

**APPENDIX A**  
**DRAFT Version 1.1 – September 28, 2007**

**Supplemental Guidance for CSAPs Conducting Review of  
Stage 1 Preliminary Site Investigation Reports**

GENERAL TOPIC	Mandatory and Suggested Points of Review (Stage 1 PSI)	Reference	Note 1	Note 2
<b>GENERAL</b>	<ol style="list-style-type: none"> <li>1. Were the Stage 1 PSI historical searches and inspection completed within 6 months of the CSAP review; and,</li> <li>2. If not, does the investigator provide a clear statement that onsite and offsite land uses have remained substantially the same?</li> </ol>	MOE Policy		M
<b>AUTHORS AND RELIANCE</b>	<ol style="list-style-type: none"> <li>3. Does the investigator: <ol style="list-style-type: none"> <li>a. identify who the major participants are in the investigation and state his/her qualifications?</li> </ol> </li> <li>4. Does the report or cover letter: <ol style="list-style-type: none"> <li>a. provide reliance of the report to Ministry; and</li> <li>b. provide reliance of the report to a CSAP?</li> </ol> </li> </ol>	<p>CSR S. 63</p> <p>CSSAF</p>	M	M
<b>OBJECTIVES</b>	<ol style="list-style-type: none"> <li>5. Are the objectives and the scope of the investigation: <ol style="list-style-type: none"> <li>a. clearly stated;</li> <li>b. likely to achieve the objectives of a Stage 2 PSI or DSI; and</li> <li>c. are there any limitations to the scope clearly indicated, that may inhibit achieving the objectives?</li> </ol> </li> </ol>			
<b>SUBJECT SITE DESCRIPTION</b>  <i>Physical Setting</i>          <i>Water Use</i>	<ol style="list-style-type: none"> <li>6. Has the investigator provided: <ol style="list-style-type: none"> <li>a. a written legal description of the subject site;</li> <li>b. the civic address of the subject site;</li> <li>c. a current land title and legal plan from the Land Titles Office;</li> <li>d. current and scheduled (i.e. as identified on an Official Community Plan) municipal zoning of subject site;</li> <li>e. photos of subject site and adjoining properties; and</li> <li>f. dates when subject site visits were conducted and summaries of the visits?</li> </ol> </li> <li>7. Has the investigator provided: <ol style="list-style-type: none"> <li>a. information related to topography (e.g. how it relates to possible groundwater flow and direction of surface runoff);</li> <li>b. an estimate of the percentage of the subject site currently occupied by buildings and paved areas;</li> <li>c. a general description of adjacent land and nearby water resources;</li> <li>d. defined general regional geology beneath the subject site based on information shown on geological maps?</li> </ol> </li> <li>8. Has the investigator <ol style="list-style-type: none"> <li>a. reviewed the Ministry well registry database to identify registered water wells to a distance appropriate for water use at the site, and shown their locations on a site plan;</li> <li>b. attempted to confirm the status of the nearby registered water wells;</li> <li>c. identified surface water bodies within 1 km of the subject site and shown their locations on a site plan;</li> <li>d. identified uses of the surface water bodies identified above?</li> </ol> </li> </ol>	CSSAF		M



**APPENDIX A**  
**DRAFT Version 1.1 – September 28, 2007**

GENERAL TOPIC	Mandatory and Suggested Points of Review (Stage 1 PSI)	Reference	Note 1	Note 2
<i>Site Plans</i>	10. Has the investigator: <ol style="list-style-type: none"> <li>a. provided an area topographic map of 1:20 000 (or otherwise as large a scale as is available) showing the subject site;</li> <li>b. provided a scaled site plan, including land use, relevant buildings found on the subject site, etc.;</li> <li>c. included natural features such as lakes, rivers, streams found at least partially within the boundaries of the subject site; and</li> <li>d. included constructed features such as, underground storage tanks, lagoons, ditches, sumps within buildings, and waste storage areas?</li> </ol>			
<b>REGULATORY SETTING</b>	11. Has the investigator provided clearly supported specification of land and water uses and site-specific factors applicable to the site?	CSSAF	M	
<b>CONCLUSIONS</b>	12. Has the investigator: <ol style="list-style-type: none"> <li>a. identified on and offsite activities as areas of potential environmental concern (APECs) and associated potential contaminants of concern (PCOCs) for each potentially affected medium;</li> <li>b. provided a scaled drawing showing onsite and offsite APECs and associated PCOCs.</li> <li>c. provided adequate reasoning if excluding areas of historical or current activities at the subject site or nearby lands as an APEC; and,</li> <li>d. provided a clear statement with respect to the adequacy of previous investigation or remediation documentation and the extent to which it was or was not relied upon?</li> </ol> 13. Has the investigator: <ol style="list-style-type: none"> <li>a. provided clear and unambiguous conclusions regarding both onsite and offsite APECs and PCOCs?</li> </ol>	CSSAF	M	M  M  M  M
<b>REFERENCES</b>	14. Has the investigator referenced: <ol style="list-style-type: none"> <li>a. all data sources, previous studies and other sources (including interviews) that contributed information to the study; and,</li> <li>b. any technical literature that provides additional detail on procedures used in the study?</li> </ol>			

**APPENDIX A**  
**DRAFT Version 1.1 – September 28, 2007**

GENERAL TOPIC	Mandatory and Suggested Points of Review (Stage 1 PSI)	Reference	Note 1	Note 2
<b>APPENDICES</b>	15. Has the investigator provided legible copies of all supporting documents, as listed above including: <ul style="list-style-type: none"> <li>a. historical site drawings and plans;</li> <li>b. historical air photographs (clearly indicating the site location<sup>[AB1]</sup>);</li> <li>c. city directories<sup>[AB2]</sup>;</li> <li>d. fire insurance records<sup>[AB3]</sup>;</li> <li>e. Ministry well record search summary;</li> <li>f. the results of agency enquiries;</li> <li>g. site registry search results (summary and detailed reports);</li> <li>h. previous environmental reports;</li> <li>i. record of interviews; and,</li> <li>j. site reconnaissance photographs?</li> </ul>		M M     M  M M M	

**Notes**

1. M signifies these points are a mandatory requirement of the site investigator's report.
2. M signifies these points must be commented on by the CSAP in the Summary of Site Conditions.
3. This guideline has been developed based upon Ministry regulations, procedures, policies and guidelines in effect at the time of their preparation. The CSAP should always check the ministries' website to identify if any new information is in effect.