

Closing an Environmentally Impacted Site in Saskatchewan

The Environmental Management and Protection Act, 2010 (the Act) and Saskatchewan Environmental Code (code) chapters, standards and guidance documents outline the requirements for managing unauthorized discharges and environmentally impacted sites in Saskatchewan.

This document is meant to supplement, not replace, any requirements of the Act and the code. If any of the guidance provided here conflicts with the legislated requirements, the legislated requirements shall take precedence. Links to referenced legislation and impacted sites code documents are provided in Appendix A.

Impacted Sites Process

The impacted sites management process is triggered by discharges or discoveries of substances that are causing, or may cause, an adverse effect to the environment or human health. The process has three stages to identify and correct the problems associated with impacted sites, which must be completed according to the code:

- 1) Reporting the discharge or discovery in accordance with the Discharge and Discovery Reporting Chapter and Standard.
- 2) Conducting a site assessment in accordance with the Site Assessment Chapter and referenced standards.
- 3) Formulation and execution of a corrective action plan in accordance with the Corrective Action Plan Chapter and referenced standards.

After remediation work is completed, the responsible party may file for registration of Notice of Site Condition.

This document provides guidance and clarification around Notice of Site Condition (NoSC) requirements, including submission requirements and the ministry's review process. It also provides clarification on the requirements for addressing on and off-site impacts and what it means for the overall management of an impacted site. Registration of NoSC is the final step in managing an environmentally impacted site. This document should provide the information needed to successfully apply for registration.

What is Notice of Site Condition?

Notice of Site Condition is a certificate that discloses the final environmental status or condition of an environmentally impacted site that has been subjected to corrective actions.

The certificate documents that the work completed accurately depicts the site and complies with all the requirements of the Act and the code.

Registration of NoSC for a site is an acknowledgement by the Minister that the work completed by the Qualified Person(s) meets the ministry's requirements and an acceptable level of risk remains at the site, subject to any controls or conditions listed in the NoSC Certificate. The level of acceptable risk is site-specific and subject to review and acceptance by the ministry.

Impacted sites that have been managed through execution of acceptable solution or alternative solution corrective action plans (CAPs) will be considered candidates for registration of NoSC if the results-based objectives and applicable code requirements for the site have been met. The risks associated with the impacts must be demonstrated to have been controlled and those controls must be shown to be in place.

The NoSC certificate will list the controls and require that the information be passed along to all current and future occupants and owners of the site. This ensures the controls are maintained indefinitely or until such time that the controls are no longer deemed necessary, with approval from the ministry. Registration of the NoSC indemnifies the person(s) responsible for the impacted site from further action, subject to the accuracy of the information provided in the submissions.

If any person(s) violates the terms and conditions of the NoSC, (e.g. by causing aggravation of the environmental condition of the site and/or reintroducing risk of adverse effect to the receptors that were protected by the NoSC) the ministry will consider the site to again be an environmentally impacted site. In such cases, the person(s) who violated the terms and conditions of the NoSC will be considered the person(s) responsible for the discharge. The ministry may then use its discretion to direct the person(s) responsible to address any new risks.

Once the ministry accepts the application for NoSC, the NoSC certificate will be filed in the registry and available for public access through *The Freedom of Information and Protection of Privacy Act* or other information access processes.

Notice of Site Condition Application Requirements:

The following documents must be submitted to the ministry as part of an application to register NoSC for a site. However, if anything has already been submitted, resubmission is not required if appropriate references are made to the previous submission (document submission/transaction number or appropriate citation):

- A completed and signed [Application for Closure and Notice of Site Condition \(NoSC\)](#) form.
- A closure report, prepared by a Qualified Person (QP) that documents the corrective actions completed at the site. The closure report must include a description of the work performed, evidence that shows that the applicable Tier 1, 2 and/or 3 endpoints have

been achieved, and a statement by the QP declaring the endpoints have been achieved and an acceptable level of risk remains at the site. Additional information required includes:

