

## The Site Profile System

The site profile system is a legally defined, uniform process that provides a mechanism to screen potentially contaminated sites in British Columbia.

Site profiles are forms that require readily available information about the past and present uses of a site, as well as basic land descriptions. The assistance of a consultant is not required to complete a site profile.

The content and format of a site profile are provided in Schedule 1 of the *Environmental Management Act's* Contaminated Sites Regulation. The ministry has prepared a user-friendly version which can be obtained from the ministry's web site at:  
<http://www.env.gov.bc.ca/epd/remediation/forms/index.htm>

### When must a site profile be completed and submitted?

There are three steps in determining if a site profile is required.

Step 1 is to establish if any of the following triggers pertain to the site:

- application to local government for zoning, subdivision, development or development variance, soil removal, or demolition;
- decommissioning a site;
- taking over a property as a trustee, receiver or liquidator;
- selling property that has or had a Schedule 2 activity on it; and

- application for a Certificate of Restoration under the *Petroleum and Natural Gas Act*.

In step 2, it must be determined if any of the activities listed in Schedule 2 of the Regulation have occurred on the site. Schedule 2 lists commercial and industrial activities and uses that have the potential to cause contamination. If the answer is no, then there is no requirement to complete a site profile. If the answer is yes, then a site profile may have to be submitted.

Step 3 involves determining if any exemptions apply. The Regulation lists numerous exemptions from the requirement to submit a site profile.

In summary, a site profile must be completed and submitted to the appropriate recipient if a Schedule 2 use or activity applies, a specific type of activity or application is involved, and there are no applicable exemptions. In addition, a site profile must be submitted if one is ordered by a Director of Waste Management.

Site profiles must be submitted to different parties depending on the site profile trigger. These parties include approving officers, local governments, prospective purchasers or a Director of Waste Management.

For detailed instructions on completing and submitting a site profile, see Administrative Guidance document 1, "Completing and Submitting Site Profiles".

### **Assessing site profiles**

Site profiles submitted to local governments or approving officers are assessed within 15 days of submission. If the site profile is not satisfactorily completed, it will be returned for correction.

Site profiles submitted to local governments or approving officers that have any "yes" responses in sections IV through IX of the form will be forwarded to a Director for review and entry into the Site Registry. If there are all "no" responses, the site profile will be forwarded to the Site Registrar in Victoria and entered directly into the Site Registry.

### **Site investigations**

Once a site profile has been received by a Director, he or she has 15 days to determine whether a site investigation is required. If one is required, the local government or approving officer and the applicant will be notified of the Director's decision.

When the Director determines that a site investigation is required, this decision will suspend approval of the subject application, or other future applications for the site as identified in section 40 of the *Environmental Management Act* until:

- the proponent applies for and obtains one of the following *Environmental Management Act* instruments, as applicable: a Determination that the site is not a contaminated site, a Voluntary Remediation Agreement, an Approval in Principle of a remediation plan, or a Certificate of Compliance confirming the satisfactory remediation of the site; or

- the local government receives a "release" notice from the Director.

For more information about site investigations and site profile freeze and release provisions, please refer to Technical Guidance documents 10 and 11 and Fact Sheet 37.

### **How do I obtain a contaminated sites legal instrument for my site?**

Almost all applications for contaminated sites legal instruments must be submitted with the recommendation of a person on the Roster of Approved Professionals. Please refer to Fact Sheet 30 for some basic information about the Roster.

Applications for a contaminated sites legal instrument must include a completed Contaminated Sites Services Application form. We recommend that a qualified consultant assist with the application process. An overview of the contaminated sites services offered by the ministry is provided in Fact Sheet 28. Service fees are listed in Schedule 3 of the Contaminated Sites Regulation and are reviewed in Fact Sheet 25, "Fees for Contaminated Sites Services."

*Note: This summary is solely for the convenience of the reader. The current legislation and regulations should be consulted for complete information.*

*For information about site profiles, please send a message to [siteprofiles@gov.bc.ca](mailto:siteprofiles@gov.bc.ca).*

**SCHEDULE 1**  
**Site Profile**

(Version 3.1)

**Preamble**

Under section 40 of the *Environmental Management Act*, a person who knows or reasonably should know that a site has been used or is used for industrial or commercial purposes or activities must in certain circumstances provide a site profile.

