Submitting Record of Site Condition (RoSC): Questionnaire

Intended User: Authorized representatives of AER regulated licensees and assigned delegates

Overview

This quick reference guide (QRG) describes how to complete the Questionnaire tab of the Record of Site Condition (RoSC) in OneStop.

By getting here you have already completed the Create and General tabs in your RoSC submission. See QRGs: *Submitting Record of Site Condition (RoSC): Create* and *Submitting Record of Site Condition (RoSC): General.*

Complete Questionnaire

Click **Questionnaire** on the left navigation bar.

Intent

This section identifies which legislative role the submission intends to fulfill by requiring you to consider two questions:

- What is the intent of submission?
- What submission best fulfills that intent?

The *Submitting a Record of Site Condition (RoSC): Intent of Submission* QRG provides details on specific intents of submission and submission types.

Note: The submission type does not need to match the title of the professional report(s) attached to the RoSC.

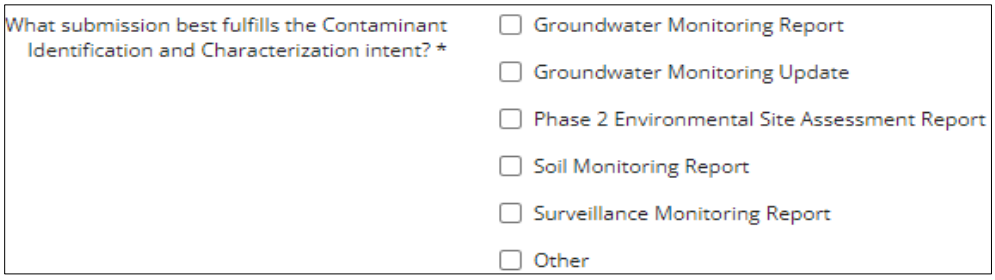
1. Select the **intent** from available options.

   – You may select multiple submission types that fulfill one or both Contamination Identification and Characterization and Contamination Management intents.

   – Submission types that fulfill the Regulatory or Administrative Closure of Contamination intent may **not** be submitted together with submission types that fulfill other intents.

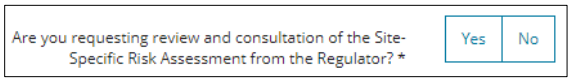
   – When indicating the submission(s) that best fulfill the intent(s), be aware – the entire OneStop RoSC submission may be returned if requirements of any one of the identified submissions are not satisfied. Refer to *Submitting a Record of Site Condition (RoSC): Intent of Submission QRG* for details.

2. Select the submission type that best fulfills your intent. Selections appear based on the intent of submission selection(s).



a) If **Contamination Management** was selected in Step 1, **and** SSRA best fulfills the intent, answer an additional question.

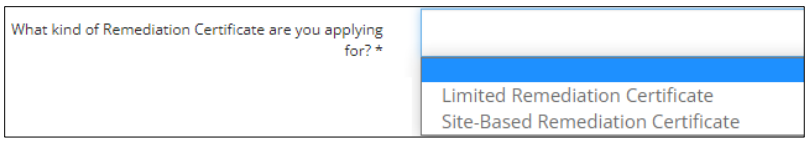
Select **Yes** or **No**: Are you requesting a review and consultation of the Site-Specific Risk Assessment from the Regulator?



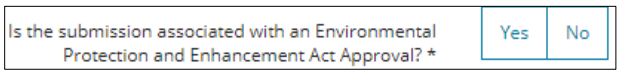
Note: Ensure that conditions requiring an SSRA consultation are met for this submission type. See *Submitting a Record of Site Condition (RoSC): Intent of Submission QRG* for more information.

b) If **Regulatory or Administrative Closure of Contamination** was selected in Step 1, **and** a Remediation Certificate Application best fulfills the intent, answer an additional question.

Select the remediation certificate type you are applying for from the drop-down list.

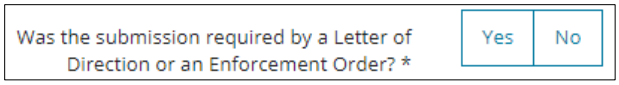


3. Select **Yes** or **No**: Is the submission associated with an *EPEA* approval?



a) If **Yes**, select the approval status.

4. Select **Yes** or **No:** Was the submission required by Letter of Direction or an Enforcement Order?



Note: Letters of Direction are, for example, issued under Part 6 of the *Environmental Protection and Enhancement Act*. Orders may include enforcement orders and environment protection orders.