- Applicable Qualified Person (QP) certificates.
- Completed [National Classification System for Contaminated Sites \(NCSCS\) score spreadsheet](#).
- Site plans including analytical figures that display tabulated final confirmatory soil and water sample analytical results to the applicable endpoint criteria.
- These figures should be current snapshots of the site, including only samples remaining in place, not past results prior to corrective actions that no longer apply.
- Site plan clearly showing geocoordinates (i.e. the metes and bounds for the extents of the area of NoSC).
- A list of all physical, engineered and/or administrative controls that have been applied to the site to support the selected endpoints and delineation criteria, as well as any related documentation to support that they have been applied.
- Any other requirements listed in the applicable code chapters, standards and guidance document(s).
- CAP for the remediation and/or risk management activities that were completed at the site, including applicable QP certificate(s), updated NCSCS score and any other applicable requirements of the code chapters, standards and guidance documents.
- All environmental site assessments or reports that support the application, if they have not already been provided to the ministry. The reports must have QP certificates and NCSCS scores attached to them and must comply with the requirements of the applicable code chapters, standards and guidance documents.
- If applicable, written consent from affected parties agreeing to any corrective actions or endpoints being applied to their property.
- Any other prescribed requirements set out by the ministry.

The ministry prefers that all applicable reports and documents are not combined into one PDF file and that separate reports be kept as standalone documents for easier review and reference.

Notice of Site Condition Application Review Process:

The ministry will complete a full file review for the site upon receipt of an application for NoSC to ensure that all requirements of the code have been identified and achieved. Review times vary, depending on site complexity, quality of the submissions, file history and the volume of other submissions already in the ministry's review queue.

To maintain consistency in its reviews, the ministry uses a checklist to compare the information provided, to the applicable regulatory requirements. See Appendix B for a copy of the Notice of Site Condition Review Checklist. The checklist may be used by applicants to ensure their submissions meet the applicable requirements; however, it does not need to be submitted to the ministry with the application package.

Off-Site Impacts

An environmentally impacted site is defined in the Act as “an area of land or water that contains a substance that may cause or is causing an adverse effect”.

An adverse effect is also defined in the Act as “impairment of or damage to the environment or harm to human health, caused by any chemical, physical or biological alteration or any combination of any chemical, physical or biological alterations.” These definitions do not provide any special consideration for legal property boundaries or other administrative considerations.

Figure 1 depicts an example contaminant plume that is sourced from the property owned by person responsible for the discharge (RP) and extends onto third party and municipally owned properties. The resulting environmentally impacted site consists of all four impacted properties.