Schedule 2 of the Contaminated Sites Regulation sets out the types of industrial or commercial purposes or activities to which site profile requirements apply.

*If section 40 of the Environmental Management Act applies to you and you know or reasonably should know that the site has been used or is used for one of the purposes or activities found in Schedule 2 of the Contaminated Sites Regulation, you may be required to complete the attached site profile.*

**Notes/Instructions:**

Persons preparing a site profile *must* complete Section I, II and III, answer all questions in sections IV through IX, and sign section XI. If the site profile is not satisfactorily completed, it will not be processed under the *Environmental Management Act* and the Contaminated Sites Regulation. Failure to complete the site profile satisfactorily may result in delays in approval of relevant applications and in the postponement of decisions respecting the property.

The person completing this site profile is responsible for the accuracy of the answers. Questions must be answered *to the best of your knowledge*.

Section 27 (1) of the *Freedom of Information and Protection of Privacy Act* requires that provision of personal information concerning an individual must be authorized by that individual. Persons completing the site profile on behalf of the site owner must be authorized by the site owner.

One (1) site profile may be completed for a site comprised of more than one titled or untitled parcel, but individual parcels must be identified.

If the property is legally surveyed, titled and registered, then all PID numbers (**P**arcel **I**dentifiers – Land Title Registry system) must be provided for *each* parcel as well as the appropriate legal description.

If the property is untitled Crown land (no PID number), then the appropriate PIN numbers (**P**arcel **I**dentification **N**umbers – Crown Land registry system) for each parcel with the appropriate land description should be supplied.

If available, the Crown Land File Number for the site should also be supplied.

If a PID or PIN number is *not* available for the site, a latitude and longitude (accurate to 0.5 of a second using North American Datum established in 1983) of the centre of the site is required. Also, please attach an accurate map, containing latitude, longitude and datum references, which shows the boundaries of the site in question. Please use the largest scale map available.

Anything submitted in relation to this site profile will become part of the public record and may be made available to the public through the Site Registry as established under the *Environmental Management Act*.

Under section 43 of the *Environmental Management Act*, corporate and personal information contained in the site profile may be made available to the public through the Site Registry. If you have questions concerning the collection of this information, contact the Site Registrar, at [site@gov.bc.ca](mailto:site@gov.bc.ca). For questions on site profiles, please send a message to [siteprofiles@gov.bc.ca](mailto:siteprofiles@gov.bc.ca).

**SCHEDULE 1  
Site Profile**

(All Information Must be Provided and All Questions Answered)

(Version 3.1)

**I CONTACT IDENTIFICATION**

**A. Name of Site Owner:**

Last \_\_\_\_\_ First \_\_\_\_\_ Middle Initial(s) \_\_\_\_\_ (and/or, if applicable)

Company \_\_\_\_\_

Owner's Civic Address \_\_\_\_\_

City \_\_\_\_\_ Province/State \_\_\_\_\_

Country \_\_\_\_\_ Postal Code/ZIP \_\_\_\_\_

**B. Person Completing Site Profile (Leave blank if same as above):**

Last \_\_\_\_\_ First \_\_\_\_\_ Middle Initial(s) \_\_\_\_\_ (and/or, if applicable)

Company \_\_\_\_\_

**C. Person to Contact Regarding the Site Profile:**

Last \_\_\_\_\_ First \_\_\_\_\_ Middle Initial(s) \_\_\_\_\_ (and/or, if applicable)

Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ Province/State \_\_\_\_\_

Country \_\_\_\_\_ Postal Code/ZIP \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**II SITE IDENTIFICATION**

**Please attach a site location map**

**IF Legally Titled, Registered Property**

Site Street Address (if applicable) \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_

**PID numbers and associated legal descriptions. Attach an additional sheet if necessary.**

**PID**

**Legal Description**

_____	_____
_____	_____
_____	_____
_____	_____

Total number of titled parcels represented by this site profile is: \_\_\_\_\_

**SCHEDULE 1  
Site Profile**

(Version 3.1)

