

The Site Profile System

The site profile system is a legally defined, uniform process that provides a mechanism to screen potentially contaminated sites in British Columbia.

Site profiles are forms that require readily available information about the past and present uses of a site, as well as basic land descriptions. The assistance of a consultant is not required to complete a site profile.

The content and format of a site profile are provided in Schedule 1 of the *Environmental Management Act's* Contaminated Sites Regulation. The ministry has prepared a user-friendly version which can be obtained from the ministry's web site at:

<http://www.env.gov.bc.ca/epd/remediation/forms/index.htm>

When must a site profile be completed and submitted?

There are three steps in determining if a site profile is required.

Step 1 is to establish if any of the following triggers pertain to the site:

- application to local government for zoning, subdivision, development or development variance, soil removal, or demolition;
- decommissioning a site;
- taking over a property as a trustee, receiver or liquidator;
- selling property that has or had a Schedule 2 activity on it; and

- application for a Certificate of Restoration under the *Petroleum and Natural Gas Act*.

In step 2, it must be determined if any of the activities listed in Schedule 2 of the Regulation have occurred on the site. Schedule 2 lists commercial and industrial activities and uses that have the potential to cause contamination. If the answer is no, then there is no requirement to complete a site profile. If the answer is yes, then a site profile may have to be submitted.

Step 3 involves determining if any exemptions apply. The Regulation lists numerous exemptions from the requirement to submit a site profile.

In summary, a site profile must be completed and submitted to the appropriate recipient if a Schedule 2 use or activity applies, a specific type of activity or application is involved, and there are no applicable exemptions. In addition, a site profile must be submitted if one is ordered by a Director of Waste Management.

Site profiles must be submitted to different parties depending on the site profile trigger. These parties include approving officers, local governments, prospective purchasers or a Director of Waste Management.

For detailed instructions on completing and submitting a site profile, see Administrative Guidance document 1, "Completing and Submitting Site Profiles".

Assessing site profiles

Site profiles submitted to local governments or approving officers are assessed within 15 days of submission. If the site profile is not satisfactorily completed, it will be returned for correction.

Site profiles submitted to local governments or approving officers that have any “yes” responses in sections IV through IX of the form will be forwarded to a Director for review and entry into the Site Registry. If there are all “no” responses, the site profile will be forwarded to the Site Registrar in Victoria and entered directly into the Site Registry.

Site investigations

Once a site profile has been received by a Director, he or she has 15 days to determine whether a site investigation is required. If one is required, the local government or approving officer and the applicant will be notified of the Director’s decision.

When the Director determines that a site investigation is required, this decision will suspend approval of the subject application, or other future applications for the site as identified in section 40 of the *Environmental Management Act* until:

- the proponent applies for and obtains one of the following *Environmental Management Act* instruments, as applicable: a Determination that the site is not a contaminated site, a Voluntary Remediation Agreement, an Approval in Principle of a remediation plan, or a Certificate of Compliance confirming the satisfactory remediation of the site; or

- the local government receives a “release” notice from the Director.

For more information about site investigations and site profile freeze and release provisions, please refer to Technical Guidance documents 10 and 11 and Fact Sheet 37.

How do I obtain a contaminated sites legal instrument for my site?

Almost all applications for contaminated sites legal instruments must be submitted with the recommendation of a person on the Roster of Approved Professionals. Please refer to Fact Sheet 30 for some basic information about the Roster.

Applications for a contaminated sites legal instrument must include a completed Contaminated Sites Services Application form. We recommend that a qualified consultant assist with the application process. An overview of the contaminated sites services offered by the ministry is provided in Fact Sheet 28. Service fees are listed in Schedule 3 of the Contaminated Sites Regulation and are reviewed in Fact Sheet 25, “Fees for Contaminated Sites Services.”

Note: This summary is solely for the convenience of the reader. The current legislation and regulations should be consulted for complete information.

For information about site profiles, please send a message to siteprofiles@gov.bc.ca.