Letters specifying requirements for annual updates, next submissions for a file, or other requests are **not** Letters of Direction or Enforcement Orders.

5. Click **Save** at the bottom right of the screen. 

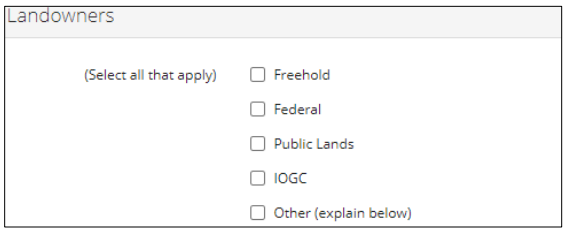
Tip

Save often. Your entry will be lost if you leave the page or close the window without saving.

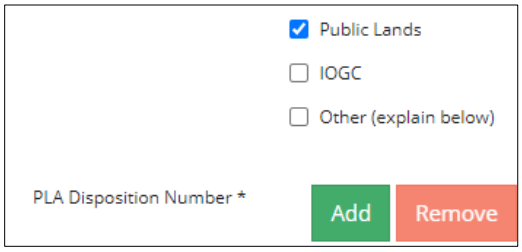
Stakeholders

1. Click **Stakeholders** tab.

2. Landowners: Select all the **landowners** / jurisdictions that apply.



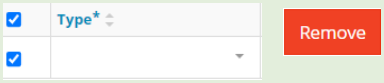
a) For Public Lands, add the *Public Lands Act (PLA)* disposition number.



b) Click **Add**  and enter the disposition number in the row provided.

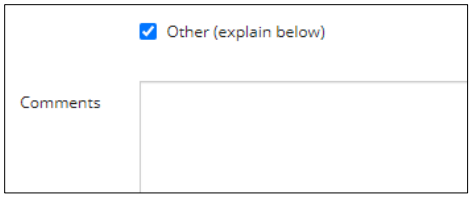
Tip

To remove a row of information, click the box beside the row you wish to remove. Click **Remove**.



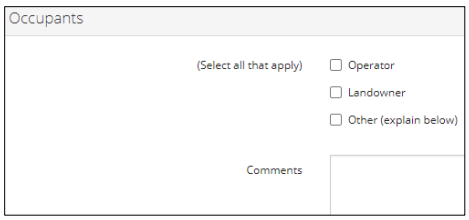
c) For IOGC, enter the surface lease number in the Comments box (e.g., OSXXXX). There may be additional IOGC reporting requirements.

d) For **Other**, enter comments in the space provided.



3. Occupants: An occupant can be the property owner, operator, or other person that rents or leases the property. Select all **occupants** that apply.

a) For **Other**, enter comments in the space provided.



4. Other: Select all other parties that apply.

   a) For **Other**, enter comments in the space provided.

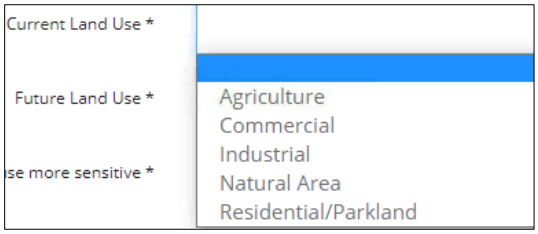
5. Click **Save.** 

Site Characterization

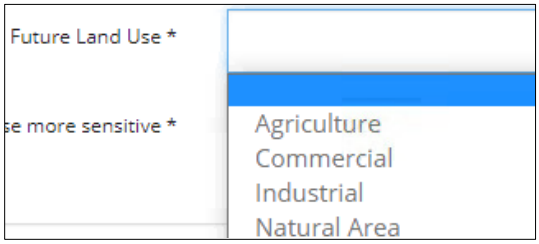
1. Click **Site Characterization** tab.

2. Land Use: Select the **Current Land Use** from the drop-down list.

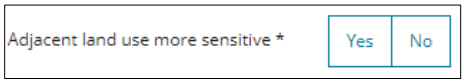
   Specify the land use classification that best describes the current, future, and more sensitive land use for the site. Refer to section 3.2 of the *Alberta Tier 1 Soil and Groundwater Remediation Guidelines (AENV, 2007a, as amended)* for more details on land use classifications.



