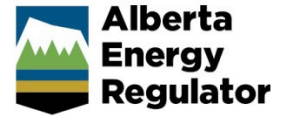


Submitting Record of Site Condition (RoSC): Questionnaire



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

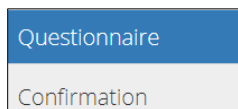
Overview

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 the following 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. Consider the following 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 details the 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.

What is the intent of submission? *	Notice of Contamination	Contaminant Identification and Characterization	Contamination Management	Regulatory or Administrative Closure of Contamination
-------------------------------------	-------------------------	---	--------------------------	---

- You may select multiple submission types that fulfill one or both Contamination Identification and Characterization and Contamination Management intents. In certain cases (detailed below), the Notice of Contamination intent may also be selected.
- Submission types that fulfill the Notice of Contamination or Regulatory or Administrative Closure of Contamination intents, by default, may not be submitted together with submission types that fulfill the other intents.

Important

The notice of contamination may only be submitted on its own and the user cannot select another intent. When “No” is the answer to the question, “Do you have a professional report that meets the *Alberta Environmental Site Assessment Standard* to submit with Notice of Contamination?”, the remaining tabs in the RoSC form are optional.

However, when “Yes” is the answer to the question, “Do you have a professional report that meets the *Alberta Environmental Site Assessment Standard* to submit with Notice of Contamination?”, the notice of contamination must be completed by also indicating one or both of Contaminant Identification and Characterization or Contamination Management 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. Where applicable, select the submission type that best fulfills your intent. Selections appear based on the intent of submission selection(s). Note that Notice of Contamination is both an intent and a submission type.

What submission best fulfills the Contaminant Identification and Characterization intent? *	<input type="checkbox"/> Groundwater Monitoring Report <input type="checkbox"/> Groundwater Monitoring Update <input type="checkbox"/> Phase 2 Environmental Site Assessment Report <input type="checkbox"/> Soil Monitoring Report <input type="checkbox"/> Surveillance Monitoring Report <input type="checkbox"/> Other
---	---

3. If **Contamination Management** was selected in Step 1, **and** an 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?

Are you requesting review and consultation of the Site-Specific Risk Assessment from the Regulator? *	<input type="button" value="Yes"/> <input type="button" value="No"/>
---	--

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.

- a) If **Yes**, a required text box will appear. Indicate what elements of the submission are beyond prescribed Tier 2 approaches.

Specify what aspect of the report you are seeking consultation (note this must be beyond guidelines are not subject to review).	
Comments *	

- b) If **No**, proceed to **Step 5**.

4. 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.

What kind of Remediation Certificate are you applying for? *	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #e6f2ff; height: 20px; margin-bottom: 5px;"></div> <div style="background-color: #0070c0; color: white; padding: 2px 5px;"> Limited Remediation Certificate </div> <div style="padding: 2px 5px;"> Site-Based Remediation Certificate </div> </div>
--	---

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

Is the submission associated with an Environmental Protection and Enhancement Act Approval? *	<input type="button" value="Yes"/> <input type="button" value="No"/>
---	--

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

What is the status of the approval? *	Operating	Decommissioning
---------------------------------------	-----------	-----------------

b) If **No**, proceed to the next step.

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


Was the submission required under an enforcement order or Environmental Protection Order? *	Yes	No
---	-----	----

c) If **Yes**, enter the required order number.

Was the submission required under an enforcement order or Environmental Protection Order? *	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Enter the order # *	<input type="text"/>	

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

d) If **No**, proceed to the next step.

