

## An Overview of the Ministry's Contaminated Sites Services

The ministry's Contaminated Sites Program offers many services to its clients. Key among these services is assistance in meeting the legal requirements of the contaminated sites legislation and regulations. This includes help in applying for a range of legal "instruments" such as:

- determination about whether a site is contaminated or not;
- Approval in Principle of site remediation plans;
- a Certificate of Compliance with environmental quality standards; and
- Contaminated Soil Relocation Agreement.

When a client applies to have one of these instruments issued, a review of site investigation reports, remediation plans, and confirmation of remediation reports is often required first.

### Options for processing applications

Clients can elect to have an application processed in one of three ways:

- roster submission
- external contract review
- ministry review

All eligible applications must be submitted either by a person on the roster of approved professionals or for review by an external contractor. In addition, all applications for low-to moderate-risk sites must be accompanied by a report and recommendation of a person on the roster.

Applications for services that are *not* eligible for processing by someone on the roster or an external contract reviewer must be submitted for ministry review.

For details, see Protocol 6 (available on the Contaminated Sites Program web site: [http://www.env.gov.bc.ca/epd/epdpa/contam\\_sites/](http://www.env.gov.bc.ca/epd/epdpa/contam_sites/)) and for more information on review options, see Administrative Guidance document 3, "Applying for Contaminated Sites Services" on the same site.

### The application process

The Contaminated Sites Services Application Form, available on the Contaminated Sites Program web site, should be filled out. For application enquiries, including the status of an application, contact the Client Information Officer at: [csp\\_cio@Victoria1.gov.bc.ca](mailto:csp_cio@Victoria1.gov.bc.ca)

### Fees for contaminated sites services

The Province uses a "fee for service" approach in delivering its contaminated sites services (as specified in section 9 and Schedule 3 of the Contaminated Sites Regulation).

#### Note

*Please do not send payment with an application. An invoice will be mailed to you once an initial quality assurance review is complete.*

### Factors determining the fee amount

The fee payable for contaminated sites services provided by the ministry usually depends on the complexity of the site and the number of

hours it takes a person to do the work on behalf of the ministry.

**Simple vs. complex sites**

A site is classified as either simple or complex.

- Simple sites are those that contain substances from a single substance class (see Table 4 of Schedule 3 of the Regulation).
- Complex sites are defined based on several factors: the distribution of substances at the site; the number of substance classes present; whether significant offsite migration has occurred; whether groundwater is affected; whether financial security or covenants on title are warranted; and the number of approvals or permits tied to the site.

**Fees for submissions from approved professionals**

Ministry officials are authorized to sign, without review determinations, approvals, certificates, and agreements recommended by approved professionals. Fees for roster submissions are 50% of those for the same services provided by ministry staff.

**Fees involving hourly charges**

For many services listed in Tables 2 or 3 of Schedule 3, there is, in addition to the fixed fees, a charge of \$150 per hour for work done by, or on behalf of, the ministry.

**Fees where the first hour's work is free**

Where there is no fixed fee listed in Table 3 of Schedule 3, or where the service relies on the advice of an approved professional, the first hour for services of the ministry is free.

Additional services extending beyond one hour are charged at \$150 per hour.

**Fees with credit towards hourly fees**

For the remaining services listed in Tables 2 and 3 of Schedule 3, clients can earn a credit towards hourly fees incurred. For every \$200 of

the fixed fee paid for a service, a client will be credited with one hour for that service.

**Fees for external contract reviewers**

In a few circumstances, a client may obtain the review of a report or plan by an external contract team. In this case, the ministry refers the item to a firm under contract to the ministry and directs it to complete the review *within a specified time*. The consulting fee, plus 50% of the ministry's normal fee for the same service, is payable by the client.

We strongly recommend the use of this approach where an application is not eligible for the roster process, because it usually allows for faster, more efficient reviews in the long run. For details, see Fact Sheet 22, "External Contract Review Option: Summary of Fees and Time Schedule."

**Resubmission charges**

If the ministry receives an application or report that it feels is incomplete or contains errors, it may require the client to resubmit it for another review. For reports going through direct ministry review, a resubmission charge of up to 50% of the fee paid for the first submission will be charged. A similar resubmission surcharge applies to documents going through the external contract review process (see Fact Sheet 22).

**Cost recovery for travel**

Travel costs incurred by staff while working on specific sites will be charged back to the client at cost.

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

*For more information about our contaminated sites services and associated fees, see Fact Sheet 26, "How to Obtain Information on Contaminated Sites," Fact Sheet 25, "Fees for Contaminated Sites Services," or contact the Environmental Management Branch at [site@gov.bc.ca](mailto:site@gov.bc.ca)*