Site Professional's opinion.

- CSM Monitoring reports shall contain the following in the executive summary:**
- The street address and PID of the source property;
- The street address and PID of third party properties determined by the Site Professional to be affected by contamination from the source property;
- Names and contact information for the Responsible Party/owner;
- Site classification of source and adjacent properties
- A description of the monitoring schedule;
- Comparison of monitoring results to milestones established in the Remedial Action Plan;
- Proposed additional measures to be implemented should the milestones not be achieved, and a schedule for their implementation.
  
- LRA Closure reports shall contain the following in the executive summary:**
- The street address and PID of the source property;
- The street address and PID of third party properties determined by the Site Professional to be affected by contamination from the source property;
- Names and contact information (telephone numbers, e-mail addresses and mailing addresses) for Responsible Party/property owner/insurance company;
- Site classification of source and adjacent properties as per the Atlantic RBCA process (i.e. residential, potable with a fine-grained aquifer and No. 2 fuel oil contamination);
- Presence or absence of the site within a wellfield or watershed protected area (contact Regional Water Planning Officer (RWPO) in Regional office for most recent information);
- Presence and type of potable wells on the properties;
- Presence and type of buildings (including foundations) on the properties;
- The type, amount and date of the release if known;
- A brief summary of emergency actions and remediation carried out on the site;
- Results of ecological screening;
- A statement that Limited Remedial Action was applicable as per the current version of the ***Guideline*** and the ***LRA Reference Documentation for Site Professionals***;
- A statement confirming the presence or absence of mobile product on the site in soils;
- A statement that contamination was delineated to the appropriate Tier I criteria on and off site (note that in certain cases that more stringent criteria such as ecological criteria may govern delineation);
- A statement that third parties determined by the Site Professional to be affected by contamination from the source property have been notified by a registered letter;
- A statement that the appropriate RBSL, PSSSL and/or SSTL criteria has been achieved;
- A recommendation for site closure, based upon the Site Professional's opinion.

**MINIMUM REQUIREMENTS FOR SITE PLANS (FOR ALL TYPES OF REPORTS)**

- Site plan to scale;
- North arrow;
- Locations of ecological receptors, which may be impacted;
- PID numbers on source and 3<sup>rd</sup> party affected properties;
- Property lines;
- Building footprints;
- Potable wells or springs;
- Preferential pathways (ditches, tile drain, sewers, septic systems, underground lines)
- Sources (including those that were removed);
- Excavated areas;
- Paved areas;
- Monitoring wells and test pits;
- Hydrocarbon concentrations in soil and groundwater for each monitoring point with exceedences of RBSL's PSSL's or SSTL's highlighted;
- Groundwater flow direction and gradient
- Surface slope

Note: For sites with a high density of sampling points, provision of this information can be on more than one sheet for the purposes of legibility.

## Submission Form for Closure Documents – Limited Remedial Action

October, 2004

(For assistance with electronic completion of fields, please press *FI* while the field is highlighted)

### 1. File Information

**Remediation file no:** 6515-X-XXXX **Site PID #:** "PID number" **Submission date:** mm/dd/yyyy

**Site name:**

**DELG Inspector:** "inspector name" **Site Professional:** "site professional"

**Name of consulting firm:** "consulting firm"

**RBCA Tier** (check the highest Tier that applies): **Tier I**  **Tier II**  **Tier III**

### 2. Screening for Departmental Review

**Check off all that apply to the source or 3<sup>rd</sup> party affected property:**

- In a wellfield or watershed protected area (Zones A-C)
- Petroleum contaminants evaluated with approaches other than Atlantic RBCA (includes indoor air sampling)
- Non-petroleum contaminants evaluated with an approach other than comparison to national/provincial generic criteria

### 3. Closure documents

<u>Item #</u>	<u>Item description</u>	<u>Page in document</u> (filled in by Site Professional)	<u>Check if present</u> (filled in by DELG)
1	Site plan – As per the requirements of Appendix B of the "The Submission and Processing of Site Professional Documentation"	"pages(s)"	<input type="checkbox"/>
2	Executive summary – As per the requirements of Appendix B of the "The Submission and Processing of Site Professional Documentation"	"pages(s)"	<input type="checkbox"/>
3	Field procedures – Description of testing and sampling methods on the source and 3 <sup>rd</sup> party properties	"pages(s)"	<input type="checkbox"/>
4	Ecological screening document	"pages(s)"	<input type="checkbox"/>
5	Identification of sources, pathways and receptors (at all RBCA Tiers)	"pages(s)"	<input type="checkbox"/>
6	Justification for use of Tier I table (at Tier I only)	"pages(s)"	<input type="checkbox"/>
7	Justification for use of Tier II PSSL tables (at Tier II only)	"pages(s)"	<input type="checkbox"/>
8	Justification for changing of default values (at Tier II only)	"pages(s)"	<input type="checkbox"/>
9	Tier II model runs (at Tier II only)	"pages(s)"	<input type="checkbox"/>
10	RBSL's /SSTL's developed for source and 3 <sup>rd</sup> party properties	"pages(s)"	<input type="checkbox"/>
11	Lab certificates	"pages(s)"	<input type="checkbox"/>
12	Proof of notification if a 3 <sup>rd</sup> party property is determined to be affected by contamination from the source property	"pages(s)"	<input type="checkbox"/>
13	Conclusions and recommendations	"pages(s)"	<input type="checkbox"/>
14	Report affixed with original signed APEGNB seal	"pages(s)"	<input type="checkbox"/>
15	Record of Site Condition – completed as per the requirements of the "LRA Reference Documentation for Site Professionals"	"pages(s)"	<input type="checkbox"/>

**Note:** Submit one signed and stamped original copy of report to Administrative Support Staff in the appropriate Regional Office. Submit a second copy of report to Remediation Program Administrator at DELG Central Office in Fredericton.

