

## **PROFESSIONAL DEVELOPMENT WORKSHOP JAN 15, 2009**

### **NOTES TO RECOMMENDATION/FINDINGS LETTER**

1. The optional Review Findings Letter identified on the CSAP Recommendation Package Cover Letter Template attachment checklist constitutes a vehicle for documenting information that pertains to CSAP review and recommendation services provided and that the recommending CSAP may wish to identify.
2. Preparation of the letter is not required by MoE or others at this time.
3. Information that a recommending CSAP may choose to identify in such a letter includes the following:
  - a. The review process used to confirm that the investigation reports and other support recommendation documents meet regulatory requirements and MoE guidelines and that the site qualifies for issuance of the requested instrument.
  - b. Why the site qualifies for instrument recommendation under Protocol 6 (i.e. confirm absence of presence of precluding conditions and issues).
  - c. Why the recommending CSAP qualifies for making the recommendation.
  - d. Arms-length-review issues.
  - e. Topical or perpetual issues that are relevant to the investigations completed such as suitability of the scope of soil vapour characterization work, suitability of conceptual model issues, SLRA issues including discussion if a SLRA report that is signed and stamped by a CSAP is required and whether one of these has been provided, sampling density and time-frequency issues, data uncertainty issues, etc.)
  - f. Bolster weak arguments that appear in the supporting reports.
  - g. Clarify or synthesize cryptic information that appears in the reports but that has not been properly used to support an argument.
  - h. Provide an independent and presumably weighty professional opinion in support of conclusions or recommendations identified in the supporting reports.
  - i. Justify professional opinions of the CSAP that are material to the CSAP's recommendation.
  - j. Provide a roadmap of milestones to assist future users of the recommendation package (most importantly potential auditors, MoE reviewers, and users of the information in several years when regulations and MoE requirements etc. differ from those in effect at the time of the recommendation) understand the body of information used to support the recommendation. This is especially important when this is not done in the supporting investigation reports.
  - k. Speak to appropriateness and potential consequences of assumptions on which conclusions and recommendation in the investigation reports are based.



Comments regarding these issues that were identified at the meeting were to the effect that:

1. Who should letter be addressed to: CSAP Society or MoE?
2. If such a letter is provided, should it be listed as a recommendation support doc in i.e. the SOSC or the instrument being applied for?
3. Submitting such a letter to MoE increases exposure to risk for the recommending CSAP. This should be carefully considered when determining whether to prepare and submit the letter as part of the package.
4. Appropriate to prepare the letter and submit to CSAP Society only if appropriate when audited?
5. Important to include in the letter reliance limitations clauses: i.e. allow auditors to rely on letter for purposes of audit or allow only MoE to rely on letter for purpose of issuance of the requested instrument, etc.
6. Important to identify in the letter that the letter to be used only in conjunction with the other recommendation support docs rather than as a stand-alone doc, etc.
7. Don't duplicate in the letter info provided elsewhere in the submission package such as information identified in the SOSC.
8. Consider carefully if appropriate to include interpretive info as identified in this note in the sections provided for this that appear in the SOSC. To limit potential exposure to liability, recommending CSAP may NOT want to identify this info in the SOSC.
9. CSAP Society PAC to discuss these and other issues and disseminate feedback to rank and file agreed to be a good idea.

**Author: Alexander C. Bath, P.Geol.**