



# Record of Site Condition

Version 2.1

July 2006

Site Address: \_\_\_\_\_

Site PID: \_\_\_\_\_

DENV File Number: \_\_\_\_\_

Date: \_\_\_\_\_

Department of Environment



ATLANTIC HARMONIZATION



# Record of Site Condition Form

# New Brunswick Department of Environment

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This form is provided by the New Brunswick Department of Environment (ENV) to facilitate the preparation of the Record of Site Condition in the final stages of remediation of a contaminated site, as presented in the ***Guidelines for the Management of Contaminated Sites*** (ENV, November 2003).

- This form contains macros. The security level in Word should be set to enable macros to execute. In the **Tools/Options** dialogue box, choose the **Security** tab, click on the **Macros Security** button and choose **Medium**. Following this, you will be invited to activate macros in this and other documents. If your security level is already set to enable macros, you may not see any message.
- Each part of the form, including the cover, contains shaded boxes where information can be entered. The shaded boxes expand as information is added, to a maximum of one page of information. Get help filling out any of the information entry boxes by clicking on the box and then pressing the F1 key.
- You can navigate through the form using the Tab key.
- The **Site Address** or **Project Name** (*entered on a single line with no returns*), the principal project **PID** (Property Identification) number, the **ENV File Number** and the final **Date** of your report, should be entered in the shaded box in Part 1 of the report. This information will appear in the header at the top of each page. The page headers update automatically when new information is entered in the shaded box in Part 1. The same information should be entered on the cover of this report.
- More information about how to fill out any of the Parts of the form can be obtained in the ENV *Instructions for Completing the Record of Site Condition* found on the Atlantic RBCA website [www.atlanticrbc.com](http://www.atlanticrbc.com)

If you would like to re-use this form, it is advised that you save your work with a new filename before exiting.

This form can be downloaded from the Atlantic RBCA web site at:  
[www.atlanticrbc.com](http://www.atlanticrbc.com).

Hard copies of this form are available by mail from:

Remediation Branch - Environmental Management Division  
NB Department of Environment  
P.O. Box 6000,  
Fredericton N.B.  
E3B 5H1

or phone:

(506) 444-5119.

# RECORD OF SITE CONDITION

## Part 1 of 7: Source Property Information

*Data entered in this box will appear in the header at the top of subsequent pages.*

Site Address / Project Name:

PID Number:

ENV File no:

Submission Date:

Additional PIDs

Responsible Party:

Current Owner:

GPS Co-ordinates: (When only a portion of a PID is addressed)

Attach a site plan showing coordinates and boundaries of portion.

## Part 2 of 7: List of Environmental Documentation

A. The following documentation, **prepared by others** (including peer review reports, if any), pertain to the Source Property cited in Part 1 and/or any other impacted Third Party properties:

Title	Company	Date

Additional documentation prepared by others:

B. The following documentation, including closure documents, pertaining to the Source Property cited in Part 1 and/or other related impacted properties has been **prepared by and/or overseen by the Site Professional**:

Document Title	Date

Additional documentation prepared by/overseen by Site Professional :

Site Address / Project Name:  
PID #:

Date:

## Part 3 of 7: Tier I-III Environmental Criteria: Source Property

### Products/contaminants

(e.g. gasoline, lead, waste oil, etc.) that have been identified at the Source Property:

Gasoline     Diesel /#2     #6 Oil     Other (Specify)

### Current land use:

Residential     Commercial     Other (Specify)

### Drinking water use:

On-site potable water     Within a wellfield or watershed protected area     Non-potable water

### Affected soil composition:

Coarse-grained     Fine-grained     Bedrock (Specify)

### Site closure criteria (Check all that apply):

- Tier I Risk Based Screening Level Criteria
- Tier II Site Specific Target Level Criteria
- Tier III Site Specific Target Level Criteria

### Description of methodology and comments:

Site Address / Project Name:  
 PID #:

Date:

**Part 3 of 7 (continued): Tier I-III Environmental Criteria: Source Property**

Tier I-II Criteria						
Chemicals of Concern (COC)	Tier I-II Criteria Applied for Soil	Units	* Reference	Tier I-II Criteria Applied for Groundwater	Units	* Reference
Other Chemicals evaluated with criteria for Tiers I and II :						