7. Click  (bottom right of screen).

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

Notice of Contamination

The notice of contamination may be used for unreported, lower-risk situations where there is no ongoing incident resulting in substances being released to the environment. Users may submit the RoSC using the Notice of Contamination intent to fulfil the reporting requirements under the *Environmental Protection and Enhancement Act (EPEA)*, section 110 provided the following conditions **do not** apply:

- Situation involves an emergency
- Substance release is ongoing or uncontrolled (steps or procedures are required to minimize, control, or stop the release)
- Risk to public safety (e.g., an evacuation is underway or drinking water is affected)
- Observed or known impacts to water bodies or wildlife
- Oilfield waste has been released
- Substance release is at a mine site
- Substance release is associated with an activity that does not have a current AER licence number
- Situation is happening on a military base, international airport, First Nations, or national park land, or may cross the Alberta border

- Situation is a release to air or involves transportation of dangerous goods
- Uncertainty as to whether any of the above points apply to the situation

If any of the conditions above apply, report the substance release using the AER 24-hour Energy and Environmental Response Line 1-800-222-6514.

8. If **Notice of Contamination** was selected in **Step 1**, confirm if any of the conditions above apply in order to submit the notice of contamination. Click **View** to read the above conditions in a pop-up message box.

Confirm none of these conditions apply * View

I confirm none of the conditions apply
One or more of the conditions apply

a) Click **View** to read the conditions.

Confirm none of these conditions apply

i

For unreported lower-risk situations where there is no ongoing incident resulting in substances being released to the environment, licensees may use the OneStop Notice of Contamination for reporting released substances to the AER.

If any of the below apply report the substance release using the AER 24 hour Energy and Environmental Response Line 1-800-222-6514.

- The situation involves an emergency.
- The substance release is ongoing or uncontrolled (steps or procedures are required to minimise, control or stop the release).
- There is a risk to public safety (e.g. an evacuation is underway or drinking water is affected).
- There are observed or known impacts to waterbodies or wildlife.
- Oilfield waste has been released.
- The substance release is at a mine site.
- The substance release is associated with an activity that does not have a current AER licence number.
- The situation is happening on Military, International Airport, First Nations or National Park Land, or may cross the Alberta border.
- The situation is a release to air or involves transportation of dangerous goods.
- There is uncertainty as to whether any of the above points apply to the situation.

If NONE of the above apply select "I CONFIRM" to proceed with the AER Notice of Contamination.

Important

If one or more conditions apply, you **cannot** submit a notice of contamination via OneStop, and you must report the situation by calling EDGE (1-800-272-9600).

Confirm none of these conditions apply * View

I confirm none of the conditions apply
One or more of the conditions apply

▲ Please call the AER 24 hour Energy and Environmental Response Line (1-800-222-6514) in order to report the substance release.

9. Select **Yes** or **No** whether you have a professional report that meets the *Alberta Environmental Site Assessment Standard* to submit with the notice of contamination.

Do you have a professional report that meets the *Alberta Environmental Site Assessment Standard* to submit with Notice of Contamination? *

Yes
No

a) If **Yes**, at least one submission type under Contaminant Identification and Characterization or Contamination Management is also required. Complete the RoSC form as usual (details below).

What is the intent of submission? *

Notice of Contamination

Contaminant Identification and Characterization

Contamination Management

Regulatory or Adm

▲ An additional intent of submission selection is required when a professional report is available.

Note

A notice of contamination may not be submitted in conjunction with any closure related submissions. To submit an RoSC that is associated with closure, the notice of contamination must first be submitted and then followed by a separate closure submission.

b) If **No**, fulfill the additional requirements that appear. No other intent of submission may be indicated.

What is the intent of submission? *	Notice of Contamination	Contaminant Identification and Characterization	Contamination Management	Regulatory or Administrative Closure of Contamination
-------------------------------------	--------------------------------	---	--------------------------	---

Select the applicable **Area(s) of Potential Environmental Concern**.

Indicate the applicable Area(s) of Potential Environmental Concern from the following list *	<input type="checkbox"/> Well Centre <input type="checkbox"/> Pipeline <input type="checkbox"/> Flare Pits <input type="checkbox"/> Above Ground Storage Tanks <input type="checkbox"/> Below Ground Storage Tanks <input type="checkbox"/> Processing Area <input checked="" type="checkbox"/> Buried Pits <input type="checkbox"/> Drilling Waste Disposal Area <input type="checkbox"/> Other APECs
--	--

i) For **Other APECs**, a mandatory text box appears. Enter additional information.