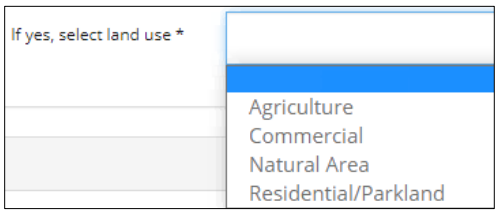
3. Select **Future Land Use** from the drop-down list.



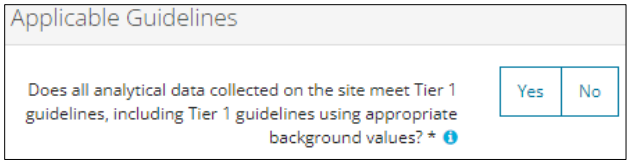
4. Select **Yes** or **No**: Is the adjacent land use more sensitive?



a) If **Yes**, select the **land use** from the drop-down list.



5. Applicable Guidelines: Select **Yes** or **No** – Does all analytical data collected on the site meet Tier 1 guidelines, including Tier 1 guidelines using appropriate background values?



– Select **Yes** if all relevant analytical data meets Tier 1 soil and groundwater guidelines, including Tier 1 background values. **Relevant data includes Contaminants of Concern (COC) associated with Areas of Potential Environmental Concern (APEC) and/or known substance releases.** Ensure the answer is supported in the professional report(s) that accompany the RoSC.

> **Tip**
>
> If **Yes** response (site meets Tier 1), complete only the Professional Reports tab. Tabs that follow are optional: Guidelines Applied, Soil and Groundwater Details, Contaminant Details, and Remedial Measures.
>
> If Tier 1 background was used, indicate the background values within the "Background Concentrations that exceed Tier 1 guidelines" table in the Contaminant Details tab.

– Select **No** if all relevant analytical data does **not** meet Tier 1 soil and groundwater guidelines (e.g., a COC concentration exceeding Tier 1).

– Select **No** when relevant analytical data meets site-specific Tier 2 guidelines. Enter site-specific guidelines in the Contaminant Details section.

– Select **No** when COCs that are not listed in Tier 1 guidelines have been identified, even if Tier 1 guidelines are otherwise met.

– Select **No** if the submission provides minor exceedance justifications in support of a Contamination Review for Reclamation.

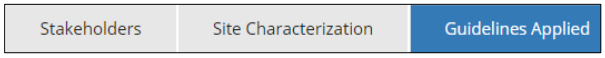
a) If **No**, select **Yes** or **No** to answer the following questions:

- Has information been communicated to all affected third parties?
- Are concentrations above applicable guidelines at existing water well receptors (including domestic, industrial, irrigation, and livestock watering water supply wells)?
- Are concentrations above applicable guidelines in surface water or wetland?
- Are concentrations above applicable guidelines in a dugout?
- Has vapour testing has been completed? This question applies to the sampling and analysis of air/vapours – and not routine field screening of soil samples or groundwater monitoring wells.

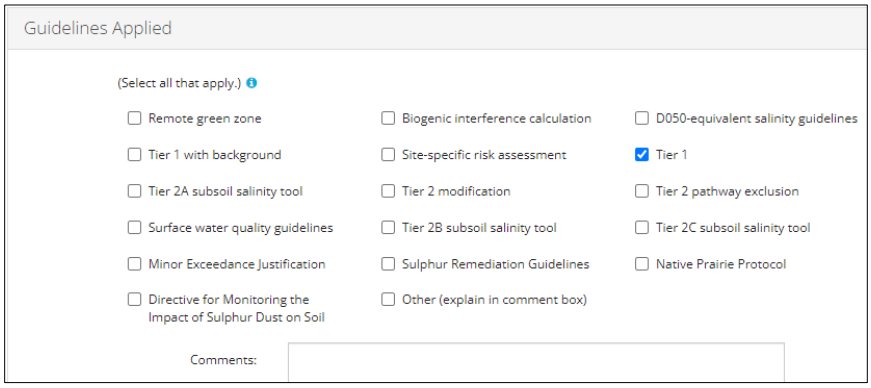
6. Click **Save**. 

Guidelines Applied

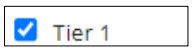
1. Click **Guidelines Applied** tab.