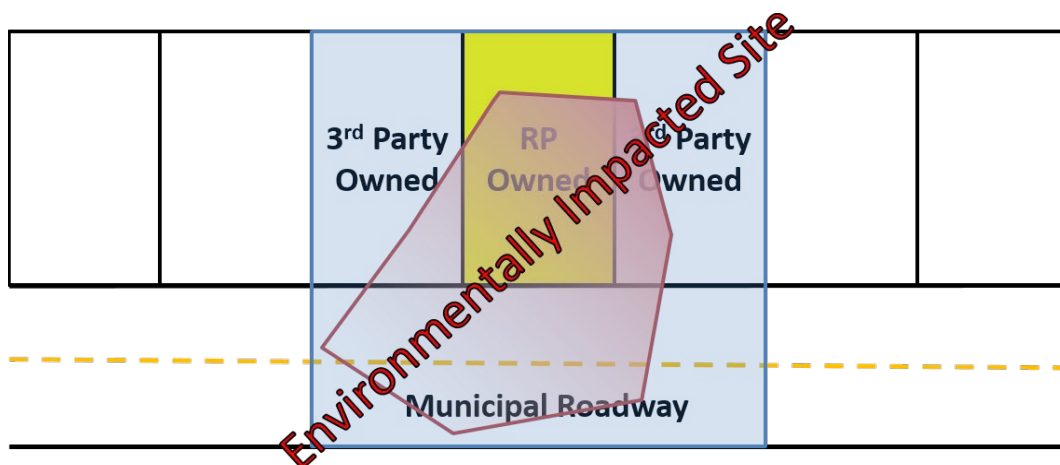


Fig. 1 Depiction of Environmentally Impacted Site

In consideration of the above, the ministry considers that the entire area that has been impacted or potentially adversely affected by the RP requires consideration when working towards registering NoSC. If the reportable extents of the impacted site go beyond property lines, the RP is responsible for not only their on-site impacts, but the impacted areas that have extended to third party lands off-site.

Before the ministry will register NoSC for on-site impacts, the off-site areas must all be addressed. This could include execution of an acceptable or alternative solution CAP or a form of risk management. Whichever option is chosen, the impacted property owner must provide written consent of the CAP if the CAP encompasses their property. If you are unable to obtain written consent, an explanation as to what you have done to try and obtain consent is required. It must be demonstrated that all avenues of obtaining consent were exhausted.

Options for obtaining NoSC on-site when the impacts extend off-site:

The ministry must ensure that all reportable areas of the impacted site are managed to be able to register NoSC for any portion of the site. If NoSC cannot be registered for any area of an impacted site, the following options are available to administratively manage those areas until such time that NoSC can be registered for the areas.

This combination of administrative management and regulatory release of responsibility through NoSC ensures that all liabilities are accounted for at the end of the impacted sites management process.

1. Execute an Off-Site CAP

If corrective actions can be completed for the off-site areas before or at the same time as on-site corrective actions, the RP can apply for NoSC for the off-site areas before or at the same time as they apply for the on-site areas. If corrective actions cannot be completed off-site until after on-site actions have been completed, the RP will need to consider the alternatives described below to facilitate registration of NoSC for the on-site areas.

It should be noted that the ministry will accept multiple CAPs for one impacted site. There may be situations where one form of corrective action cannot be applied in all areas of the site. In such a circumstance, another CAP can be devised to address that area of the site. For example, the RP may wish to excavate and dispose of petroleum hydrocarbon impacts in the vicinity of an underground tank next to Tier 1 endpoints. However, the petroleum hydrocarbon impacts may have extended to beneath the building foundation or under the adjacent roadway. In those areas, Tier 3 endpoints may apply. In some cases no physical remediation may be required, if concentrations only exceed the reportable concentrations of the *Discharge and Discovery Reporting Standard*, but are below the applicable Tier 1, 2, or 3 endpoints.

If the QP can demonstrate that applicable endpoints have been met in all the CAPs that have been applied to the site, NoSCs may be registered for all the CAP areas. If CAPs in some areas have been completed, but not others, the options below may be considered.

2. Risk Management with Future Reclamation and Financial Assurance

The ministry recognizes that there are situations where it may not be feasible to complete corrective actions on a defined timeline (such as under roadways or existing buildings where affected landowner does not want the impacts dealt with immediately).

In such cases, the risk must be managed until such time that corrective actions can be completed. This management scenario is called risk management with future reclamation (RMFR).

In these situations, the RP must prepare a CAP that details how the risks will be managed until final remedial actions are completed. The CAP must contain a cost estimate to complete the actions and the RP must apply to the ministry to register a financial assurance for the amount required to execute the CAP. This is required under legislation to ensure the corrective actions will be completed if the RP is no longer available or refuses to honor their obligations. The RMFR CAP must ensure that impacts are adequately characterized and delineated and include an estimate of the total cost to execute the CAP, including any ongoing monitoring required to ensure risk is being managed until the remediation can be completed. The RMFR CAP must meet the requirements of the applicable code chapters and include a proposed form of financial assurance, such as cash, irrevocable letter of credit, surety bond, sinking fund or other alternative form for ministry consideration.

If approved, the ministry will provide further information on how to register the financial assurance.