<input checked="" type="checkbox"/> Other APECs
Comments *

a) Select the **relevant chemical group(s) and/or substances released**.

Select the Chemical Group(s) and / or Substances Released *	Chemical Group(s)	Substance(s) Released
Chemical Group(s) * <input type="checkbox"/> Light Hydrocarbons <input type="checkbox"/> Heavy Hydrocarbons <input type="checkbox"/> Salt and Other Inorganics <input type="checkbox"/> Metal(s) <input type="checkbox"/> Other Processing Chemicals	Substance(s) Released * <input type="checkbox"/> Crude Oil <input type="checkbox"/> Fuel / Lube Oil <input type="checkbox"/> Condensate <input type="checkbox"/> Produced Water <input type="checkbox"/> Drilling Mud <input type="checkbox"/> Other Substance	

i) When **Other Processing Chemicals and Other Substance** is selected, a mandatory text box appears. Enter additional information.

Comments *

- b) Select a date within 90 days to submit the professional report associated with the notice of contamination, as required by *Remediation Regulation* section 2.2(1).

Substance(s) Released *

August 2024						
Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Under the Environmental Site Assessment Standard, a professional report is required. Indicate a date, within 90 days, that you will submit the professional report *

Important – Potential Compliance Date 1

This date may be used to inform the AER Compliance Assurance Program. Ensure that a professional report and RoSC is submitted on or before the date provided.

Under the Remediation Regulation, a professional report is required. Indicate a date, within 90 days, that you will submit the professional report *

02/06/2025 ⌵

⚠ This Notice of Contamination is ineligible to be completed within OneStop due to a timeline greater than 90 days for a professional report submission.

- c) Review the Notice of Contamination Declaration.

Notice of Contamination Declaration

Notice of Contamination Declaration *

I conducted reasonable inquiries to obtain all relevant information and the information provided in this Notice of Contamination is to the best of my knowledge and belief, true, accurate and complete as of this date. I understand that if I have provided false, misleading or inaccurate information, I am subject to the enforcement of the Environmental Protection and Enhancement Act, Release Reporting Regulation, and the Remediation Regulation.

I agree to submit this information electronically as part of the AERs electronic reporting system. I also acknowledge that the date of this notification can be used as a measure of future compliance with the Remediation Regulation.

- i) Enter your name and select the date.

Authorization Representative name *

Date *

Note: the date must be on or before the current date.

Important

When submitting a notice of contamination, the remainder of the RoSC form is not required (provided no professional report is available), including the declarations found within the Confirmation tab. Proceed to validation to complete the RoSC.

Stakeholders

1. Click the **Stakeholders** tab.

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

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

3. 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**.

4. For **IOGC**, enter the **surface lease number** in the Comments box (e.g., OSXXXX). There may be additional IOGC reporting requirements.
5. For **Other**, enter comments in the space provided.

6. 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.

- 7. **Other:** Select all other parties that apply.

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

- 8. Click  .

Site Characterization

- 1. Click the **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?

Adjacent land use more sensitive *

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

If yes, select land use *

- Agriculture
- Commercial
- Natural Area
- Residential/Parkland

b) If **No**, proceed to the next step.

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?

Applicable Guidelines

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 for intrusion into buildings been completed? This applies to the sampling and analysis of air/vapours, not routine field screening of soil samples or groundwater monitoring wells.

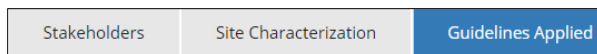
Note

If any of the following questions are answered **Yes**, the table Receptor Concentrations Exceeding Laboratory Limit of Detection is mandatory:

- 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?

Guidelines Applied

1. Click **Guidelines Applied** tab.



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

Guidelines Applied

(Select all that apply.)