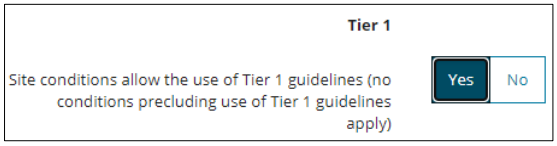


2. Select all **guidelines** that apply to the site.



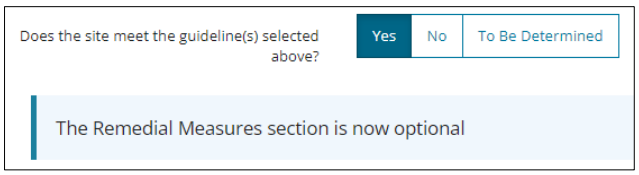
a) Tier 1 is a default selection: Select **Yes** or **No** to answer the related question or unselect the guideline if it does not apply.





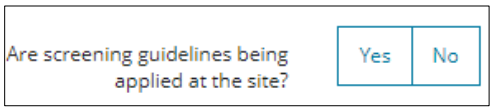
3. Select **Yes**, **No,** or **To Be Determined**: Does the site meet the guideline(s) selected above?

a) If **Yes**, completing the Remedial Measures section is optional.



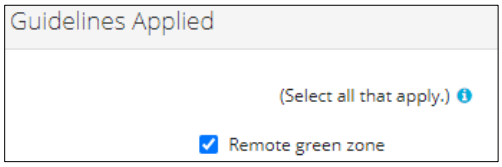
Note: "Yes" can be selected when Minor Exceedance Justification is a selected guideline.

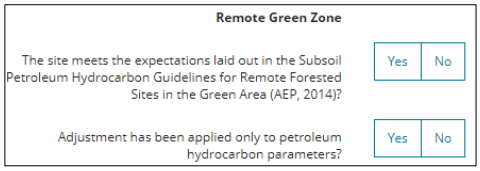
4. Select **Yes** or **No**: Are screening guidelines being applied to the site?



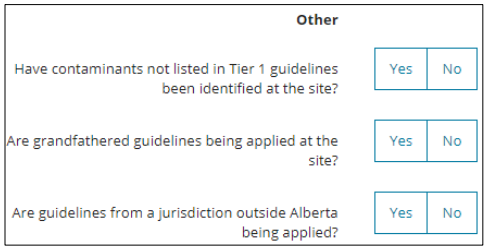
5. Based on your guideline selection(s) in Step 2, additional questions will appear. Select **Yes** or **No** to answer the questions.

Example:





a) For **Other**, enter comments in the space provided. Select **Yes** or **No** to answer additional questions that appear.



6. Click **Save**. Save

Soil and Groundwater Details

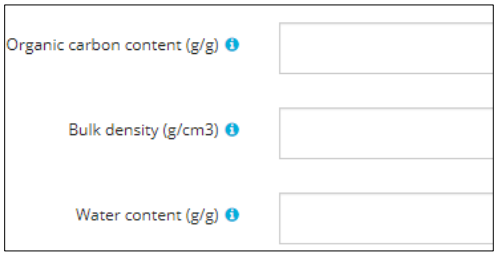
1. Click **Soil and Groundwater Details** tab.

a) When Tier 2 guidelines have been applied, enter site-specific information instead of using Tier 1 default values**.**

2. Soil Details: Select the **Soil particle size,** the most appropriate governing soil particle size on the site. If unsure, select **Most Stringent**.

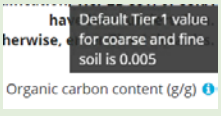
3. Data will auto-populate the form based on the selection. Revise entries as needed.

Note: When “Most Stringent” is selected, the coarse default values will be shown onscreen, although the most stringent default values are used in the AER’s appraisal of this information.

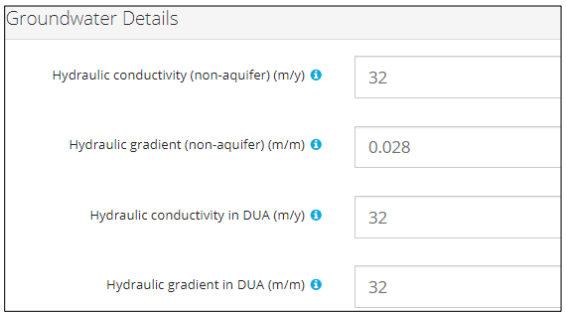


Tip

Hover over the information icon for details about each requirement.



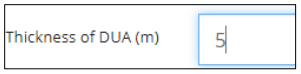
4. Groundwater Details – Tier 1 default values are auto-populated in this section. Revise entries as needed.



   a) If the shallow groundwater interval at a site meets the definition of a DUA, enter the **same hydraulic conductivity and gradient values for both non-aquifer and DUA**.