Completing and Submitting Site Profiles

Provisions for contaminated sites in the *Environmental Management Act* and *Contaminated Sites Regulation* create a system to screen for potentially contaminated sites using site profiles. This document provides answers to common questions about completing and submitting site profiles.

What are site profiles?

Site profiles are forms that require information about the past and present uses of a site, as well as basic land descriptions. The site profile form is provided in Schedule 1 of the Regulation. The ministry has also prepared a user friendly site profile form available on our Land Remediation Section web site under "Forms". *Please use this version if you are submitting a site profile.*

When do I need to complete a site profile?

There must be a legal trigger in the Act or Regulation for a site profile to be completed and submitted. Site profiles submitted to the ministry for other reasons are not legally considered site profiles, and are not subject to the usual site profile processing requirements. Figure 1 and the three-step procedure described below will help you decide when you would be required to submit a site profile for a site.

Step 1. Establish if a specific type of application is being made or activity is being proposed

If any of the following items specified in the Regulation are involved, you will have to complete a site profile (unless you are otherwise exempted):

1. You are applying for
 - subdivision,
 - zoning,
 - development or development variance,
 - soil removal, or
 - demolition.
2. You are decommissioning a site.
Please note that "decommission a site" means the removal, destruction or treatment of soil, process equipment or buildings, including the removal of storage tanks, in a manner designed to stop or reduce a significant portion of the operations at a site or to significantly change the use of the site.
3. You are taking over a property as a trustee, receiver or liquidator.
4. You are selling property that has, or has had, a Schedule 2 activity on it.

If you answer "yes" to any of the above, then you may have to complete a site profile.

Step 2. Determine if any of the activities listed in Schedule 2 have previously occurred on the site

If you determine that none of the activities listed in Schedule 2 of the Regulation has occurred, then you don't have to complete a site profile – unless you're ordered to do so by a Director of Waste Management, or a local government asks you to complete parts of a profile for their own records.

Step 3. Decide if any exemptions apply

You are exempted from the duty to submit a site profile if any of the following applies:

- The Site Registry already contains a site profile that accurately reflects your current knowledge of the site.
- Your demolition permit application does not involve site decommissioning.
- The site is already under an official site investigation order from the ministry.
- Your development or variance permit application does not involve soil excavation.
- The local government or approving authority to which the site profile would be submitted has “opted out” by notifying the Minister that it does not wish to receive site profiles.
- Your demolition permit application relates to *temporary* facilities associated with rights-of-way or petroleum, natural gas, mineral, or geothermal exploration or development.
- The entire site already has an Approval in Principle or a Certificate of Compliance from the ministry and no new contamination has been created since one was issued.
- A letter from the ministry confirms that the site was cleaned up before April 1, 1997, and the cleanup is still consistent with the proposed land or water use.
- The site has already been determined to be a contaminated site by the ministry, and there has been no new contamination of the site.

- The site is part of an official “wide area remediation plan” and the site profile would have been required because of the contamination that the wide area remediation plan addresses.
- For property sales: The purchaser states in writing that he or she does not require a site profile; or, at the time of sale, the property is used primarily for residential purposes, or has always been zoned as residential.

If any one of the previous statements applies to your site, you will not be required to complete a site profile. *Be prepared to provide proof.*

Exceptions to the exemptions

Note: None of the above exemptions applies if you are taking possession or control of a Schedule 2 activity property as a trustee, receiver, or liquidator. In any of these situations, a site profile is always required.

How do I complete a site profile?

You can obtain a site profile form from the Land Remediation Section website at:
<http://www.env.gov.bc.ca/epd/remediation/>;
click on the “Forms” link.

For the site profile to be considered satisfactorily completed, you must fill in Sections I, II, and III, answer *all* questions in Sections IV through IX, and sign Section XI. If a site profile is *not* satisfactorily completed, it may result in delays in getting an approval of your application.

Whoever completes a site profile is responsible for the accuracy of the answers. Questions are to be answered to the best of his or her knowledge.

Even though it is not a legal requirement, a local government may ask you to complete Sections I,

II, III, and XI for its own records when you are submitting an application. Although these site profiles are not normally sent to the ministry, if it is, the local government will notify you with its reasons before it forwards us the site profile.

