

Phase 1 Environmental Site Assessment Checklist

This checklist is for all sites undergoing Full Property Remediation and sites undergoing L3 Limited Remediation.



New submission Updated checklist NSE file number (mandatory) **33000-**_____

Instructions for completing this checklist

- All relevant sections of this checklist must be completed and must accompany the Phase 1 Environmental Site Assessment Report.
- The signature required on this checklist is from the managing site professional.
- All regulatory protocols must be followed, and all forms/checklists must be completed separately for each property. This means that a source property and an impacted third-party property must have all documents filed separately. Once the source property or impacted third-party property is identified by the check box below, all subsequent reference on this form/checklist are to that site owner.
- Forms/checklists must be complete before filing.

1 - Site Location and Contact Information

Details provided on this form are applicable to Source Property **or** Impacted Third-Party Property

Site Location Mandatory must be completed.	Site Address _____	City _____
	Parcel Identification Number (PID) _____	Postal Code _____
	GPS (NAD83 UTM coordinates, source central point) Easting _____	Northing _____
	Zone (select one) <input type="checkbox"/> 19 <input type="checkbox"/> 20 <input type="checkbox"/> 21	
	Description (optional) _____	

Property Owner Mandatory must be completed.	Name _____	Phone _____
	Email _____	Fax _____
	Recognized Agent (if applicable) _____	
	Company Name (if applicable) _____	City _____
	Mailing Address _____	Postal Code _____
Preferred method of correspondence (select one) <input type="checkbox"/> Letter or <input type="checkbox"/> Email		

Contact for Correspondence If different than above.	Name _____	Phone _____
	Email _____	Fax _____
	Recognized Agent (if applicable) _____	
	Company Name (if applicable) _____	City _____
	Mailing Address _____	Postal Code _____
Preferred method of correspondence (select one) <input type="checkbox"/> Letter or <input type="checkbox"/> Email		

Site Professional Mandatory must be completed.	Name _____	Phone _____
	Email _____	Fax _____
	Company Name _____	City _____
	Mailing Address _____	Postal Code _____
	Professional Registration Number _____	
Preferred method of correspondence (select one) <input type="checkbox"/> Letter or <input type="checkbox"/> Email		

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2 - Site Assessment Requirements

Site Assessment Requirements

The following information has been investigated. Where information not available, or not applicable, section and page number must be provided where justification or absence has been documented. The site professional must ensure all work has been completed in accordance with PRO-300, Phase 1 Environmental Site Assessment Protocol.

Supporting Information provided

Reference Document

Yes

Report

Section

Page Number

Records Review

All available records related to known or possible contamination of the property, must be obtained, reviewed and reported, from the first known developed use to the conclusion of the Phase 1 ESA, including the following

1	Owner names and dates of ownership for the property based on a search of the property that commences with the date of the first known developed use of the property	<input type="checkbox"/>			
2	Any operators, leases, or tenants of the property owner, and a description of any operations or use of the property	<input type="checkbox"/>			
3	Aerial photographs that illustrate as much as possible the period from the study area's first developed use to the time of the Phase 1 ESA	<input type="checkbox"/>			
4	Site and building plans of past and existing property use, including fire insurance records, municipal land use plans, and any other information that may be available from historically archived sources	<input type="checkbox"/>			
5	Maps and reports that provide regional information concerning geological conditions pertaining to the type of soil and bedrock in the area where the property is located	<input type="checkbox"/>			
6	Topographic maps	<input type="checkbox"/>			
7	Environmental site assessment reports, or previously completed Phase 1 ESA reports	<input type="checkbox"/>			
8	Contaminated site remediation reports, including remedial action plans	<input type="checkbox"/>			
9	Reports prepared in response to an order or directive of an inspector, administrator or the Minister	<input type="checkbox"/>			
10	Environmental records obtained from government sources, including municipal, provincial or federal authorities and regulatory agencies	<input type="checkbox"/>			
11	Drilled well reports	<input type="checkbox"/>			
12	Any other reports, including releases and spills relating to the presence of a contaminant on, in or under the property, or the existence of an area of potential environmental concern that may or has caused contamination of the property	<input type="checkbox"/>			
13	Subsurface utility locations	<input type="checkbox"/>			
14	Hydraulic lift locations	<input type="checkbox"/>			
15	Any inventories of chemicals, chemical usage and chemical storage areas that have or may have caused contamination, including material safety data sheets	<input type="checkbox"/>			
16	Any records of above ground storage tanks and underground storage tanks	<input type="checkbox"/>			
17	Any details of oil/water separators at the property including for each separator the location, installation date, source of incoming liquid and effluent discharge location	<input type="checkbox"/>			