      - Non-aquifer refers to the shallow interval governing near surface lateral groundwater transport.
      - DUA refers to the uppermost domestic use aquifer as per the definition in the *Alberta Tier 1 Soil and Groundwater Remediation Guidelines*.

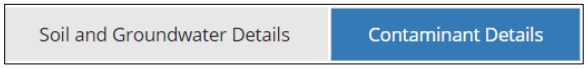
   b) Enter the **Thickness of DUA (m).** This field is auto populated. If a DUA was not encountered at the site, or if unknown, enter the Tier 1 default value of 5 m**.**



5. Click **Save.** 

Contaminant Details

1. Click **Contaminant Details** tab.



2. Screening Questions: Select **Yes** or **No** for each of the following screening questions: 

   These questions provide insight into several risk thresholds that the AER evaluates for review purposes:

   - Do any background samples exceed the applicable Tier 1 guideline by 10 times or more?
   - Are there any active contamination sources at the site?

     Note: An active source is any source contributing contaminant mass to the environment that requires removal or control.

   - Have any contaminants of concern currently not listed in Tier 1 been measured at the site?

     Note: While no Tier 1 guideline exists for soil, chloride is not considered an unusual contaminant. **Do not** answer “Yes” to this question for chloride.

   - Are any receptors currently impacted by contamination associated with the site?

     Note: Use professional judgement when answering this question. This question is focused on receptors that require management and are defined in the *Alberta Tier 1 Soil and Groundwater Remediation Guidelines* section 4.2 and 4.3.

   - Has any Non-Aqueous Phase Liquid (NAPL) associated with the site been observed?

Note: Use professional judgement to indicate whether NAPL is currently a relevant concern on a site. For example, do not answer “Yes” if NAPL was observed historically but has been remediated.

- Do any contaminant plume lengths or widths associated with the site exceed 200 m?
- Is there an existing dwelling within 100 m of the site?

3. Background Concentrations that exceed Tier 1 guidelines: If applicable, click **Add.** 

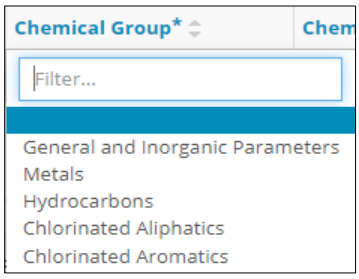
   Provide details about the background parameters that exceed the Alberta Tier 1 guidelines. This table should be populated even if the site meets derived Tier 2 guidelines.

   a) A blank row appears on the table. Provide the required details:

      - **Type**
      - **Chemical Group**
      - **Chemical not listed in Tier 1** (non-editable unless “Chemical not listed in Tier 1” is selected in Chemical Group)
      - **Specific Chemical**
      - **Depth/Screen Zone**
      - **Max Concentration**

      In the table columns, select the option from a drop-down list or enter a value in the field.

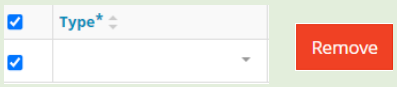
      Examples:



4. Optional: Add or remove rows in the table as needed.

   Tip

   To remove a row of information, click the box beside the row you wish to remove. Click **Remove**.



5. Receptor Concentrations exceeding laboratory limit of detection: If applicable, click **Add.**

   Provide details on the current maximum concentrations of **COCs or contaminants associated with APECs** that exceed laboratory detection limits.

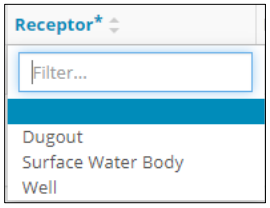
   a) A blank row appears on the table. Provide the required details:

      - **Type**
      - **Contaminant Group**
      - **Chemical not listed in Tier 1** (non-editable unless “Chemical not listed in Tier 1” is selected in Chemical Group)
      - **Specific Contaminant**

- **Receptor**
- **Max Concentration**

b) In the table columns, select the option from a drop-down list or enter a value in the field.

Examples:



c) Optional: Add or remove rows in the table as needed.

6. Contaminated Areas: Click **Add.** Add

The Contaminated Area window opens.

a) Complete each section of the form. Click **Add**. Add

> **Important**
>
> **Do not** close the Contaminated Area window until you have fully completed the form and clicked **Add**. Otherwise, your entry will be lost.

