



Corrective Action Plan

October 2025

A. Application Requirements

Corrective Action Plan (CAP) should provide general information, facility and site information, assessment criteria/objectives with respect to the governing pathway and remediation/management plans. Ministry approval of the application/cap shall be obtained prior to initiating any remediation work.

All submissions shall be consistent with the *Corrective Action Plan Code Chapter Standards and Guide to Impacted Sites*. The ministry will review the plan, in consultation with the owner and local officials in some cases. If the plan is not acceptable, the ministry will identify deficiencies and require that the plan be upgraded. When the plan is acceptable, the ministry will approve the proposal in writing and the project can begin.

How do I submit the application? 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. Type of Report

Is this report as status Update Or a New Corrective Action Plan (Please check one below.)

- New Corrective Action Plan
 Alteration of Existing
 Status Update
 Site Monitoring
 Progress Report
 Monitoring Report

C. Person Applying

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

D. Facility Owner Information

Legal Name

Business Name Corporate Branch # / GST #

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

E. Facility Operation Information (if known)

Facility Code

Operation Identification #

F. Facility Location Information

Legal Name

Business Name

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

Primary Contact

Last Name First Name

Emergency Phone Business Phone

G. Corrective Action Plan

Please ensure that you have included the following information before submission of your corrective action plan.

- Objective
- Contact Information
- Facility and Site Information

Chosen End Point (choose from list)

Proposed Corrective Actions (choose from list)

Proposed Schedule

Start Date

End Date

H. Conditions

- I have read and I fully understand that these conditions must be met before the Ministry of Environment can accept, assess and process my application;
- I have read and I fully understand the requirements of this application, and wish to continue with my application and formally apply for this permission, and
- I certify that the information I have provided in this application is true and accurate in every respect.
- By checking this box I accept these conditions.

Signature of Applicant

Date of Application

Need more information?

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[Submit an Environment General Inquiry](#)