

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

The ministry's Land Remediation Section 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- and 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 Land Remediation Section web site: [www.env.gov.bc.ca/epd/remediation/](http://www.env.gov.bc.ca/epd/remediation/)) and for more information on review options, see Administrative Guidance 3, "Applying for Contaminated Sites Services" on the same web site.

### The application process

The Contaminated Sites Services Application Form, available on the Land Remediation Section 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 send payment with an application. As of July 1, 2007 the ministry is requiring payment of service fees in advance.*

### Factors determining the fee amount

The fee payable for contaminated sites services provided by the ministry usually depends on the type of service requested and the number

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

**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 Approved Professional submissions are those for a Summary of Site Condition and the contaminated sites legal instrument requested.

**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 \$165 per hour for work done by, or on behalf of, the ministry.

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

Where a service is provided as listed in Table 3 of Schedule 3, the first hour for services of the ministry is free. Additional services extending beyond one hour are charged at \$165 per hour.

**Fees where there is no first hour credit**

There is no first hour free provision if a person withdraws an application or requests an amendment to a contaminated sites legal instrument. A fee of \$165 per hour is levied for the time a person on behalf of the ministry takes to prepare the amendment or work on the application which was later withdrawn.

**Fees with credit towards hourly fees**

For the services listed in Tables 2 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 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 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).*