- Contaminated Area Details
- Potential Receptors

  For distance, provide lateral distance from the edge of the contaminated area to the edge of the nearest receptor in the direction of groundwater flow. Where groundwater flow direction is not known, use the shortest distance in any direction.

  Note: Indicate the distance to receptor equal to the maximum search area, if no receptor was found within the survey, up to a maximum of 5000 m. Example: If a water well survey was conducted within a 1 km radius of the site, the potential receptor distance for water well should be 1000 m.

  For transverse distances, provide distance from the edge of the contaminated area to the edge of the nearest receptor perpendicular to groundwater flow. Where groundwater flow direction is not known, assume flow direction is toward the receptor and indicate a transverse direction of 0 m.

  > **Important**
  >
  > Indicate a distance of 0 m for **Distance(s) to Surface Water Receptor** if the contaminated area is within a wetland.

- Contaminated Area Dimensions

  The edge of the contaminated area can be defined as the closest distance that meets the requirement for delineation defined in section 2.1.2 of the *Alberta Tier 1 Soil and Groundwater Remediation Guidelines*.

  In the absence of complete delineation, the AER may accept professional judgement based on laboratory data supported with field observations and geophysical surveys. Effort should be made to conservatively approximate any areas still under assessment.

- Contaminant Details

  Ensure reported contaminants align with the professional report(s) informing the RoSC. Report the maximum concentrations observed in the given contaminated area for **all COCs that exceed Tier 1** (laboratory detection limit in the case of residential/parkland setting or within 100 m of a dwelling).

- This includes contaminants that have Tier 2 guidelines applied and meet or exceed applied Tier 2 guidelines. The maximum concentrations of COCs without Tier 1 guidelines should also be included (e.g., chloride in soil).

  For contaminants in soils, only enter the maximum observed and the given depth increment it was observed in, **not** the maximum observed in each depth increment.

- Site-Specific Guidelines

  If site-specific guidelines have been developed for specific contaminants, enter the numeric guideline value. If a guideline was developed and the result was the exclusion of a particular contaminant (i.e., no guideline needed), enter the contaminant concentration and leave the site-specific guideline blank. Units for the site-specific guideline are assumed to be the same entered for maximum concentration.

- Characterization/Delineation

  Refer to the *Alberta Tier 1 Soil and Groundwater Remediation Guidelines* for clarity on expectations about delineation. Select the most appropriate description for the current level of delineation at the site:

  - **Complete**: The contamination is vertically and laterally delineated to allow all applicable exposure pathways and receptors to be properly assessed. Potential migration patterns have been considered.
  - **Fair**: There are some gaps in the delineation of the contamination, but a reasonable assessment of the risk is possible.
  - **Poor**: There are major gaps in the delineation, or the risk cannot be adequately assessed.
  - **None**: The delineation of the identified contamination is deficient, or it is not possible to estimate the contamination risk.
  - **N/A**: The above selections do not apply to describing the delineation of the area.
  - **Other**: A comment box appears for providing further information.

- Environmental Assessment Plan

  This section outlines the next steps within the contaminated area. Are there plans to further develop the conceptual model?

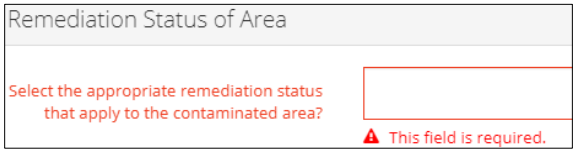
  If **Yes**, do you plan to further delineate the contaminated area? If **Yes**, select the expected delineation date from the calendar.

- Remediation Status of Area

  Select the most appropriate remediation status within the contaminated area. This is **not** Remedial Measures; this is specifically remediation (as defined in the *Remediation Regulation*). If **Remediation to be implemented on a specific date** is selected, select the expected date for implementation from the calendar.

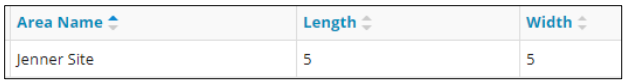
7. Once you have completed the form, click **Validate**. 

   a) Complete the required fields that appear in red. Click **Validate**.

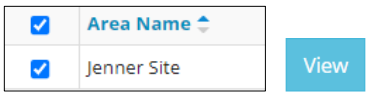


8. Once all required fields have been completed, click **Add.** 

   The window closes. Details entered in the form appear in the Contaminated Areas table.