Note: Areas subject to the off-site RMFR CAP will not qualify for registration for NoSC. These areas will remain under the RMFR CAP until it is demonstrated that the CAP has been executed and the selected endpoints have been met. Ministry acceptance of an RMFR CAP will facilitate registration of NoSC in on-site areas that have met the selected endpoints.

3. Transfer of Responsibility for an Environmentally Impacted Site

Another option that can be applied to managing both on and off-site impacts, is to transfer responsibility for completing corrective actions to another party who is willing to accept the responsibility. This can be done in accordance with the [*Transfer of Responsibility for an Environmentally Impacted Site Chapter*](#) of the code. This may be a feasible option if the RP is willing to compensate the accepting party financially, through payment, reduced land valuation, or other legal form of compensation.

In such a case, the RP would need to go through the RMFR process of preparing a financially assured CAP that is acceptable to the ministry and the accepting party. However, instead of the RP registering the financial assurance with the ministry, the accepting party would register the financial assurance with the ministry and provide the ministry with a signed agreement between the RP and the accepting party. The agreement states the accepting party is accepting responsibility to complete the corrective actions associated with the impacted site and defined in the financially assured CAP. The transfer of responsibility and associated registration of a financial assurance could then be used to facilitate registration of NoSC for other areas of the impacted site.

Appendix A – Reference Material

[*The Environmental Management and Protection Act 2010*](#)

[*The Saskatchewan Environmental Code*](#)

[*Discharge and Discovery Reporting Standard*](#)

[*The Impacted Sites Guidance Document*](#)

[*Application for Notice of Site Condition form*](#)

[*Qualified Person Certificate*](#)

[*National Classification System for Contaminated Sites \(NCSCS\)*](#)

[*Managing Impacted Sites in Saskatchewan Factsheet*](#)

Appendix B – Notice of Site Condition Review Checklist

This checklist aids those applying to the Ministry of Environment to file a NoSC and ensures that all the regulatory requirements are satisfied. The checklist is a collation of sections of EMPA, 2010 and code chapters and standards. Those applying for NoSC should have related experience and a thorough understanding of impacted site management, site assessment and remediation. Applicants should be familiar with existing provincial legislation, regulations and related guidance documents, as well as applicable federal guidance and protocols.

The ministry also uses this checklist when reviewing NoSC applications and determining a response to the application.

Abbreviations (in alphabetical order)

CAP – corrective action plan

D&D Reporting – the code’s Discharge and Discovery Reporting Standard or Discharge and Discovery Reporting Chapter

EMPA, 2010 – The Environmental Management and Protection Act, 2010

EPO – environmental protection officer

EPP – environmental protection plan

ESA – environmental site assessment

NoSC – Notice of Site Condition

QP – Qualified Person(s)

RBO – risk-based objectives

RMFR – risk management with future reclamation

RP – responsible party (or person(s) responsible)