<input type="checkbox"/> Remote green zone	<input type="checkbox"/> Biogenic interference calculation	<input type="checkbox"/> D050-equivalent salinity guidelines
<input type="checkbox"/> Tier 1 with background	<input type="checkbox"/> Site-specific risk assessment	<input checked="" type="checkbox"/> Tier 1
<input type="checkbox"/> Tier 2A subsoil salinity tool	<input type="checkbox"/> Tier 2 modification	<input type="checkbox"/> Tier 2 pathway exclusion
<input type="checkbox"/> Surface water quality guidelines	<input type="checkbox"/> Tier 2B subsoil salinity tool	<input type="checkbox"/> Tier 2C subsoil salinity tool
<input type="checkbox"/> Minor Exceedance Justification	<input type="checkbox"/> Sulphur Remediation Guidelines	<input type="checkbox"/> Native Prairie Protocol
<input type="checkbox"/> Directive for Monitoring the Impact of Sulphur Dust on Soil	<input type="checkbox"/> Other (explain in comment box)	

Comments:

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

Tier 1

Tier 1

Site conditions allow the use of Tier 1 guidelines (no conditions precluding use of Tier 1 guidelines apply)

3. Select **Yes**, **No**, or **To Be Determined**: Does the site meet the guideline(s) selected above?
 - b) If **Yes**, completing the Remedial Measures section is optional.

Does the site meet the guideline(s) selected above?

The Remedial Measures section is now optional

Note: “Yes,” can be selected when Minor Exceedance Justification is a selected guideline.

A validation error appears if Contamination Review for Reclamation has been selected as the submission type, and “No” is selected as the answer to the question, “Does the site meet the guideline(s) selected above?”

Comments:

Does the site meet the guideline(s) selected above?

⚠ You have indicated a Contamination Review for Reclamation intent but have not indicated you have met an applicable guideline. To a Contamination Review for Reclamation under those conditions.

The RoSC is considered administratively incomplete under these conditions and cannot be submitted. Ensure that closure submissions indicate a guideline has been met.

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

Are screening guidelines being applied at 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:

Guidelines Applied

(Select all that apply.) ⓘ

Remote green zone

Remote Green Zone

The site meets the expectations laid out in the Subsoil Petroleum Hydrocarbon Guidelines for Remote Forested Sites in the Green Area (AEP, 2014)?

Adjustment has been applied only to petroleum hydrocarbon parameters?

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

Other (explain in comment box)

Comments:

Other

Have contaminants not listed in Tier 1 guidelines been identified at the site?

Are previous versions of guidelines being applied at the site?

Are guidelines from a jurisdiction outside Alberta being applied?

Is the site impacted by 3rd party contamination?

Note: You may indicate a site that is impacted by third-party contamination. In cases where the site is impacted by third-party contamination and the remainder of the site meets applied guidelines, the Remedial Measures section becomes optional, similar to if guidelines were met in Step 3.

Is the site impacted by 3rd party contamination?

3rd party contamination aside, does the remainder of the site meet the applied guidelines?

Tip

In the event a site meets guidelines aside from third-party contamination:

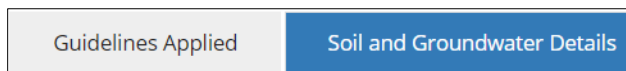
- Select **No** to meeting guidelines on the question, “Does the site meet the guideline(s) selected above?” and,
- **Yes** to “3rd party contamination aside, does the remainder of the site meet the applied guidelines?”

This enables a closure-related review in cases where the site is impacted by third-party contamination.

6. Click  .

Soil and Groundwater Details

1. Click the **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**.



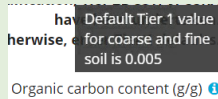
3. Data will auto-populate the form based on the selection. Revise entries as needed.

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

Organic carbon content (g/g) ⓘ	<input type="text"/>
Bulk density (g/cm3) ⓘ	<input type="text"/>
Water content (g/g) ⓘ	<input type="text"/>

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.

Groundwater Details	
Hydraulic conductivity (non-aquifer) (m/y) ⓘ	32
Hydraulic gradient (non-aquifer) (m/m) ⓘ	0.028
Hydraulic conductivity in DUA (m/y) ⓘ	32
Hydraulic gradient in DUA (m/m) ⓘ	32

- 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*.

