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# **Record of Site Condition Form**

## **On-line Submission System**

**RemTech**

**October 10, 2018**

# What is the RSC On-Line Submission system?

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- **Record of Site Condition (RSC) form used 2009**
- **Web-based submission application will replace Microsoft Word form.**
- **System will permit web-entry of RSC information and supporting documents, e.g., Environmental Site Assessments**
- **Trigger for requiring an RSC form: submission of field data (RSC is a summary of report)**

# Why On-Line Submission?

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- Office of the Auditor General recommended developing a system to enable reporting on the number of contaminated sites in Alberta
- ESAR (Environmental Site Assessment Repository) -- first response to the recommendation
- Current system not set up to track status of contaminated sites, only number coming into system
- RSC form developed to derive site status without having to review whole report

# How does the On-Line Submission work?

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- External users register through Alberta Environment and Park's Integrated Access Management system (IAM) (also used by WATERS)
- Users enter RSC data into website and attach relevant reports
- Application automatically checks to see that all relevant fields are completed
- Application also checks for logical inconsistencies in a validation step

# Registration – External

- External users go through a two-step process
  1. Create IAM account (can also be used for WATERS)
  2. Create RSC account (a separate step)
- System Administrator or Authorized Agent Administrator accepts the application request and emails a PIN letter



# RSC Form On-Line

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- Divided into sections, each accessible via the table of contents on right-hand side
- Help text available for most input fields during completion

## Table of Contents

1 Report and Form Information

2 Site Identification

3 Stakeholders

4 Operating Status

5 Type of Activity and Site

- 5.1 Petroleum Storage Tank

- 5.2 Upstream Oil and Gas

- 5.3 Approved Facility under EPEA

- 5.4 Facility Under EPEA Code

- 5.5 Other Activity

6 Site Characterization

- 6.1 ESAs to Date

- 6.2 Contaminants of Potential Concern

  - 6.2.1 Alberta Tier 2 Assessment

  - 6.2.2 Drilling Waste Assessment

  - 6.2.3 Alberta Tier 1 Assessment

- 6.3 Status of Investigation

- 6.4 Key Transport Factors

- 6.5 On-Site Characterization

- 6.6 Off-site Characterization

7 Risk Management Plan

8 Declaration

9 Validation

# Form Content

Home Administration

## 6.6 Off-site Characterization ?

### 6.6.1 Are there COPCs off-site exceeding applicable soil or groundwater guidelines? ?

Yes

No *(if on-site contamination was reported, proceed to Section 7, otherwise, proceed to Section 8.)*

To be Determined

Previous

Save

Next

#### Table of Contents

[1 Report and Form Information](#)

[2 Site Identification](#)

[3 Stakeholders](#)

[4 Operating Status](#)

[5 Type of Activity and Site](#)

▪ [5.1 Petroleum Storage Tank](#)

▪ [5.2 Upstream Oil and Gas](#)

▪ [5.3 Approved Facility under EPEA](#)

▪ [5.4 Facility Under EPEA Code](#)

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[6 Site Characterization](#)

# Who is involved?

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- **RSC On-Line Submission system is a roles-based application**
- **External roles**
  - **Authorized Agent: External user that enters and submits form information**
  - **Authorized Agent Administrator: External user that manages Authorized Agents on behalf of their company (direct employees or subcontractors)**
- **Internal Roles - GoA**
  - **System Administrator: Can edit form template, manage users, delete/edit/reject RSCs**
  - **Data Administrator: First point of review for RSC form, validates data**
  - **Technical Reviewer: Final reviewer of RSC information and attachments**



# When will the application be rolled out?

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- **Internal training with AEP and AER staff will occur Fall 2018**
- **Then a soft release will occur, with field testing and incorporation of feedback into guidance documents**
- **Full implementation in 2019, including training for external users – there will be announcements!**

# Questions?

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- RSC Application Contact: [premee.mohamed@gov.ab.ca](mailto:premee.mohamed@gov.ab.ca)