Section I – Contact Identification

- “Name of Site Owner” means the person or organization (one or more) that owns the property.
- “Person Completing Site Profile” can be the same as the site owner or someone authorized by the owner to submit the site profile on his or her behalf.
- “Person to Contact Regarding the Site Profile” can be the site owner or the person completing the site profile. If it is not the owner, the “Person to Contact” is responsible for communicating the results of the site profile submission to the site owner.

Section II – Site Identification

- Only one site profile should be completed for a site made up of more than one titled or untitled parcel, but individual parcels must be identified.

For urban sites:

- In general, most urban sites are legally surveyed, titled, and registered and will have PIDs (**P**arcel **I**Dentifiers). You can obtain PIDs for your site from your local Land Titles office or BC OnLine’s Land Titles Office System.
- All PIDs must be provided for *each* parcel contained within the site and so must each parcel’s legal description.

For remote sites:

- If the site is untitled Crown land (and therefore has no PID number), then the appropriate PINs (**P**arcel **I**dentification

Numbers) for each parcel, with the appropriate land description, should be supplied *if available*. Contact your local Crown Lands office to get this number.

- If there is a PIN available, but it is for an area larger than 1 km², provide the PIN of an adjacent site as well as the information required below for very remote sites.

For very remote sites:

- Sometimes a PID or PIN number is *not* available for such sites. In this case, provide the following:
 - the latitude and longitude using the 1983 North American Datum, accurate to 0.5 of a second of the centre of the site; and
 - an accurate map (at the largest scale available and containing latitude, longitude, and datum references) that shows the boundaries of the site.
- If it is available, also supply the Crown Land File Number for the site.

Section III – Commercial and Industrial Purposes or Activities

- Review the industrial and commercial purposes or activities list (Schedule 2 of the Contaminated Sites Regulation).
- Using your best knowledge, decide if one or more of the activities listed have occurred on your site either now or in the past.
- Enter the reference numbers of the activities (e.g., A1, E7) and the related written description (e.g., “adhesives manufacturing or wholesale bulk storage” or “road salt storage facilities”) in the space provided.
- If you can’t identify any listed activities, re-read the section in this document titled “When do I need to complete a site profile?” Likely you are not required to submit one.

Sections IV, V, VI, VII, VIII, and IX

- All questions must be answered to the best of your knowledge.
- Each question must be marked in either the *yes* or *no* column to indicate your answer.

Section X – Additional Comments

- This section allows further opportunity to provide information concerning the site and to put any *yes* answers in context.

Section XI – Signatures

- The “Person Completing the Site Profile” must sign and date this section for the submission to be considered complete.

Section XII – Official Use

- This section is for local government and the ministry to complete.

Who do I submit a site profile to?

Depending on the circumstances, a completed site profile should be submitted to one of the following:

1. An approving officer, along with a subdivision application;
2. A local government, along with an application for zoning, development, or variance permit or a soil removal or demolition permit;
3. For decommissioning a site:
 - a municipality, along with a demolition permit if required, or
 - a Director 10 days prior to dismantling if there are any *yes* answers in Sections IV to IX; or
 - the Site Registrar 10 days prior to dismantling if there are all *no* answers in Sections IV to IX.
4. A prospective purchaser, from the vendor, 30 days before the transfer of ownership or at least before the agreement date. *Note: This site profile does not need to be submitted to a Director.*

5. A Director from a trustee, receiver, or liquidator within 10 days of taking control of a Schedule 2 activity site. *Note: This requirement always applies. No normal site profile exemptions apply to this requirement.*
6. A Director who has ordered that a site profile be prepared.

Contact Information for Site Profile Submissions

Director of Waste Management
Land Remediation Section
Ministry of Environment
Second Floor, 10470 152nd Street
Surrey, BC V3R 0Y3

or

Site Registrar
Land Remediation Section
Ministry of Environment
PO Box 9342 Stn Prov Govt
Victoria, BC V8W 9M1

When is a site profile considered to be “officially submitted”?

