



Visual Site Assessment (VSA) Checklist

October 2025

A. Assessment Requirements

The VSA is intended as method to address minor or uncomplicated impacts and provides a reasonable assessment approach where detailed environmental site assessment is not warranted.

How do I submit the assessment checklist? 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
Hazmat and Impacted Sites Unit
102 - 112 Research Drive
Saskatoon, SK S7N 3R3

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

C. Responsible Party

Legal Name

Business Name

Address

City Province Postal Code

Primary Contact

Last Name First Name

D. Discharge Location

Geographic Coordinates (Decimal degrees) Latitude Longitude

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

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

Legal Name

Business Name

Address

City Province Postal Code

E. Completion of the Visual Site Assessment Checklist

- (1) Completion of the section B visual site assessment checklist below is required by persons who elect to conduct a site assessment in accordance with subsection 3-1(1) of the Site Assessment Chapter of the Saskatchewan Environmental Code.
- (2) The visual site assessment checklist is to be completed by a qualified person as described in clause 1-3(1)(b) of the Site Assessment Chapter of the Saskatchewan Environmental Code.
- (3) Where the qualified person does not know the answer to any question in the visual site assessment checklist, a Phase II site assessment is required.
- (4) As authorized by section 13 of The Environmental Management and Protection Act, 2010 the minister may require a further investigation of the site.
- (5) The completion of the visual site assessment checklist does not preclude the submission of the Saskatchewan Written Discharge Report Form required by the Discharge and Discovery Reporting Chapter of the Saskatchewan Environmental Code.

F. Visual Site Assessment Checklist

#	Questions	Yes	No
1	Has the discharge been reported to the Ministry of Environment through the SaskSpills Centre (1-800-667-7525)?	<input type="radio"/>	<input type="radio"/>
2	Is the precise location of the discharge known?	<input type="radio"/>	<input type="radio"/>
3	Will appropriate corrective actions be initiated under the direction of the qualified person within 72 hours after the reported time of the discharge?	<input type="radio"/>	<input type="radio"/>
4	Will the corrective actions be completed within 30 days of the time of the discharge?	<input type="radio"/>	<input type="radio"/>
If any of the above questions 1 through 4 were answered "No", a site assessment in accordance with Part 2 or subsection 3-3 of the Site Assessment Chapter is required to be conducted.			
5	Are there occupied buildings located within 100 m of the discharge site?	<input type="radio"/>	<input type="radio"/>
6	Are groundwater withdrawal wells known or suspected to be present within 100 m of the discharge site?	<input type="radio"/>	<input type="radio"/>
7	Has the discharge affected a fish bearing water?	<input type="radio"/>	<input type="radio"/>
If any of the above questions 5 through 7 were answered "Yes", a site assessment in accordance with Part 2 or subsection 3-3 of the Site Assessment Chapter is required to be conducted.			

G. Conditions for Submission

If reporting by the online or 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

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

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