**Submissions will only be processed by DELG after all required copies are received at each office and are identified with a DELG file number.**

**Submission Form for Environmental Site Assessment/Remedial Action Plan Documents – Contaminated Sites Management**

October, 2004

*(For assistance with electronic completion of fields, please press F1 while the field is highlighted)*

**1. File Information**

**Remediation file no:** 6515-X-XXXX **Site PID #:** "PID number" **Submission date:** mm/dd/yyyy

**Site name:**

**DELG Inspector:** "inspector name" **Site Professional:** "site professional"

**Name of consulting firm:** "consulting firm"

**RBCA Tier** (check the highest Tier that applies): **Tier I**  **Tier II**  **Tier III**

**2. Screening for Departmental Review**

**Check off all that apply to the source or 3<sup>rd</sup> party affected property:**

- In a wellfield or watershed protected area (Zones A-C)
- Ecological Risk Assessment
- Petroleum contaminants evaluated with approaches other than Atlantic RBCA (includes indoor air sampling)
- Non-petroleum contaminants evaluated with an approach other than comparison to national/provincial generic criteria
- Remedial action plans involving the introduction of active biological/chemical agents into the environment

**3. ESA/RAP Environmental Site Assessment documents**

<b>Item #</b>	<b>Item description</b>	<b>Page in document</b> (filled in by Site Professional)	<b>Check if present</b> (filled in by DELG)
1	Site plan – As per the requirements of Appendix B of the "The Submission and Processing of Site Professional Documentation"	"pages(s)"	<input type="checkbox"/>
2	Executive summary – As per the requirements of Appendix B of the "The Submission and Processing of Site Professional Documentation"	"pages(s)"	<input type="checkbox"/>
3	Field procedures – Description of testing and sampling methods on the source and 3 <sup>rd</sup> party properties	"pages(s)"	<input type="checkbox"/>
4	Ecological screening document	"pages(s)"	<input type="checkbox"/>
5	Identification of sources, pathways and receptors (at all RBCA Tiers)	"pages(s)"	<input type="checkbox"/>
6	Justification for use of Tier I table (at Tier I only)	"pages(s)"	<input type="checkbox"/>
7	Justification for use of Tier II PSSL tables (at Tier II only)	"pages(s)"	<input type="checkbox"/>
8	Justification for changing of default values (at Tier II only)	"pages(s)"	<input type="checkbox"/>
9	Tier II model runs (at Tier II only)	"pages(s)"	<input type="checkbox"/>
10	Tier III information/model runs	"pages(s)"	<input type="checkbox"/>
11	RBSL's /SSTL's developed for source and 3 <sup>rd</sup> party properties	"pages(s)"	<input type="checkbox"/>
12	Lab certificates	"pages(s)"	<input type="checkbox"/>
13	Proof of notification if a 3 <sup>rd</sup> party property is determined to be affected by contamination from the subject property	"pages(s)"	<input type="checkbox"/>

**4. Remedial Action Plan**

14	Details of remediation technologies/methodologies	"pages(s)"	<input type="checkbox"/>
15	Dates for implementation, milestones, and completion	"pages(s)"	<input type="checkbox"/>
16	Details of monitoring program (frequency, methodologies, reporting dates to DELG)	"pages(s)"	<input type="checkbox"/>
17	Conclusions and recommendations	"pages(s)"	<input type="checkbox"/>
18	Report affixed with signed original APEGNB seal	"pages(s)"	<input type="checkbox"/>

**Note:** Submit one signed and sealed original copy of report to Remediation Program Administrator at DELG Central Office in Fredericton. Submit a second copy of report to Administrative Support Staff in the appropriate Regional Office.