Many of the applications to local government or an approving officer need discussion and clarification before proceeding. The site profile is considered “officially received” at the time the application is finalized.

What happens after a site profile submission?

Once a *satisfactorily completed* site profile has been received by a local government or approving officer, they have 15 days to do the following:

- Forward any site profiles to the Director for review if there are any *yes* answers in Sections IV to IX. Otherwise, the site profile is sent to the Site Registrar and the application approval process proceeds.
- Notify the applicant as to whether or not the site profile has been forwarded to the Director.

Once a Director receives the site profile from the local government or approving officer, he or she has 15 days to determine if a site investigation is needed and to notify the local government or approving officer and the applicant of this decision.

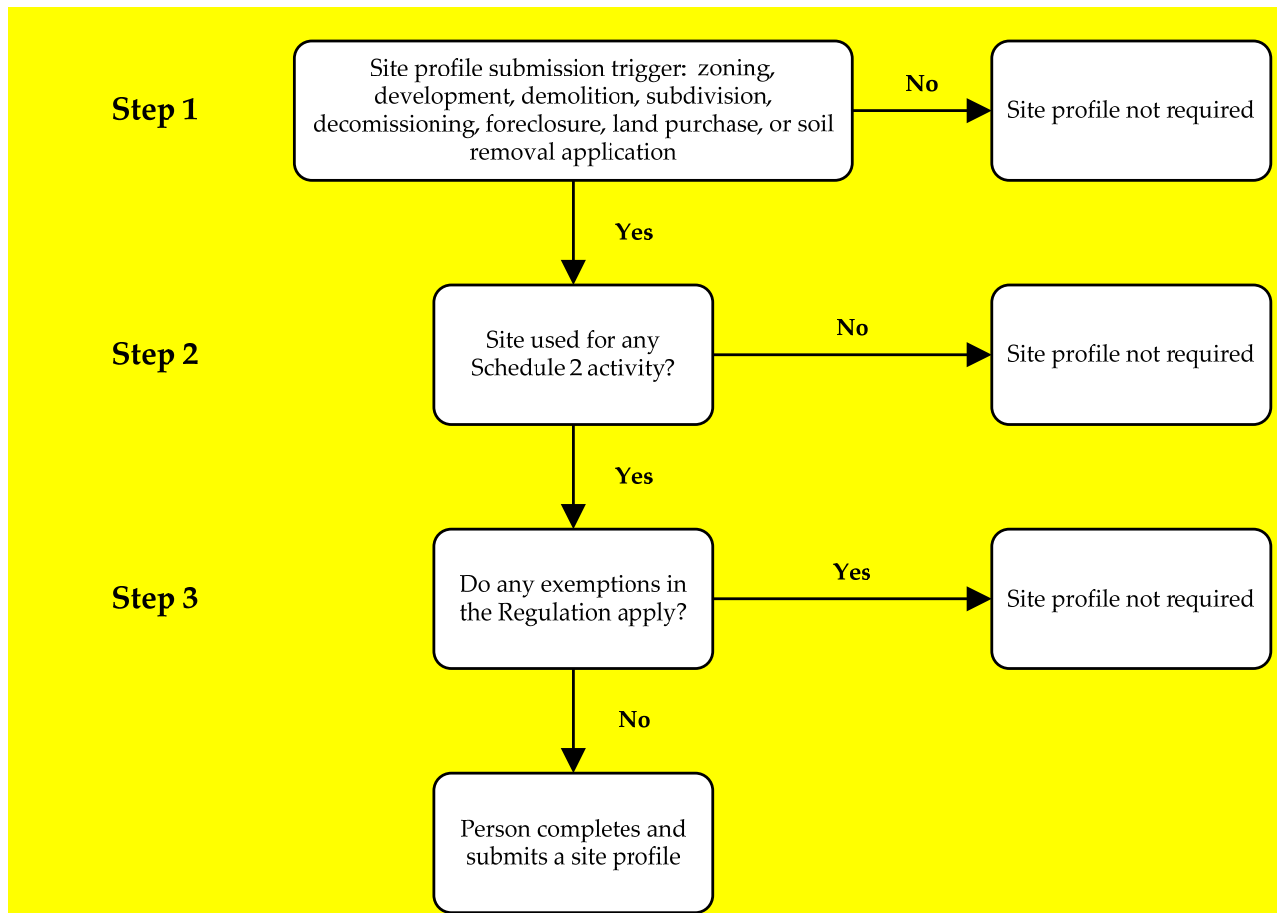
The Director may extend, by an extra 15 days, the time to reach a decision on the need for a site investigation. The applicant must be notified of this first. Thus, the processing time of

