

Remedial Action Plan Checklist

This checklist is for all sites undergoing L1, L2 or L3 Limited Remediation or Full Property 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 Remedial Action Plan 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.
- Each checklist item corresponds to a requirement in the Regulations or Protocols. It is not acceptable to check a field and refer to justification of why a minimum requirement was not completed.
- 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 - Remedial Action Plan Requirements

Remedial Action Plan Requirements		Supporting Information provided	Reference Document		
Confirm ALL the following information has been submitted to the Department. Indicate report and page number where information is documented. It is not acceptable to provide justification for not completing a minimum requirement. The site professional must ensure all work has been completed in accordance with PRO-600, Remedial Action Plan Protocol.		Yes	Report	Section	Page Number
Intrusive Investigation					
1	A summary of all data collected on contaminants identified during the environmental site assessments	<input type="checkbox"/>			
2	Description of contaminants of concern and the affected media (e.g., soil, groundwater, sediment, or surface water)	<input type="checkbox"/>			
3	The selected remediation pathway, either limited remediation or full property remediation; in the case of limited remediation, the appropriate category (L1, L2, or L3)	<input type="checkbox"/>			
4	Identification of the remediation criteria in accordance with PRO-500, Remediation Levels Protocol, which will form the basis for confirming completion of remediation	<input type="checkbox"/>			
5	Detailed description of the remediation and/or risk management to be conducted, including consideration of physical/chemical limitations, construction requirements, and environmental implications	<input type="checkbox"/>			
6	Is Conditional Closure being pursued as part of the remediation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, any required exposure management controls are in place in accordance with the PRO-500, Remediation Levels Protocol	<input type="checkbox"/>			
7	A Risk Management Plan, in accordance with PRO-600, Remedial Action Plan Protocol, describing long term exposure management measures, when conditional closure is planned. <input type="checkbox"/> Not Applicable	<input type="checkbox"/>			
8	Documentation and derivation of any site-specific target levels calculated in a risk assessment in accordance with the PRO-500, Remediation Levels Protocol, including use of Atlantic RBCA methodology for petroleum hydrocarbons. <input type="checkbox"/> Not Applicable	<input type="checkbox"/>			
9	Where soil vapour and indoor air sampling are conducted, confirmation that the latest version of the Atlantic RBCA Guidance for Soil Vapour and Indoor Air Assessments, as referenced in PRO-500, Remediation Levels Protocol, has been followed. <input type="checkbox"/> Not Applicable	<input type="checkbox"/>			
10	Any intended subsurface injections, including microbial solutions, oxygen release chemicals, chemical oxidizing solutions, etc. <input type="checkbox"/> Not Applicable	<input type="checkbox"/>			

Impacted Third-Party Considerations

If "Impacted Third-Party Property" is selected in Section 1 this section must not be completed		Yes	No
1	Are there impacted third party properties? If yes, complete the remaining questions. If no, go to the next section.	<input type="checkbox"/>	<input type="checkbox"/>
2	A Remedial Action Plan for the impacted third-party property(ies) has been included within the source property Remedial Action Plan, as required by PRO-600, Remedial Action Plan Protocol.	<input type="checkbox"/>	<input type="checkbox"/>
3	Have or will impacted third parties be remediated to unconditional criteria? If no, written consent for the application of a Tier 2 conditional SSRS, or long-term risk management on the impacted third-party property(ies) has been obtained and is provided.	<input type="checkbox"/>	<input type="checkbox"/>

