



30 Day Written Discharge Report

October 2025

A. Reporting Requirements

How do I report a discharge?

- Call the Ministry of Environment at **1-800-667-7525 (note: this number IS NOT intended for general inquiries. It is an emergency line for reporting spills only.**
- Submit this report within **30 days** of the date the discharge occurred.

This report ensures timely reporting of discharges that may cause or have caused adverse effects, and collects appropriate details about the discharge.

What do I report? This report requires the person reporting to have detailed information about the discharge and discovery, including the following:

- Site location
- Responsible party
- Substances involved in the occurrence
- Surrounding land use
- Agencies involved in the discharge

What happens next? Once the report is submitted, the ministry reviews it to determine its acceptability, in some cases in consultation with individuals involved in the discharge/discovery, and may include other agencies and impacted landowners. If the report is not acceptable, the ministry identifies deficiencies and requests that it be improved.

How do I submit the report? You can submit this application online or by mailing a hard copy.

- **Online submission:**
Use the [Environment Business Services](#) to submit your application and documents
- **Mail:** you can complete the report, save and print it, and mail the hard copy to:
Environmental Protection Branch Impacted Sites and Environmental Emergencies
Suite 201-115 24th Street East
Saskatoon, SK S7K 1L5

NOTE: This form does NOT meet Environment and Climate Change Canada's (ECCC) immediate reporting requirements. Immediate notifications should be done by calling 1-800-667-7525. Use this form to submit follow-up written reports to ECCC on discharge occurrences.

- **by email (preferred):**
ec.dalesaskatchewanrpn-eedsaskatchewanpnr.ec@canada.ca
- **or by mail:**
Environment and Climate Change Canada
10th Floor, Alvin Hamilton Building
1783 Hamilton Street - Regina Sask S4P 2B6

B. Person Reporting

Company Name Last Name First Name Middle Name Address City Province Postal Code Country

Mailing Address Same as above Different from above:

Address City Province Postal Code Country **Contact Details**Phone (main) Phone (work) Phone (mobile) Email

Preferred Method of Contact Phone Email Mail

C. Responsible Party

Legal Name

Business Name

Address

City Province Postal Code

Country

D. Fixed/Storage Facility Information (if applicable)

Facility Code Operation Identification

E. Discharged Material Details

Shipping Name Material Code (UNPN/NA #)

Chemical Abstract Service Registry (CAS) #

Material Comments
(include phase: solid, liquid gas)

Concentration of Liquid Released (mg/kg)

Type of Package or Containment Classification

Total Mass/Volume Prior to Discharge Units Mass or Volume of Discharge Units

F. Pressure Vessel Details (if applicable)

Pressure Vessel Yes No Certification Safety Marks

Description of Failure

G. Discharge Details

Date of Occurrence (DD/MM/YEAR)

Description of Events *Please attach any additional information as a separate document.*

Discharge Rate Discharge Rate Units

Duration of Discharge Temperature

Wind Speed (kph) Wind Direction Precipitation Type

Cloud Cover Relative Humidity (%)

Emergency Response Measures, and Subsequent Assessment and Corrective Actions

How impacted materials were disposed of

Closures resulting from spill (infrastructure disruptions ie. road closures etc.)

Actions taken to prevent similar incidents in the future

Long-term corrective actions (attach corrective action plan if more space required)

Other details

H. Discharge Location

Geographic Coordinates (Decimal degrees)

Latitude

Longitude

Legal Land Location (e.g., NW-12-34-5-W3):

Quarter Section: _____ Section: _____ Township: _____ Range: _____ Meridian: _____

Address

City

Province

Postal Code

I. Distances and Direction to:

Nearest Community	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Name	Direction	Distance
Nearest Well	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Name	Direction	Distance
Nearest Surface Water Body	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Name	Direction	Distance
Nearest Occupied Building	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Name	Direction	Distance

Surrounding Land Use (within 500 m of discharge location)

Check all that apply Industrial Commercial Residential/Parkland Agricultural

J. Transportation Occurrence Details (if applicable)

Road Rail Air Marine Type of Vehicle/Mean of Containment

K. Emergency Response Assistance Plan (ERAP)

ERAP activated? Yes No ERAP Number

L. Effects on Public

Public evacuated? Yes No Public sheltered in place? Yes No
Number of People Affected Number of Deaths
Number of People Requiring Medical Aid

M. Emergency Response Agencies

Organization Type	Agency Name	<input type="text"/>
Organization Type	Agency Name	<input type="text"/>
Organization Type	Agency Name	<input type="text"/>
Organization Type	Agency Name	<input type="text"/>
Organization Type	Agency Name	<input type="text"/>
Organization Type	Agency Name	<input type="text"/>

N. Conditions for Submission

If reporting by regular mail, please make sure all related documents are included or attached as part of the submission.

I have read and I fully understand that these conditions must be met before the Ministry of Environment can accept, assess and process my report, and

I have read and I fully understand the requirements of this report, and wish to continue with my report, and

Date of Report

I certify that the information I have provided in this report is true and accurate in every respect.

Signature of Reporter

By checking this box, I accept these conditions.

Need more information?

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