applications can differ depending on decisions at both levels of government.

Note: This document does not replace the Environmental Management Act or its regulations. It does not list all provisions relating to site profiles. If there are differences or omissions in this document, the Act and regulations apply.

For information about site profiles, please send a message to siteprofiles@gov.bc.ca.

Figure 1. Process for deciding if a site profile must be submitted



SCHEDULE 1
Site Profile

(Version 3.1)

Preamble

Under section 40 of the *Environmental Management Act*, a person who knows or reasonably should know that a site has been used or is used for industrial or commercial purposes or activities must in certain circumstances provide a site profile.

Schedule 2 of the Contaminated Sites Regulation sets out the types of industrial or commercial purposes or activities to which site profile requirements apply.

If section 40 of the Environmental Management Act applies to you and you know or reasonably should know that the site has been used or is used for one of the purposes or activities found in Schedule 2 of the Contaminated Sites Regulation, you may be required to complete the attached site profile.

Notes/Instructions:

Persons preparing a site profile *must* complete Section I, II and III, answer all questions in sections IV through IX, and sign section XI. If the site profile is not satisfactorily completed, it will not be processed under the *Environmental Management Act* and the Contaminated Sites Regulation. Failure to complete the site profile satisfactorily may result in delays in approval of relevant applications and in the postponement of decisions respecting the property.

The person completing this site profile is responsible for the accuracy of the answers. Questions must be answered *to the best of your knowledge*.

Section 27 (1) of the *Freedom of Information and Protection of Privacy Act* requires that provision of personal information concerning an individual must be authorized by that individual. Persons completing the site profile on behalf of the site owner must be authorized by the site owner.

One (1) site profile may be completed for a site comprised of more than one titled or untitled parcel, but individual parcels must be identified.

If the property is legally surveyed, titled and registered, then all PID numbers (**P**arcel **I**dentifiers – Land Title Registry system) must be provided for *each* parcel as well as the appropriate legal description.

If the property is untitled Crown land (no PID number), then the appropriate PIN numbers (**P**arcel **I**dentification **N**umbers – Crown Land registry system) for each parcel with the appropriate land description should be supplied.

If available, the Crown Land File Number for the site should also be supplied.

If a PID or PIN number is *not* available for the site, a latitude and longitude (accurate to 0.5 of a second using North American Datum established in 1983) of the centre of the site is required. Also, please attach an accurate map, containing latitude, longitude and datum references, which shows the boundaries of the site in question. Please use the largest scale map available.

Anything submitted in relation to this site profile will become part of the public record and may be made available to the public through the Site Registry as established under the *Environmental Management Act*.

Under section 43 of the *Environmental Management Act*, corporate and personal information contained in the site profile may be made available to the public through the Site Registry. If you have questions concerning the collection of this information, contact the Site Registrar, at site@gov.bc.ca. For questions on site profiles, please send a message to siteprofiles@gov.bc.ca.