9. Optional: To view and update site details, check the box beside the site you wish to view or update. Click **View**.



   The Contaminated Area window opens displaying site details.

   a) Revise your entry if needed. Click **Update**. 

10. Optional: Add or remove rows (sites) in the table as needed.

Remedial Measures

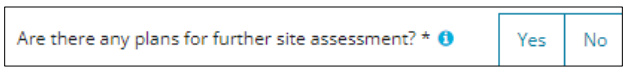
The section identifies anticipated dates of various milestones and requirements for contamination management at the site, with the expectation that dates will be more exact the closer they are to the RoSC submission date.

The AER may receive this information in fulfillment of RAP obligations under the *Remediation Regulation*.

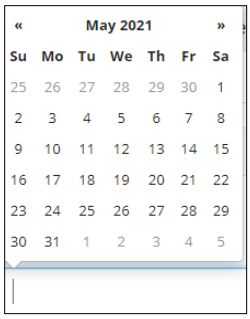
The anticipated dates are expected to be exact (to the best of your knowledge) at the time of submission and aligned with any dates entered for individual Contaminated Areas, as applicable.

1. Select **Yes** or **No:** Are there any plans for further site assessment?

   a) Select **Yes**, if there are existing plans for delineation, groundwater or soil monitoring, or other conceptual site model development activities (including risk assessment).

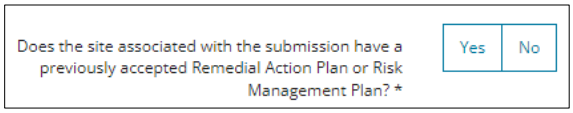


   b) If **Yes**, click the **calendar** and select the **date** for reporting the information to the AER.

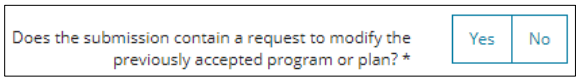


Note: The date must be greater or equal to the current date.

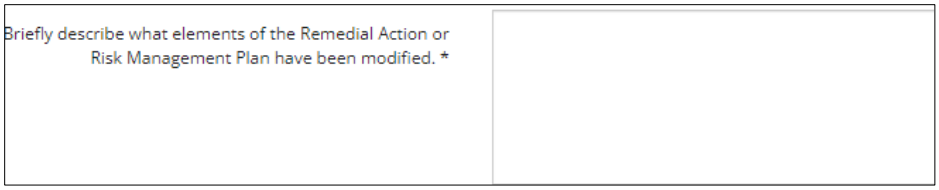
2. Select **Yes** or **No:** Does the site associated with your submission have a previously accepted Remedial Action Plan or Risk Management Plan?



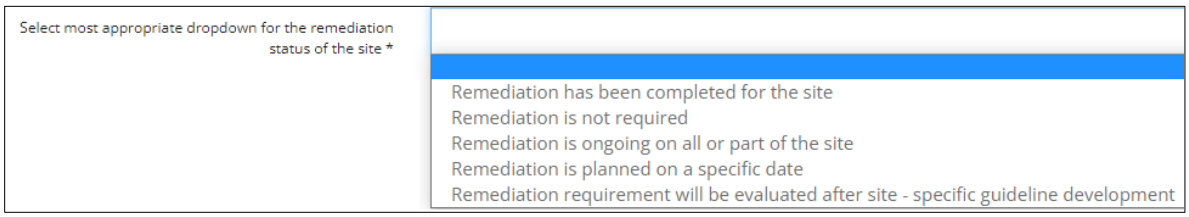
a) If **Yes**, does your submission contain a request to change the previously accepted program or plan? Select **Yes** or **No**.



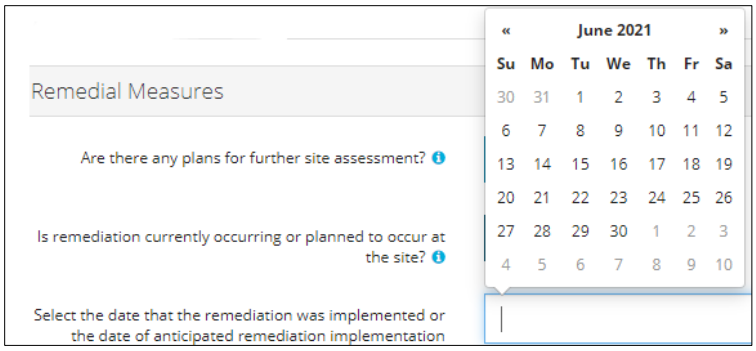
b) If **Yes**, a mandatory comment box appears. Indicate which elements of the RAP or RMP have been changed.