**IF Untitled Crown Land**

1) PIN numbers and associated Land Description. *Attach an additional sheet if necessary.*

<u>PIN</u>	<u>Land Description</u>
_____	_____
_____	_____
_____	_____
_____	_____

Total number of untitled crown land parcels represented by this site profile is: \_\_\_\_\_

**OR**

2) Coordinates (using the North American Datum 1983 convention) for the centre of the site:

Latitude:           Degrees \_\_\_\_\_ Minutes \_\_\_\_\_ Seconds \_\_\_\_\_  
Longitude:         Degrees \_\_\_\_\_ Minutes \_\_\_\_\_ Seconds \_\_\_\_\_

Please attach a map of appropriate scale showing the boundaries of the site.  
**(and, if available)**

Crown land file numbers. *Attach an additional sheet if necessary.*

\_\_\_\_\_

**III COMMERCIAL AND INDUSTRIAL PURPOSES OR ACTIVITIES**

Please indicate below, in the format of the example provided, which of the industrial and commercial purposes and activities from Schedule 2 have occurred or are occurring on this site.

**EXAMPLE**

<u>Schedule 2 Reference</u>	<u>Description</u>
E1	appliance, equipment or engine repair, reconditioning, cleaning or salvage
F10	solvent manufacturing or wholesale bulk storage

*Please print legibly. Attach an additional sheet if necessary*

<u>Schedule 2 Reference</u>	<u>Description</u>
_____	_____
_____	_____
_____	_____
_____	_____

**SCHEDULE 1  
Site Profile**

(Version 3.1)

<b>IV AREAS OF POTENTIAL CONCERN</b>			
	<b>Is there currently or to the best of your knowledge has there previously been on the site any (please mark the appropriate column opposite the question):</b>	<b>YES</b>	<b>NO</b>
<b>A.</b>	Petroleum, solvent or other polluting substance spills to the environment greater than 100 litres?		
<b>B.</b>	Residue left after removal of piled materials such as chemicals, coal, ore, smelter slag, air quality control system baghouse dust?		
<b>C.</b>	Discarded barrels, drums or tanks?		
<b>D.</b>	Contamination resulting from migration of substances from other properties?		
<b>V FILL MATERIALS</b>			
	<b>Is there currently or to the best of your knowledge has there previously been on the site any deposit of (please mark the appropriate column opposite the question):</b>	<b>YES</b>	<b>NO</b>
<b>A.</b>	Fill dirt, soil, gravel, sand or like materials from a contaminated site or from a source used for any of the activities listed under Schedule 2?		
<b>B.</b>	Discarded or waste granular materials such as sand blasting grit, asphalt paving or roofing material, spent foundry casting sands, mine ore, waste rock or float?		
<b>C.</b>	Dredged sediments, or sediments and debris materials originating from locations adjacent to foreshore industrial activities, or municipal sanitary or stormwater discharges?		
<b>VI WASTE DISPOSAL</b>			
	<b>Is there currently or to the best of your knowledge has there previously been on the site any landfilling, deposit or dumping of the following materials (please mark the appropriate column opposite the question):</b>	<b>YES</b>	<b>NO</b>
<b>A.</b>	Materials such as household garbage, mixed municipal refuse, or demolition debris?		
<b>B.</b>	Waste or byproducts such as tank bottoms, residues, sludge, or flocculation precipitates from industrial processes or wastewater treatment?		
<b>C.</b>	Waste products from smelting or mining activities, such as smelter slag, mine tailings, or cull materials from coal processing?		
<b>D.</b>	Waste products from natural gas and oil well drilling activities, such as drilling fluids and muds?		
<b>E.</b>	Waste products from photographic developing or finishing laboratories; asphalt tar manufacturing; boilers, incinerators or other thermal facilities (e.g. ash); appliance, small equipment or engine repair or salvage; dry cleaning operations (e.g. solvents); or automobile and truck parts cleaning or repair?		