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Site Assessment Requirements <small>continued</small>		Supporting Information provided	Reference Document		
The following information has been investigated. Where information not available, or not applicable, section and page number must be provided where justification or absence has been documented. The site professional must ensure all work has been completed in accordance with PRO-300, Phase 1 Environmental Site Assessment Protocol.		Yes	Report	Section	Page Number
18	All vehicle and equipment maintenance areas, including the locations of maintenance, fluid storage, and waste storage areas	<input type="checkbox"/>			
19	Details of all spills including the dates, locations, materials involved, and volumes of material spilled	<input type="checkbox"/>			
20	Details of liquid discharge points such as water and French drains, including locations	<input type="checkbox"/>			
21	Any process or property use related documents that may relate to potential or actual contamination, including waste management records, environmental monitoring data and environmental management system records	<input type="checkbox"/>			
22	Available records have been obtained, reviewed and reported for properties immediately adjacent to the subject property, or otherwise as determined and documented. Available records, including: aerial photographs, publicly available municipal land use records and fire insurance plans, current and past ownership information related to property use, environmental records, including drilled water supply (well records), obtained from government sources, including municipal, provincial or federal authorities and regulatory agencies. environmental management system records	<input type="checkbox"/>			
23	All sources of information obtained and reviewed as part of the records review component must be documented and have been included in the Phase 1 ESA report, including sources checked that provided no relevant information	<input type="checkbox"/>			
Site Visit					
A site visit has been conducted as part of a Phase 1 ESA to assess, document, collect and report on the following, as a minimum.					
24	Photographs of the property and surrounding properties in all directions, including a written description of the photographs, with reference to any relevant interior or exterior structures or infrastructure on the property that may relate to potential or actual contamination of the site	<input type="checkbox"/>			
25	Confirmation of property land use and immediate surrounding land use, structures present on the property and their general location, and relevant site features, including a description of any drinking water supplies, watercourses present on site, and surface water drainage from the property, including storm water drainage	<input type="checkbox"/>			
26	Topographic conditions on and off the property have been observed and noted, including the site gradient, direction, and the type of vegetation or ground cover on the property	<input type="checkbox"/>			
27	Confirmation of water supply location and condition	<input type="checkbox"/>			
28	Confirmation of the location and condition of structures used for any previous environmental activity including monitoring wells, remediation wells, in-situ treatment zones and vapour extraction systems	<input type="checkbox"/>			
29	Confirmation of the location and condition of any previous remediation excavations and soil removal	<input type="checkbox"/>			
30	Presence of any open subsurface features such as lagoons, pits, trenches and excavations	<input type="checkbox"/>			

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31	If known, details of all storage tanks and containers, above and below ground at the property, including the material and method of construction of each, age, contents and volume, and whether the tank or container is in use or not	<input type="checkbox"/>			
32	Confirmation and approximate location of underground utility and service corridors, including sumps and floor drains, sewer, water, electrical or gas lines, and telephone/ fibre optic infrastructure located on, in or under the property	<input type="checkbox"/>			
33	Areas of stained soil, vegetation or pavement	<input type="checkbox"/>			
34	Stressed vegetation	<input type="checkbox"/>			
35	Areas where fill and debris materials appear to have been placed or graded	<input type="checkbox"/>			
36	Potentially contaminating activity	<input type="checkbox"/>			
37	Details of any unidentified substances found at the property, including container type, volume and physical state (solids or liquids)	<input type="checkbox"/>			
38	Hazardous materials present on the property	<input type="checkbox"/>			
39	Presence of odours detected during the site visit that may be related to the property and potential for contamination	<input type="checkbox"/>			
40	Any limitations related to visual observations, including obstructions related to buildings, site features, safety issues impeding access, and weather-related conditions affecting visibility and ground cover at the time of the site visit	<input type="checkbox"/>			
41	Confirmation of other significant information arising from the review of available records	<input type="checkbox"/>			
Interviews					
42	A list of all persons identified to be interviewed and their current status or connection with the property in question	<input type="checkbox"/>			
43	A list of those persons identified but not interviewed, with reasons why they were not interviewed	<input type="checkbox"/>			
Reporting					
Information obtained from the records review, site visit, and interviews has been summarized in a clear organized manner in a final report which provides the following:					
44	A distinguishing of factual information from professional opinion	<input type="checkbox"/>			
45	Conclusion that clearly summarizes all potential or actual contaminants of concern with supporting rationale	<input type="checkbox"/>			
46	All limitations to carrying out and fulfilling the requirements of performing the Phase 1 ESA in accordance with PRO-300, Phase 1 ESA Protocol, including: a description of the limitation related to the requirement, the rationale for not fulfilling the requirement and the significance of the limitation related to the findings	<input type="checkbox"/>			