**SCHEDULE 1
Site Profile**

(All Information Must be Provided and All Questions Answered)

(Version 3.1)

I CONTACT IDENTIFICATION

A. Name of Site Owner:

Last _____ First _____ Middle Initial(s) _____ (and/or, if applicable)

Company _____

Owner's Civic Address _____

City _____ Province/State _____

Country _____ Postal Code/ZIP _____

B. Person Completing Site Profile (Leave blank if same as above):

Last _____ First _____ Middle Initial(s) _____ (and/or, if applicable)

Company _____

C. Person to Contact Regarding the Site Profile:

Last _____ First _____ Middle Initial(s) _____ (and/or, if applicable)

Company _____

Mailing Address _____

City _____ Province/State _____

Country _____ Postal Code/ZIP _____

Telephone (_____) _____ - _____ Fax (_____) _____ - _____

II SITE IDENTIFICATION

Please attach a site location map

IF Legally Titled, Registered Property

Site Street Address (if applicable) _____

City _____ Postal Code _____

PID numbers and associated legal descriptions. *Attach an additional sheet if necessary.*

PID

Legal Description

| <u>PID</u> | <u>Legal Description</u> |
|-------------------|---------------------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Total number of titled parcels represented by this site profile is: _____

**SCHEDULE 1
Site Profile**

(Version 3.1)

IF Untitled Crown Land

1) PIN numbers and associated Land Description. *Attach an additional sheet if necessary.*

| <u>PIN</u> | <u>Land Description</u> |
|------------|-------------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Total number of untitled crown land parcels represented by this site profile is: _____

OR

2) Coordinates (using the North American Datum 1983 convention) for the centre of the site:

Latitude: Degrees_____ Minutes_____ Seconds_____

Longitude: Degrees_____ Minutes_____ Seconds_____

Please attach a map of appropriate scale showing the boundaries of the site.
(and, if available)

Crown land file numbers. *Attach an additional sheet if necessary.*

III COMMERCIAL AND INDUSTRIAL PURPOSES OR ACTIVITIES

Please indicate below, in the format of the example provided, which of the industrial and commercial purposes and activities from Schedule 2 have occurred or are occurring on this site.

EXAMPLE

| <u>Schedule 2 Reference</u> | <u>Description</u> |
|---------------------------------|--|
| E1 | appliance, equipment or engine repair, reconditioning, cleaning or salvage |
| F10 | solvent manufacturing or wholesale bulk storage |

Please print legibly. Attach an additional sheet if necessary

| <u>Schedule 2 Reference</u> | <u>Description</u> |
|---------------------------------|--------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

**SCHEDULE 1
Site Profile**

(Version 3.1)

| IV AREAS OF POTENTIAL CONCERN | | | |
|--------------------------------------|--|------------|-----------|
| | Is there currently or to the best of your knowledge has there previously been on the site any (please mark the appropriate column opposite the question): | YES | NO |
| A. | Petroleum, solvent or other polluting substance spills to the environment greater than 100 litres? | | |
| B. | Residue left after removal of piled materials such as chemicals, coal, ore, smelter slag, air quality control system baghouse dust? | | |
| C. | Discarded barrels, drums or tanks? | | |
| D. | Contamination resulting from migration of substances from other properties? | | |
| V FILL MATERIALS | | | |
| | Is there currently or to the best of your knowledge has there previously been on the site any deposit of (please mark the appropriate column opposite the question): | YES | NO |
| A. | Fill dirt, soil, gravel, sand or like materials from a contaminated site or from a source used for any of the activities listed under Schedule 2? | | |
| B. | Discarded or waste granular materials such as sand blasting grit, asphalt paving or roofing material, spent foundry casting sands, mine ore, waste rock or float? | | |
| C. | Dredged sediments, or sediments and debris materials originating from locations adjacent to foreshore industrial activities, or municipal sanitary or stormwater discharges? | | |
| VI WASTE DISPOSAL | | | |
| | Is there currently or to the best of your knowledge has there previously been on the site any landfilling, deposit or dumping of the following materials (please mark the appropriate column opposite the question): | YES | NO |
| A. | Materials such as household garbage, mixed municipal refuse, or demolition debris? | | |
| B. | Waste or byproducts such as tank bottoms, residues, sludge, or flocculation precipitates from industrial processes or wastewater treatment? | | |
| C. | Waste products from smelting or mining activities, such as smelter slag, mine tailings, or cull materials from coal processing? | | |
| D. | Waste products from natural gas and oil well drilling activities, such as drilling fluids and muds? | | |
| E. | Waste products from photographic developing or finishing laboratories; asphalt tar manufacturing; boilers, incinerators or other thermal facilities (e.g. ash); appliance, small equipment or engine repair or salvage; dry cleaning operations (e.g. solvents); or automobile and truck parts cleaning or repair? | | |