3. Select the most appropriate dropdown for the remediation status of the site.



- **Remediation has been completed for the site:** Select this option when remediation was required and has been completed.
- **Remediation is not required:** Select this option when the need for remediation has been evaluated and determined to not be required.
- **Remediation is ongoing on all or part of the site:** Select this option when remediation was previously determined as required and is currently underway on an area or the entirety of the site.
- **Remediation is planned on a specific date:** Select this option when remediation is planned and will begin on a given date. Click the calendar and select the date when remediation is anticipated to begin.

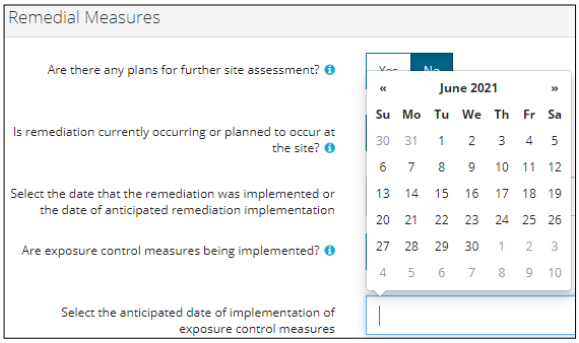


– **Remediation requirement will be evaluated after site-specific guideline development:** Select this option when it is unclear whether remediation will be required on the site, and further site assessment is required before the need for remediation can be confirmed.

4. Select **Yes**, **No**, or **N/A**: Are exposure control measures being implemented?

– Exposure control mechanisms should be evaluated if there is a potential for adverse effects (e.g., a Tier 1 exceedance).

– Select **No** if formal exposure control measures are required but are not yet implemented. You will be asked for an implementation date.



– Select **Yes** if exposure control measures are currently being implemented.

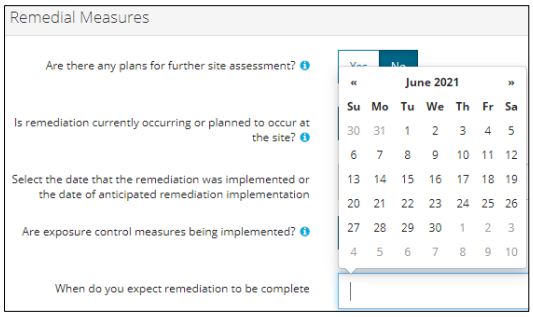
– Select **N/A** if exposure control measures were evaluated and not required.

Note: An active surface lease / disposition may serve as an administrative exposure control instrument.

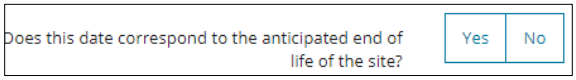
5. Click the calendar and select the date you expect remedial measures to be complete.

The AER appreciates that this anticipated date may not be exact during a facility's operational stage. Remedial Measures, in its various formats, are expected to be undertaken until formal site closure.

a) If the submission represents the final RoSC (i.e., you are applying for closure), enter the current date in the field. Otherwise, enter the anticipated date when remedial measures will be complete.



6. Select **Yes** or **No**: Does the date correspond to the anticipated end of life of the site?



Note: Select **Yes** if you anticipate needing remedial measures until closure, or as a mechanism of closure (such as ongoing risk management under an RMP until a site is closed).

7. Click **Save.** 

Professional Reports

1. Select **Yes** or **No**: Has the professional report associated with this RoSC submission been included within a linked "Related OneStop Submission?"

   a) If **Yes**, there is no need to add the report in the RoSC.

   b) If **No**, add the report. Click **Add**. 

   A row is added to the table.

   i) Enter the name of the **Author**.

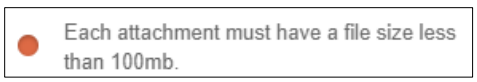
   ii) Select the **Report Date** from the calendar.

   iii) Enter the **Report Title**.

   iv) Locate and **Attach Report**.

   c) Optional: Add and remove rows (reports) in the table as needed until all data pertinent to the RoSC submission have been added.

   Note: Upload limit is 100 MB per report. An error appears if the limit is exceeded.



2. Click **Save**. 

3. Click **Next** at the bottom of the screen or click **Confirmation** on the left navigation bar to move to the next screen.

or

4. See *Submitting Record of Site Condition (RoSC): Confirmation QRG*.