SEQG – Saskatchewan Environmental Quality Guidelines

SoPC – substances of potential concern

VSA – visual site assessment



Discharge Case No: _____

Responsible Person(s): _____

Address/Location: _____

Reviewed By (QP name): _____

Review Date: _____

Statutory Reference	Requirement or Objective	Submission Reference (Title, Author, Date)	Answer (Yes, No, N/A)	Comments
EMPA, 2010 s.8 and D&D Reporting Standard	Did a discharge or discovery occur at the site?	If any of these answers in the greyed areas are “No”, then <u>Do Not Submit the NoSC Application</u>		
EMPA, 2010 s.12	Has the person responsible for the impacts been identified?			
	Is the person responsible for the impacts the person who is applying for NoSC?			
EMPA, 2010 s.2(1)(l)	Have the impacts been delineated on and off-site?			
	Have the lots, blocks, plans, legal land locations and/or geographic coordinates for all impacted properties been defined? If so, have all the impacted properties been accounted for in the Discharge Case?			
EMPA, 2010 s.9, D&D Reporting Chapter 1-7	Have all affected landowners been notified of the impacts and has documentation of the notifications been provided to the ministry? If so, have all the impacted parties been accounted for in the Discharge Case?			
EMPA, 2010 s.2(1)(l)	Did the corrective actions address impacts at all the impacted properties?			
	Have separate NoSC applications been submitted for each impacted property and for all contaminants of concern?			
	Have the contact names and addresses for all affected landowners been provided to the ministry?			
EMPA, 2010 s.12(1)	Has the NoSC application defined which contaminants of concern the notice will be applied to?			
	Have all contaminants of concern been addressed in the assessment and corrective actions conducted at the Site?			
Saskatchewan Environmental Code - Administrative Control Standard	Did the NoSC applicant define all controls required to maintain NoSC on all the affected impacted properties?			
	For off-site impacted properties, did the landowners provide written consent to apply the controls to their properties and was documentation of the consent(s) provided to the ministry?			
	Do the names and addresses of the landowners providing consent match the names and addresses of the landowners named in the notifications and the impacted landowners named in the Discharge Case?			
	If municipal bylaws were used as administrative controls, were copies of the bylaws provided in the NoSC application?			

EMPA, 2010 s.18(3)	Were the corrective actions not completed pursuant to an Environmental Protection Order issued by the ministry to the responsible party (RP)?			
EMPA, 2010 s.9 and Code Chapter B.1.2 D&D Reporting 1-2, 1-3	Was the discharge or discovery reported to the ministry?			
D&D Reporting Chapter 1-4(1)	Was the discharge or discovery reported to the ministry within the acceptable timeframes?			
D&D Reporting Chapter 1-4(2)	Did the discharge or discovery take place at a fixed facility with an EPP in which alternative reporting procedures have been accepted? If so, were the procedures followed?			
EMPA, 2010 s.10	Did the RP take reasonable measures to repair or remedy any undue risk or reduce danger to life, health, property or the environment?			
EMPA, 2010 s.11 and D&D Reporting Chapter 1-6	Did the Minister request a report pursuant to the discharge or discovery (30 Day Report or other)? If so, did the RP provide a written report?			
EMPA, 2010 s.12(5)	Did the owner or occupant aggravate an existing adverse effect on land on which a NoSC was already filed in the registry?			
EMPA, 2010 s.13(1)	Was the RP directed to complete a Site Assessment by the Minister?			
EMPA, 2010 s.13(2)	If the RP is not the owner of the site, did the RP obtain consent from the owner of the land to enter the property and conduct the site assessment?			
EMPA, 2010 s.13(6)	Was the environmental site assessment (ESA) report submitted to the Minister for review?			
EMPA, 2010 s.13(7)	If the ESA report was submitted to the Minister, did the Minister conduct a review and provide a response to the RP?			
EMPA, 2010 s.14	Was a CAP prepared within 6 months of completing the ESA or any other period set by the Minister?			
EMPA, 2020 s.12(2) EMPA, 2010 s.15	Was more than one party determined to be responsible for the impacts?			
	If more than one party was responsible for the impacts, did all parties jointly prepare the CAP and was responsibility clearly allocated?			
EMPA, 2010 s.16	Was the CAP reviewed by the Minister?			
EMPA, 2010 s.17	If the CAP proposed RMFR, did the RP provide a financial assurance that will ensure the site is ultimately reclaimed?			
	Was the financial assurance acceptable to the Minister?			