5. 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.

Thickness of DUA (m)	5
----------------------	---



6. Click  .

Contaminant Details

1. Click **Contaminant Details** tab.

Soil and Groundwater Details	Contaminant Details
------------------------------	----------------------------

Yes	No
-----	----

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 contaminant guidelines from jurisdictions outside of Alberta been applied at the site?
Note: While no Tier 1 guideline exists for soil, chloride is not considered as a contaminant that requires guidelines from outside jurisdictions. **Do not** answer “Yes” to this question for chloride.
- Are any of the following receptors impacted by contamination associated with the site: a dugout, an off-site water supply well, or DUA?
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* sections 4.2 and 4.3.

- Are non-aqueous phase liquids (NAPLs) currently present at site?
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.

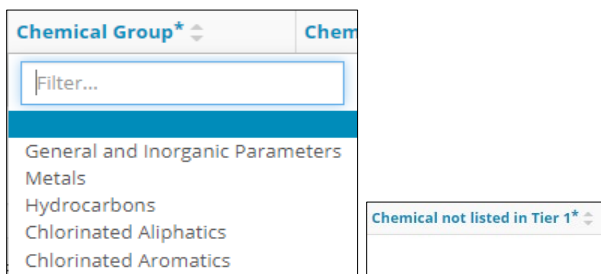
Provide details about the background parameters that exceed the Alberta Tier 1 guidelines. This table should be populated even if the site meets derived Tier 2 guidelines.

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’s 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**.

Enter details on the current maximum concentrations of **COCs or contaminants associated with APECs** that exceed laboratory detection limits. This table is required if any of the following questions in the Site Characterization tab are answered **Yes**:

- Are concentrations above applicable guidelines at existing water well receptors (these are 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?

A validation error appears if the Receptor Concentrations Exceeding Laboratory Limit of Detection table is not filled out.

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**

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

Examples:

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

8. Contaminated Areas: Click **Add**. The Contaminated Area window opens.

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

Important

- 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.
- Professional judgement is needed to determine which receptor represents the nearest. It is expected that a qualified environmental professional completes the RoSC and inputs the applicable distances to the nearest receptor. The transverse distances should be associated with the same receptor as the one in the direction of groundwater flow (i.e., both distances are associated with the same, nearest receptor).

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. (i.e., 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 whether they 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.

The level of delineation should be aligned with the tool used to draw the geospatial polygon in the **General** section (i.e., hexagon draw likely would have complete or fair delineation, while the point tool may have poor or incomplete delineation. See *Submitting Record of Site Condition (RoSC): General QRG* for more 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 submission date for the report detailing the results of further delineation.

Important – Potential Compliance Date 2

This date may be used for the AER Compliance Assurance Program. Ensure that a professional report and RoSC is submitted on or before the date provided.

- Remediation Status of Area


Select the most appropriate remediation status within the contaminated area. This is **not** remedial measures but specifically remediation (as defined in the *Remediation Regulation*). If **Remediation to be implemented on a specific date** is selected, select the expected submission date for the report detailing the results of the remediation implementation.

Important – Potential Compliance Date 3

This date may be used for the AER Compliance Assurance Program. Ensure that a professional report and RoSC is submitted on or before the date provided.

9. Once you have completed the form, click .

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

10. Once all required fields have been completed, click .

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


Area Name	Length	Width
Jenner Site	5	5

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

Click .

<input checked="" type="checkbox"/>	Area Name
<input checked="" type="checkbox"/>	Jenner Site

The Contaminated Area window opens displaying site details.

a) Revise your entry if needed. Click .

12. 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 closer to the RoSC submission date.

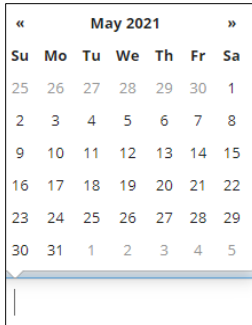
The AER may receive this information in fulfillment of RAP obligations under the *Remediation Regulation*.