*\* Provide reference for Screening Level criteria and/or Tier I-II Site Specific Target Level criteria developed using Atlantic RBCA v. 2.1.*

Tier III Criteria				
Chemicals of concern (COC)	Medium to which criteria apply	Tier III criteria applied	Units	* Reference
Other Chemicals evaluated with criteria for Tiers III :				

*\* Provide reference for Tier III criteria (when using criteria other than Risk-Based Screening Level criteria or Tier II Atlantic RBCA V.2.1 Site Specific Target Level criteria.)*

Site Address / Project Name:  
PID #:

Date:

## Part 4 of 7: Tier I-III Environmental Criteria - Third Party Property(s)

Based on the work completed, the following Third Party properties (identified by PID number) were identified as being affected at any concentration by the products/contaminants of the Source Property:

PID Number	Chemicals of Concern (COC)	Land use	Potable or Non-potable	Affected soil type
Other Third Party properties :				

### Site closure criteria (check all that apply)

- Tier I Risk Based Screening Level Criteria
- Tier II Site Specific Target Level Criteria
- Tier III Site Specific Target Level Criteria

### Description of methodology and comments

Site Address / Project Name:  
 PID #:

Date:

**Part 4 of 7 (continued): Tier I-III Environmental Criteria - Third Party Property(s)**

**Summary of Clean-up Criteria**

**PID of Third Party Property(s)**

List all PID numbers :

Tier I-II Criteria						
Chemicals of Concern (COC)	Tier I-II Criteria Applied for Soil	Units	* Reference	Tier I-II Criteria Applied for Groundwater	Units	* Reference
Other Chemicals evaluated with criteria for Tiers I and II :						

*\* Provide reference for Screening Level criteria and/or Tier I-II Site Specific Target Level criteria developed using Atlantic RBCA v. 2.1.*

**Tier III Criteria**

Chemicals of concern (COC)	Medium to which criteria apply	Tier III criteria applied	Units	* Reference
Other Chemicals evaluated with criteria for Tier III :				

*\* Provide reference for Tier III criteria (when using criteria other than Risk-Based Screening Level criteria or Tier II Atlantic RBCA V.2.1 Site Specific Target Level criteria.)*

Site Address / Project Name:  
PID #:

Date:

## Part 5 of 7: Corrective Actions

### SOURCE PROPERTY

Describe the remedial objectives and the basic corrective actions of the Remedial Action Plan employed for the Source Property.

Describe the current use of the Source Property (buildings, operations, etc.).

#### Other comments

Based on the work completed, the Source Property (cited in Part 1) is suitable for the following current, or reasonably foreseeable future, site activity(s).

Residential

Commercial

#### Conditional closure

If site closure is **conditional**, list site-specific engineered or institutional controls that apply to the Source Property complete with a description of the objectives of each control. Attach written agreements to the control(s) from all affected stakeholders and a site plan indicating the limits of the control(s).

Site Address / Project Name:  
PID #:

Date:

## Part 5 of 7 (continued): Corrective Actions

### THIRD PARTY PROPERTIES

Describe the remedial objectives and the basic corrective actions of the Remedial Action Plan employed for each of the Third Party Properties.

#### Other comments

Describe the current use of the Third Party Property(s) (buildings, operations, etc.)

Based on the work completed, the **Third Party properties** (cited in Part 4) are suitable for the following current or reasonably foreseeable future site activity(s).

- Residential (list PID numbers)
- Commercial (list PID numbers)

#### Conditional Closure

If site closure is **conditional**, list site-specific engineered or institutional controls that apply to the Third Party Property(s) complete with description of the purpose of each control. Attach written agreements to the control(s) from all affected stakeholders and a site plan indicating the limits of the control(s).

Site Address / Project Name:  
PID #:

Date:

## Part 6 of 7: Summary Statement of Site Professional

The Minister considers the pre-checked statements below to be mandatory for acknowledging receipt of the Record of Site Condition. The signature of the Site Professional on this form indicates the fulfillment of these mandatory requirements as well as the requirements of all other checked statements.