EMPA, 2010 s.18(1)	Did the information provided in the NoSC application reflect what was set out in the CAP, including any changes directed by the Minister?			
EMPA, 2010 s.18(2)	Did the RP apply for NoSC with a signed and dated “Closure Report and Application for NoSC” form with Part E checked?			
Guidance Document: Impacted Sites - CAP	Were the geo-coordinates of the meets and bounds of the area of NoSC defined in the NoSC application?			
EMPA, 2020 s.2(1) bb	Did the QP(s) certifying the ESA meet the qualifications for the document they were certifying?			
Code Chapter B.1.2 ESA 1-3 (All ESAs)	Was a QP certificate provided that satisfies the requirements set out in the Qualified Person Certification Standard?			
ESA 1-4 (All ESAs)	Were environmental samples collected, preserved, stored, handled or analyzed in accordance with a method approved by a standards-setting organization?			
	If the environmental samples were analyzed by a laboratory, was the laboratory accredited pursuant to the requirements of the Canadian Association for Laboratory Accreditation (CALA) for the parameters analyzed?			
	If no parameter-specific environmental sampling method or analytical method accreditation process exists, did the applicant provide a QP certificate stating that, in his or her opinion the QA/QC for sampling and analytical procedures produce accurate, precise, and reliable results?			
ESA 1-6 (All ESAs)	Was a completed National Classification System for Contaminated Sites, NCSCS, spreadsheet provided within 30 days of completing the ESA activities?			
ESA 1-7 (All ESAs)	Are all SoPCs delineated vertically and horizontally to the levels set out in Table 2 of the Discharge and Discovery Reporting Standard?			
	If SoPCs were delineated to levels other than those set out in Table 2 of the Discharge and Discovery Reporting Standard, was the Minister consulted on whether the delineation concentration levels are acceptable?			
ESA 1-8 (All ESAs)	Did the report clearly identify the SoPCs that exceeded the limits set out in Table 2 of the Discharge and Discovery Reporting Standard?			
	If levels other than those set out in Table 2 of the Discharge and Discovery Reporting Standard were used, was an explanation as to why those concentrations were used provided in the report?			
	Did the report explicitly say the site is an environmentally impacted site?			
	Was a copy of the report provided to all landowners affected by the SoPCs or any other person required by the Minister?			



Discharge Case No: _____

Responsible Person(s): _____

Address/Location: _____

Reviewed By (QP name): _____

Review Date: _____

ESA 2-1 (Alternative Solution ESAs only)	Does the ESA identify the sources of SoPCs that may cause adverse effect?			
	Does the ESA characterize the geological and hydrogeological conditions of the site?			
	Does the ESA identify the transport pathways for the SoPCs?			
	Is the ESA appropriate to the level of complexity and severity of the adverse effect?			
	Does the ESA identify all potential receptors?			
	Did the ESA take measures to minimize any additional adverse effects?			
	Did the ESA minimize human contact with SoPCs?			
	Were prudent measures taken to interpret, evaluate and document the data gathered during the ESA?			
	Were prudent measures taken to provide a scientifically defensible framework for the preparation of a CAP?			
	Did the ESA take reasonable and prudent measures to include components on monitoring, recording and reporting?			
ESA 2-2 (Alternative Solution ESAs only)	Was an EPP that set out the methods employed to satisfy the RBOs in ESA 2-1 provided to the Minister?			
	Did the EPP include a QP certificate stating the methods and components in the EPP will satisfy the RBOs in ESA 2-1?			
ESA 3-1(1),(2) (Acceptable Solution ESAs not completed in accordance with CAN/CSA-Z769-00 only)	Did the QP complete a Visual Site Assessment (VSA) Checklist in accordance with the VSA Standard?			
	Was the VSA Checklist submitted to the Minister immediately after it was completed?			
	If the VSA Checklist identified a need for further assessment, was an ESA completed?			
ESA 3-1(3) (Acceptable Solution ESAs that were completed in accordance with CAN/CSA-Z769-00 only)	Was the site assessment and report prepared in accordance with CAN/CSA-Z769-00?			
	Was a QP Certificate provided to the Minister that states the report satisfies the requirements set out in CAN/CSA-Z769-00?			
Guidance Document: Impacted Sites - ESA	Did the sampling frequency for samples collected meet or exceed the requirements set out in the guidance document?			
	Were volatile samples methanol-preserved?			
	Did the ESA report include the components recommended in the guidance document?			
Code Chapter B.1.3 CAP 1-2 (All CAPs)	Is the CAP an acceptable solution or alternative solution (including RMFR and Tier 3 endpoints)?			
CAP 1-3 (All CAPs)	Was a CAP provided to the Minister?			
	Did the applicant receive a notification number from the Minister?			
	Was the CAP notification number included on all documents required by the CAP code chapter?			