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 submission **date** for reporting the results of the site assessment to the AER.



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

Important – Potential Compliance Date 4
 This date may be used for the AER Compliance Assurance Program. Ensure that a professional report and RoSC is submitted on or before the date provided.

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

Does the site associated with the submission have a previously accepted Remedial Action Plan or Risk Management Plan? *

- a) If **No**, proceed to **Step 3**.
- b) If **Yes**, does your submission contain a request to change the previously accepted plan? Select **Yes** or **No**.

Does the submission propose to modify the previously accepted plan? *

- i) If **No**, proceed to **Step 3**.
- ii) If **Yes**, a mandatory comment box appears. Indicate which elements of the RAP or RMP have been changed.

Briefly describe what elements of the Remedial Action or Risk Management Plan have been modified. *

3. Select the most appropriate remediation status of the site from the drop-down list.

Remediation has been completed and the entire site meets the applicable guideline(s)

Remediation is not required

Remediation is ongoing on all or part of the site

Remediation is planned on a specific date

Remediation on part or all of the site has occurred and the site does not meet applicable guideline(s). Further remedial measures are required

Remediation requirement will be evaluated after site - specific guideline development

- **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.

Note

This date should match the date identified in the relevant contaminated area – Remediation Status of Area (Potential Compliance Date #2).

- **Remediation on part or all of the site has occurred and the site does not meet applicable guideline(s). Further remedial measures are required:** Select this option when remediation has been completed but a guideline may not be met, and ongoing remedial measures are required.
- **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.

Click the calendar and select the date when a report detailing the finalized site-specific guidelines is expected to be submitted to the AER.

Important – Potential Compliance Date 5

This date may be used for the AER Compliance Assurance Program. Ensure that a professional report and RoSC is submitted on or before the date provided.

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. Click the calendar and select the date for when a report detailing the implementation of exposure control measures will be submitted to the AER .

Remedial Measures

Are there any plans for further site assessment? ⓘ

Is remediation currently occurring or planned to occur at the site? ⓘ

Select the date that the remediation was implemented or the date of anticipated remediation implementation

Are exposure control measures being implemented? ⓘ

Select the anticipated date of implementation of exposure control measures

June 2021						
Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Important – Potential Compliance Date 6

This date may be used for the AER Compliance Assurance Program. Ensure that a professional report and RoSC is submitted on or before the date provided.

- 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 for when a report demonstrating that remedial measures are complete will be submitted to the AER.

Select most appropriate dropdown for the remediation status of the site *

Specify the date when remediation is expected to commence *

Are exposure control measures being implemented? * ⓘ

Specify the submission date for the report detailing the implementation of exposure control measures *

When do you expect remedial measures to be complete? * ⓘ

October 2024						
Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

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), ensure that a guideline is met making the Remedial Measures section optional.

Remedial Measures

Are there any plans for further site assessment? ⓘ

Is remediation currently occurring or planned to occur at the site? ⓘ

Select the date that the remediation was implemented or the date of anticipated remediation implementation

Are exposure control measures being implemented? ⓘ

When do you expect remedial measures to be complete

June 2021						
Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Important – Potential Compliance Date 7

This date may be used for the AER Compliance Assurance Program. Ensure that a professional report and RoSC is submitted on or before the date provided.

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

Does this 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 .

Professional Reports

- 1. Select **Yes** or **No**: Has the professional report associated with this RoSC submission been included within a linked "Related OneStop Submission?"
 - b) If **Yes**, there is no need to add the report in the RoSC.


- 2. If **No**, add the report. Click . A row is added to the table.

- a) Enter the name of the **Author**.
- b) Select the **Report Date** from the calendar.
- c) Enter the **Report Title**.
- d) Locate and **Attach Report**.

Author*	Report Date*	Report Title*	Attach Report*
			<input type="button" value="Attach File..."/>

- 3. 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.

 Each attachment must have a file size less than 100mb.

- 4. Click .

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

or

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