**Submissions will only be processed by DELG after all required copies are received at each office and are identified with a DELG file number.**

## Submission Form for Monitoring Documents - Contaminated Sites Management

October, 2004

*(For assistance with electronic completion of fields, please press FI while the field is highlighted)*

### 1. File Information

**Remediation file no:** 6515-X-XXXX **Site PID #:** "PID number" **Submission date:** mm/dd/yyyy

**Site name:**

**DELG Inspector:** "inspector name" **Site Professional:** "site professional"

**Name of consulting firm:** "consulting firm"

**RBCA Tier** (*check the highest Tier that applies*): Tier I  Tier II  Tier III

### 2. Screening for Departmental Review

**Check off all that apply to the source or 3<sup>rd</sup> party affected property:**

- In a wellfield or watershed protected area (Zones A-C)
- Ecological Risk Assessment
- Petroleum contaminants evaluated with approaches other than Atlantic RBCA (includes indoor air sampling)
- Non-petroleum contaminants evaluated with an approach other than comparison to national/provincial generic criteria
- Remedial action plans involving the introduction of active biological/chemical agents into the environment

### 3. Monitoring documents

<u>Item #</u>	<u>Item description</u>	<u>Page in document</u> (filled in by Site Professional)	<u>Check if present</u> (filled in by DELG)
1	Site plan – As per the requirements of Appendix B of the "The Submission and Processing of Site Professional Documentation"	"pages(s)"	<input type="checkbox"/>
2	Executive summary – As per the requirements of Appendix B of the "The Submission and Processing of Site Professional Documentation"	"pages(s)"	<input type="checkbox"/>
3	Field procedures – Description of testing and sampling methods on the source and 3rd party properties	"pages(s)"	<input type="checkbox"/>
4	RBCA Tier selected and applicable RBSL's or SSTL's	"pages(s)"	<input type="checkbox"/>
5	Performance of remediation as compared to Remedial Action Plan	"pages(s)"	<input type="checkbox"/>
6	Conclusions and recommendations	"pages(s)"	<input type="checkbox"/>
7	Report affixed with signed original APEGNB seal	"pages(s)"	<input type="checkbox"/>

**Note:** Submit one signed and stamped original copy of report to Remediation Program Administrator at DELG Central Office in Fredericton. Submit a second copy of report to Administrative Support Staff in the appropriate Regional Office.

**Submissions will only be processed by DELG after all required copies are received at each office and are identified with a DELG file number.**

## Submission Form for Closure Documents - Contaminated Sites Management

October, 2004

(For assistance with electronic completion of fields, please press FI while the field is highlighted)

### 1. File Information

**Remediation file no:** 6515-X-XXXX **Site PID #:** "PID number" **Submission date:** mm/dd/yyyy

**Site name:**

**DELG Inspector:** "inspector name" **Site Professional:** "site professional"

**Name of consulting firm:** "consulting firm"

**RBCA Tier** (check the highest Tier that applies): Tier I  Tier II  Tier III

### 2. Screening for Departmental Review

**Check off all that apply to the source or 3<sup>rd</sup> party affected property:**

- In a wellfield or watershed protected area (Zones A-C)
- Ecological Risk Assessment
- Petroleum contaminants evaluated with approaches other than Atlantic RBCA (includes indoor air sampling)
- Non-petroleum contaminants evaluated with an approach other than comparison to national/provincial generic criteria
- Remedial action plans involving the introduction of active biological/chemical agents into the environment

### 3. Closure documents

<u>Item #</u>	<u>Item description</u>	<u>Page in document</u> (filled in by Site Professional)	<u>Check if present</u> (filled in by DELG)
1	Site plan – As per the requirements of Appendix B of the "The Submission and Processing of Site Professional Documentation"	"pages(s)"	<input type="checkbox"/>
2	Executive summary – As per the requirements of Appendix B of the "The Submission and Processing of Site Professional Documentation"	"pages(s)"	<input type="checkbox"/>
3	Field procedures – Description of testing and sampling methods on the source and 3 <sup>rd</sup> party properties	"pages(s)"	<input type="checkbox"/>
4	Results of ecological screening	"pages(s)"	<input type="checkbox"/>
5	RBCA Tier selected and applicable RBSL's or SSSL's	"pages(s)"	<input type="checkbox"/>
6	Performance of remediation as compared to Remedial Action Plan	"pages(s)"	<input type="checkbox"/>
7	Confirmation that RBSL's and SSSL's are achieved	"pages(s)"	<input type="checkbox"/>
8	Lab certificates	"pages(s)"	<input type="checkbox"/>
9	Confirmation that affected 3 <sup>rd</sup> parties were notified	"pages(s)"	<input type="checkbox"/>
10	Conclusions and recommendations	"pages(s)"	<input type="checkbox"/>
11	Report affixed with signed original APEGNB seal	"pages(s)"	<input type="checkbox"/>
12	Record of Site Condition – completed as per the requirements of the DELG "Instructions for Completing the Record of Site Condition (RSC)"	"pages(s)"	<input type="checkbox"/>

**Note:** Submit one signed and stamped original copy of report to Remediation Program Administrator at DELG Central Office in Fredericton. Submit a second copy of report to Administrative Support Staff in the appropriate Regional Office.

**Submissions will only be processed by DELG after all required copies are received at each office and are identified with a DELG file number.**

## **Contact information**

DELG Central Office:

### Civic address

20 McGloin Street,  
Fredericton, NB  
E3B 5T8

### Mailing address

P.O. Box 6000,  
Fredericton, NB  
E3B 5H1

Regional Offices: Visit [www.gnb.ca](http://www.gnb.ca)

Note that middle number in the DELG file number system corresponds to the Regions 1-6. For example, 6515-3-0001 indicates that the site is located in Region 3 (Moncton).

