

## A. Reporting Requirements

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

- Site location
- Responsible party
- Substances involved in the occurrence
- Surrounding land use
- Laboratory Certificate of Analysis, documenting Discharge and Discovery Reporting Standard exceedances or documentation of adverse effects.

**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. There are numerous ways to obtain closure and the user should consult the Guidance Document: Impacted Sites.

**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

## B. Person Reporting

Company Name

Last Name

First Name  Middle Name

Address

City  Province  Postal Code

**Mailing Address**  Same as above  Different from above:

Address

City  Province  Postal Code

### Contact Details

Phone (main)  Phone (work)

Phone (mobile)  Email

**Preferred Method of Contact**  Phone  Email  Mail

Work completed on behalf of third party?  Yes  No

**Third Party Contact Information**

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

**Contact Details**

Phone (main)  Phone (work)   
Phone (mobile)  Email

Preferred Method of Contact  Phone  Email  Mail

**C. Responsible Party**

Is the responsible party known?  Yes  No

If no, identify potential responsible parties or sources of concern in the area (ie. landowner, occupant, lessee)

Last Name   
First Name  Middle Name   
Address   
City  Province  Postal Code

**Contact Details**

Phone (main)  Phone (work)   
Phone (mobile)  Email

Preferred Method of Contact  Phone  Email  Mail

**D. Fixed/Storage Facility Information (if applicable)**

Name of Industrial or Solid Waste Facility   
Facility Code  Operation Identification

**E. Discovery Material Details**

Affected Media  Soil  Groundwater  Surface Water

Substances Discovered

Approximate Area of Discovery

**F. 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

## G. Distances and Direction to:

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

## H. Conditions for Submission

**Please make sure all related documents are included or attached as part of the submission.**

- A Laboratory Certificate of Analysis, documenting Discharge and Discovery exceedances or documentation of adverse effects has been attached or;
- An Environmental Site Assessment has been attached.

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

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

- By checking this box, I accept these conditions.

**Date of Report**

**Signature of Reporter**

### Need more information?

[Search the Environment Resource Library](#)

[Submit an Environment General Inquiry](#)