

Phase 2 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 2 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.
- 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 - Site Assessment Requirements

Site Assessment 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 the PRO-400, Phase 2 Environmental Site Assessment Protocol.		Yes	Report	Section	Page Number
Intrusive Investigation					
1	Soil sampling conducted at each potential source area	<input type="checkbox"/>			
2	Groundwater flow direction, velocity, hydraulic gradient, and elevation has been evaluated by the placement of at least 3 drilled boreholes and the installation of monitoring wells within the boreholes.	<input type="checkbox"/>			
3	Determination has been made whether free product in soil or groundwater exist at the site	<input type="checkbox"/>			
4	Horizontal extent of soil contamination on and off the property, for each contaminant has been determined and described in text and on a graphical site plan	<input type="checkbox"/>			
5	The vertical extent of soil contamination on and off the property has been determined, including the maximum depth at which contamination was identified, and confirmation that the vertical depth of contamination has been determined, using site profiles as appropriate	<input type="checkbox"/>			
6	The estimated area of soil contamination exceeding applicable environmental quality standards on and off the property have been calculated for each contaminant	<input type="checkbox"/>			
7	The horizontal and vertical extent of groundwater contamination, exceeding applicable environmental quality standards has been determined, on and off the property for each contaminant, and is described in text and on a graphical site plan	<input type="checkbox"/>			
8	Sediment and surface water have not been impacted, or where sediment or surface water contamination, exceeding applicable environmental quality standards has been determined, contamination is described on a graphical site plan	<input type="checkbox"/>			
9	Laboratories that have performed analysis are accredited to ISO/IEC 17025 standards (and subsequent revisions) by the Standards Council of Canada (SCC) or the Canadian Association of Laboratory Accreditation Inc. (CALA)	<input type="checkbox"/>			
10	All sampling and analysis has been conducted in accordance with laboratory-approved recommendations concerning sample containers, storage and preservation	<input type="checkbox"/>			
11	Appropriate laboratory analytical methods have been used to ensure adequate conformance to data quality objectives, assessment endpoints (ecological or human health) and method/ reportable detection limits	<input type="checkbox"/>			
Reporting					
12	A cover page title that identifies the site location, and report title	<input type="checkbox"/>			
13	Project background description	<input type="checkbox"/>			
14	Basic site information, including physical address, PID and/or GPS coordinates	<input type="checkbox"/>			

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Site Assessment Requirements <small>continued</small>		Supporting Information provided	Reference Document		
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15	Summary of the results and findings of the Phase 1 ESA	<input type="checkbox"/>			
16	Summary of all preliminary work and field activities conducted at the site as part of the Phase 2 ESA program	<input type="checkbox"/>			
17	Conceptual site model which represent an understanding of the site characteristics, including expected locations of contaminants, likely contaminant transport mechanisms, and the existence of potentially preferential pathways for contaminant transport to receptors	<input type="checkbox"/>			
18	A description of local and regional geological, hydrogeological and hydrological information this protocol	<input type="checkbox"/>			
19	The choice and rationale for the sampling program, including a technical summary of areas and compounds of concern resulting from the Phase 1 ESA	<input type="checkbox"/>			
20	Site plans showing the site location, location of sample points, groundwater elevation maps, and location(s) of samples exceeding the applicable regulatory criteria. Locations where contaminant concentrations exceed background values should also be identified. All spatial information must be represented on a scaled diagram	<input type="checkbox"/>			
21	Results of all analyses conducted must be displayed in a table and compared to relevant environmental quality standards, with exceedance values/data highlighted	<input type="checkbox"/>			
22	Interpretation and evaluation of the findings from the site investigation, which identify and describe any contaminants found at the site including concentrations, locations, possible sources, potential pathways and receptors of concern	<input type="checkbox"/>			
23	Clear and concise conclusions of the Phase 2 ESA, including a summary of risks posed by contaminants remaining on site and potential risk to receptor(s) both on and off the property	<input type="checkbox"/>			
24	A list of any references and supporting documentation used in the preparation of the Phase 2 ESA report	<input type="checkbox"/>			
25	Complete test pit, borehole stratigraphic, and monitoring well installation logs	<input type="checkbox"/>			
26	Borehole drilling practices	<input type="checkbox"/>			
27	Excavation Practices <input type="checkbox"/> Not Applicable	<input type="checkbox"/>			
28	Soil sampling procedures used for each contaminant	<input type="checkbox"/>			
29	Monitoring well installation, development and groundwater sampling procedures	<input type="checkbox"/>			
30	QA/QC procedures	<input type="checkbox"/>			
31	Copies of laboratory analytical data sheets	<input type="checkbox"/>			
32	Site professional sign-off, with original or electronic signatures, and a stamp/seal confirming the findings and conclusions contained in the report	<input type="checkbox"/>			