**SCHEDULE 1
Site Profile**

(Version 3.1)

| VII TANKS OR CONTAINERS USED OR STORED | | | |
|---|--|------------|-----------|
| | Are there currently or to the best of your knowledge have there been previously on the site any (please mark the appropriate column opposite the question): | YES | NO |
| A. | Underground fuel or chemical storage tanks? | | |
| B. | Above ground fuel or chemical storage tanks? | | |
| VIII SPECIAL (HAZARDOUS) WASTES OR SUBSTANCES | | | |
| | Are there currently or to the best of your knowledge have there been previously on the site any (please mark the appropriate column opposite the question): | YES | NO |
| A. | PCB-containing electrical transformers or capacitors either at grade, attached above ground to poles, located within buildings, or stored? | | |
| B. | Waste asbestos or asbestos containing materials such as pipe wrapping, blown-in insulation or panelling buried? | | |
| C. | Paints, solvents, mineral spirits or waste pest control products or pest control product containers stored in volumes greater than 205 litres? | | |
| IX LEGAL OR REGULATORY ACTIONS OR CONSTRAINTS | | | |
| | To the best of your knowledge are there currently any of the following pertaining to the site (please mark the appropriate column opposite the question): | YES | NO |
| A. | Government orders or other notifications pertaining to environmental conditions or quality of soil, water, groundwater or other environmental media? | | |
| B. | Liens to recover costs, restrictive covenants on land use, or other charges or encumbrances, stemming from contaminants or wastes remaining onsite or from other environmental conditions? | | |
| C. | Government notifications relating to past or recurring environmental violations at the site or any facility located on the site? | | |
| X ADDITIONAL COMMENTS AND EXPLANATIONS | | | |
| <p>(Note 1: Please list any past or present government orders, permits, approvals, certificates and notifications pertaining to the environmental condition, use or quality of soil, surface water, groundwater or biota at the site.</p> <p>Note 2: If completed by a consultant, receiver or trustee, please indicate the type and degree of access to information used to complete this site profile. Attach extra pages, if necessary):</p> <hr/> <hr/> <hr/> <hr/> | | | |

**SCHEDULE 1
Site Profile**

(Version 3.1)

| | | | |
|--|--|--|---|
| XI SIGNATURES | | | |
| The person completing the site profile states that the above information is true based on the person's current knowledge as of the date completed. | | | |
| _____ Signature of person completing site profile | | _____ Date completed: (YY-MM-DD) | |
| XII OFFICIAL USE | | | |
| Local Authority | | | |
| Reason For Submission <i>(Please check one or more of the following)</i> | | | Soil Removal <input type="checkbox"/> |
| Subdivision Application <input type="checkbox"/> Zoning Application <input type="checkbox"/> Development Permit <input type="checkbox"/> Variance Permit <input type="checkbox"/> Demolition Permit <input type="checkbox"/> | | | |
| Date received: | <u>Local Government contact :</u> Name _____ Agency _____ Address _____ _____ Telephone _____ Fax _____ | Date Submitted to Site Registrar: | Date forwarded to Director of Waste Management: |
| Director of Waste Management | | | |
| Reason For Submission <i>(Please check one or more of the following)</i> | | | |
| Under Order <input type="checkbox"/> Site Decommissioning <input type="checkbox"/> Foreclosure <input type="checkbox"/> | | | |
| Date received: | <u>Assessed by:</u> Name _____ Region _____ Telephone _____ Fax _____ If site profile entered, SITE ID # _____ | Investigation Required? YES NO | Decision date: |
| Site Registrar | | | |
| Date received: | <u>Entered onto Site Registry by:</u> | SITE ID #: | Entry date: |