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<b>VII TANKS OR CONTAINERS USED OR STORED</b>			
	<b>Are there currently or to the best of your knowledge have there been previously on the site any (please mark the appropriate column opposite the question):</b>	<b>YES</b>	<b>NO</b>
<b>A.</b>	Underground fuel or chemical storage tanks?		
<b>B.</b>	Above ground fuel or chemical storage tanks?		
<b>VIII SPECIAL (HAZARDOUS) WASTES OR SUBSTANCES</b>			
	<b>Are there currently or to the best of your knowledge have there been previously on the site any (please mark the appropriate column opposite the question):</b>	<b>YES</b>	<b>NO</b>
<b>A.</b>	PCB-containing electrical transformers or capacitors either at grade, attached above ground to poles, located within buildings, or stored?		
<b>B.</b>	Waste asbestos or asbestos containing materials such as pipe wrapping, blown-in insulation or panelling buried?		
<b>C.</b>	Paints, solvents, mineral spirits or waste pest control products or pest control product containers stored in volumes greater than 205 litres?		
<b>IX LEGAL OR REGULATORY ACTIONS OR CONSTRAINTS</b>			
	<b>To the best of your knowledge are there currently any of the following pertaining to the site (please mark the appropriate column opposite the question):</b>	<b>YES</b>	<b>NO</b>
<b>A.</b>	Government orders or other notifications pertaining to environmental conditions or quality of soil, water, groundwater or other environmental media?		
<b>B.</b>	Liens to recover costs, restrictive covenants on land use, or other charges or encumbrances, stemming from contaminants or wastes remaining onsite or from other environmental conditions?		
<b>C.</b>	Government notifications relating to past or recurring environmental violations at the site or any facility located on the site?		
<b>X ADDITIONAL COMMENTS AND EXPLANATIONS</b>			
<p>(Note 1: Please list any past or present government orders, permits, approvals, certificates and notifications pertaining to the environmental condition, use or quality of soil, surface water, groundwater or biota at the site.</p> <p>Note 2: If completed by a consultant, receiver or trustee, please indicate the type and degree of access to information used to complete this site profile. Attach extra pages, if necessary):</p> <hr/> <hr/> <hr/> <hr/>			

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<b>XI SIGNATURES</b>			
The person completing the site profile states that the above information is true based on the person's current knowledge as of the date completed.			
Signature of person completing site profile _____		Date completed: (YY-MM-DD) _____	
<b>XII OFFICIAL USE</b>			
<b>Local Authority</b>			
Reason For Submission <i>(Please check one or more of the following)</i>			Soil Removal <input type="checkbox"/>
Subdivision Application <input type="checkbox"/>	Zoning Application <input type="checkbox"/>	Development Permit <input type="checkbox"/>	Variance Permit <input type="checkbox"/>
			Demolition Permit <input type="checkbox"/>
Date received:	<u>Local Government contact :</u> Name _____ Agency _____ Address _____ Telephone _____ Fax _____	Date Submitted to Site Registrar:	Date forwarded to Director of Waste Management:
<b>Director of Waste Management</b>			
Reason For Submission <i>(Please check one or more of the following)</i>			
Under Order <input type="checkbox"/>	Site Decommissioning <input type="checkbox"/>	Foreclosure <input type="checkbox"/>	
Date received:	<u>Assessed by:</u> Name _____ Region _____ Telephone _____ Fax _____ If site profile entered, SITE ID # _____	Investigation Required?  YES NO	Decision date:
<b>Site Registrar</b>			
Date received:	<u>Entered onto Site Registry by:</u>	SITE ID #:	Entry date:

## SITE PROFILE WAIVER

Agent \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_

Owner \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_

### Legal Description of Property

Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_ Sec. \_\_\_\_\_ Twp. \_\_\_\_\_ District Lot \_\_\_\_\_

*To the best of my knowledge, no activities have occurred on the above noted property that is listed on Contaminated Sites Regulation Schedule 2.*

\_\_\_\_\_  
Signature of person completing this form

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Print Name (clearly)

\_\_\_\_\_  
Print Name (clearly)

\_\_\_\_\_  
Date Completed

The person completing this form states that the above statement is true, based on the person's current knowledge as of the date complete.

