

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 to the Ministry of Environment using our online services or by mailing a hard copy.

- **Web:** the preferred method is to sign in to our **Online Services** and submit it through your company's business portal. In the portal you can apply for and receive permission, fill out forms and submit documents online, review documents, and track your interactions with the ministry. Please visit saskatchewan.ca.
- **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

What if I have questions? For assistance completing this application or for more information, please contact our Client Service Office:

Email: centre.inquiry@gov.sk.ca

Tel (toll free in North America): 1-800-567-4224

Tel (Regina): 306-787-2584

B. Person Reporting

Company Name	<input type="text"/>		
Last Name	<input type="text"/>		
First Name	<input type="text"/>	Middle Name	<input type="text"/>
Address	<input type="text"/>		
Address	<input type="text"/>		
City	<input type="text"/>	Province	<input type="text"/>
		Postal Code	<input type="text"/>

Mailing Address Same as above Different from above:

Address	<input type="text"/>		
Address	<input type="text"/>		
City	<input type="text"/>	Province	<input type="text"/>
		Postal Code	<input type="text"/>

Contact Details

Phone (main)	<input type="text"/>	Phone (work)	<input type="text"/>
Phone (mobile)	<input type="text"/>	Email	<input type="text"/>

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
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.

Last Name
First Name
Address
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. Discovery Location

Enter the Latitude/Longitude for center of the site in degrees, minutes, seconds.

Latitude:

Longitude:

Deg: Min: Sec: Deg: Min: Sec:

Address

Address

City Province Postal Code

G. Distances and Direction to:

Nearest Community

Name

Direction

Distance

Nearest Well

Name

Direction

Distance

Nearest Surface Water Body

Name

Direction

Distance

Nearest Occupied Building

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

If reporting by regular mail, 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