Please check appropriate statements:

### Mandatory Statements

- 1. All work on which this Record of Site Condition is based was prepared, overseen and/or reviewed by the Site Professional.
- 2. The site was managed in accordance with the current version of the New Brunswick Department of Environment *Guideline for the Management of Contaminated Sites*.
- 3. *This Record of Site Condition form is identical to the one provided by the ENV and the content of the form has not been altered.*

### LRA Statement (if LRA process used)

- 4. The Limited Remedial Action Process was applicable for this site as per the current version of the Limited Remedial Action Reference Documentation for Site Professionals.

### Source Property Statements

- 5. Based on the results of the environmental site assessment, the applicable Tier I Risk Based Screening Level criteria or Tier II/Tier III Site Specific Target Level criteria were not exceeded on the Source Property (as described in Part I) and therefore, remedial action and/or site-specific engineered or institutional controls are not required for the current or reasonably foreseeable future site activities (as cited in Part 5).
- 6. The Source Property (as described in Part I) has been remediated to an acceptable level for the current or reasonably foreseeable future site activities (as cited in Part 5) and therefore, *unconditional closure* is recommended.
- 7. The Source Property (as described in Part I) requires site-specific engineered or institutional controls to satisfy the current or reasonably foreseeable future site activities (as cited in Part 5) and therefore, *conditional closure* is recommended.

### Third-Party Property Statements

- 8. Based on the results of the environmental site assessment, the applicable Tier I Risk Based Screening Level criteria or Tier II/Tier III Site Specific Target Level criteria were not exceeded on the Third Party properties (as cited in Part 4) and therefore, remedial action and/or site-specific engineered or institutional controls are not required for the current or reasonably foreseeable future site activities (as cited in Part 5).
- 9. Third Party properties (as cited in Part 4) affected by the contamination of the Source Property (as described in Part I) have been remediated to an acceptable level for the current or reasonably foreseeable future site activities (as cited in Part 5) and therefore, *unconditional closure* is recommended.
- 10. Third Party properties (as cited in Part 4) affected by the contamination of the Source Property (as described in Part I) require site-specific engineered or institutional controls to satisfy the current or reasonably foreseeable future site activities (as cited in Part 5) and therefore, *conditional closure* is recommended.

Company:

Address:

Tel:

Professional Seal Here

Fax:

E-mail:

## Part 7 of 7: New Brunswick Department of the Environment - Acknowledgement of Receipt

The Minister acknowledges receipt of this Record of Site Condition. The Minister has processed the report(s) cited in Part 2 of this Record of Site Condition for the purpose of ensuring the site has been managed in accordance with the current version of the New Brunswick Department of the Environment *Guideline for the Management of Contaminated Sites*.

Based upon the reports cited in Part 2 and conclusions of the Site Professional stated in Part 6 of this Record of Site Condition, the Site Professional is of the opinion that the stated level of contamination remaining on the property will not adversely affect the quality of the environment. Notwithstanding this, the Minister reserves the right to evaluate the site should site activities change, or should circumstances change, which result in an increase in contamination or changes in site conditions which may pose a risk to the quality of the environment.

The Minister has not supervised the work undertaken at the site and does not assume any responsibility or liability for this work, or for notifying future owners, or present or future occupants of the property, of the work completed. Any persons intending to purchase or occupy the property should make their own independent determination of the environmental condition of the property and the extent of responsibility and liability, if any, which may arise from taking ownership or occupancy.

### Unconditional Closure

It is understood from the information provided that the site has been managed in accordance with the current version of the New Brunswick Department of Environment *Guideline for the Management of Contaminated Sites* and that **further remedial action and/or site-specific engineered or institutional controls are not required** to ensure compatibility with the current or reasonably foreseeable future site activities (as cited in Part 5).

### Conditional Closure

It is understood from the information provided that the site has been managed in accordance with the current version of the New Brunswick Department of Environment *Guideline for the Management of Contaminated Sites* and that **site-specific engineered or institutional controls are required** to ensure compatibility with the current or reasonably foreseeable future site activities (as cited in Part 5).

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Minister of Environment

Date