CAP 1-4 (All CAPs)	Did the QP(s) certifying the CAP and CAP documents meet the qualifications for the document they were certifying? (i.e.: person designated by the Minister required for certifying Tier 3 endpoints and lab analyses)			
	Was a QP certificate provided that satisfies the requirements set out in the Qualified Person Certification Standard?			
CAP 1-5 (All CAPs)	Were environmental samples collected, preserved, stored, handled or analyzed in accordance with a method approved by a standards-setting organization?			
	If the environmental samples were analyzed by a laboratory, was the laboratory accredited pursuant to the requirements of the Canadian Association for Laboratory Accreditation (CALA) for the parameters analyzed?			
	If no parameter-specific environmental sampling method or analytical method accreditation process exists, did the applicant provide a QP certificate stating that, in his or her opinion the QA/QC for sampling and analytical procedures produce accurate, precise, and reliable results?			
CAP 1-7 (All CAPs)	Were the selected endpoints achieved within the timeframe set out in the CAP?			
	If the endpoints were not achieved within the timeframe set out in the CAP, was a status report provided to the Minister?			
	Was a closure report provided and did it include all laboratory analysis results?			
	Was a QP Certificate provided and did it state that in the QP's opinion, the lab analysis procedures produce accurate, precise and reliable results?			
CAP 1-8 (All CAPs)	Was a completed National Classification System for Contaminated Sites, NCSCS, spreadsheet provided within 30 days of completing the CAP activities?			
CAP 1-9 (All CAPs)	Did the CAP include the written consent of any person who owns any portion of the impacted site to which the CAP was prepared?			
	If any SoPC was removed from the site, were they disposed of in a lawful manner?			
CAP 2-1 (Alternative Solution CAPs only)	Is the CAP scientifically defensible?			
	Is the CAP appropriate to the level of complexity and severity of impact on the impacted Site?			
	Does the CAP establish a preliminary conceptual design of the proposed corrective actions and include a description of the tasks necessary to complete the actions?			
	Does the CAP establish endpoints that comply with the Endpoint Selection Standard, including any physical or engineering controls required?			



Discharge Case No: _____

Responsible Person(s): _____

Address/Location: _____

Reviewed By (QP name): _____

Review Date: _____

	Do the endpoints comply with the administrative controls set out in the Administrative Control Standard?			
	Do the endpoints, if appropriate, provide for the reduction in the concentration of SoPC to a level at or below the levels set out in the SEQG for the endpoints selected?			
	Does the CAP establish methods to remediate, manage or monitor the sources, pathways and receptors that may be or are affected by any SoPC that may cause or is causing an adverse effect?			
	Does the CAP establish methods of performance evaluation that describe the CAP goals and monitor the effectiveness of the corrective actions?			
	Do the corrective actions minimize additional adverse effects, minimize human contact with the SoPCs, and include components on monitoring, recording, and reporting?			
CAP 3-1 (Acceptable Solution CAPs only)	Did the CAP use accepted technologies set out in the Reclamation Technology Standard?			
	If the CAP did not use reclamation technology listed in the Reclamation Technology Standard, were all SoPCs completely contained within the property boundary of the RP? Were the SoPCs delineated horizontally and vertically? Did modelling establish that SoPCs will not migrate?			
	Were Tier 1 or Tier 2 endpoints used and did they comply with the Endpoint Selection Standard?			
	Do the endpoints comply with the administrative controls set out in the Administrative Control Standard?			
	Do the endpoints, if appropriate, provide for the reduction in the concentration of SoPC to a level at or below the levels set out in the SEQG for the endpoints selected?			
Guidance Document: Impacted Sites (CAP and Closure)	Did the sampling frequency for samples collected meet or exceed the requirements set out in the guidance document?			
	Were volatile samples methanol-preserved in accordance with US EPA Guidance Document 1210?			
	Did the CAP and closure reports include the components recommended in the guidance document?			

Appendix C – Glossary of Terms

Act – *The Environmental Management and Protection Act, 2010.*

Administrative control – A legal or administrative tool, as set out in the Administrative Control Standard, to safeguard against unacceptable exposures to substances of potential concern for specific pathways. Examples of these controls include zoning controls and land use restrictions. For more information, see the code's [Endpoint Selection Standard](#) and the [Administrative Control Standard](#).

Adverse effect – Impairment of or damage to the environment or harm to human health, caused by any chemical, physical or biological alteration or any combination of any chemical, physical or biological alterations or any combination of any chemical, physical or biological alterations. (EMPA, 2010)

Corrective action – Any action or process undertaken to achieve reclamation.

Corrective action plan – A plan that details the methods employed to prevent, minimize, mitigate, remedy or reclaim adverse effects. (EMPA, 2010)

Delineation – Determining the size, depth and areal extent of a contamination plume in soil or groundwater.

Discharge – A discharge, drainage, deposit, release or emission into the environment. (EMPA, 2010)

Discharge case – The ministry creates a unique Discharge Case for each reported Discharge or Discovery. Discharge Cases are managed via the ministry's Customer Relationship Management (CRM) database. Each case is given a unique number.

Discovery – A previously unreported discharge or historical discharge.

Endpoint – Tier 1, 2 or 3 endpoints selected as set out in the Endpoint Selection Standard (Corrective Action Plan Chapter).

Environment – Includes the following:

- Air and the layers of the atmosphere.
- Land, including soil, subsoil, sediments, consolidated surficial deposits and rock.
- Water.
- Organic and inorganic matter and living organisms.
- Interacting natural systems and ecological and climatic interrelationships that include the components listed above.

Environmentally impacted site – An area of land or water that contains a substance that may cause or is causing an adverse effect.

Exposure pathway – The route by which a receptor meets a contaminant (such as groundwater, inhalation, ingestion).

Fixed facility – Permitted locations regulated by the ministry. Examples include landfills, mines, power stations and refineries. *Note: Upstream oil and gas facilities are regulated by the Ministry of Energy and Resources.*

Impacted sites guidance document – This [Impacted Sites Guidance Document](#) provides direction and guidance on the process and managing impacted sites in Saskatchewan.
Also see [Managing Impacted Sites in Saskatchewan Factsheet](#).

Notification number – The number issued from the ministry upon receipt and review of a CAP proposal. Upon receiving a notification number for the proposal, the person(s) responsible can immediately commence the proposed work.

Off-site – Not on-site.

On-site – On and completely contained within the boundaries of the property owned or occupied by the owner of a substance.

Qualified Person – A member of a class of persons that is prescribed or are set out in the code, or an individual designated by the Minister for one or more purposes or activities that are governed by EMPA, 2010.

Receptor – A living plant, animal, or human that may be exposed to a substance.

Reclamation – The conversion of adversely effected land to a pre-disturbance level of productivity.

Remediation – Activities that remove, neutralize or reduce concentrations of SoPCs, to an acceptable land-use endpoint in order to prevent or minimize current or future adverse effects.

Results-based objectives (RBO) – Broadly describe the overall outcomes that the specific chapter intends to achieve.

Site assessment – Any activity to determine the cause, nature or extent of a potential or existing adverse effect that satisfies any prescribed requirements, or any requirements set out in the code. (EMPA, 2010)

Substance of potential concern (SoPC) – Any anthropogenic substance found in soil, groundwater, or surface water that is present in a concentration that meets or exceeds the limits for a particular substance set out in Table 2 of the Discharge and Discovery Reporting Standard (Site Assessment Chapter).