



Corrective Action Plan

A. Application Requirements

Corrective Action Plan (CAP) should provide general information, facility and site information, assessment criteria/objectives with respect to the governing pathway and remediation/management plans. Ministry approval of the application/cap shall be obtained prior to initiating any remediation work.

All submissions shall be consistent with the *Corrective Action Plan Code Chapter Standards and Guide to Impacted Sites*. The ministry will review the plan, in consultation with the owner and local officials in some cases. If the plan is not acceptable, the ministry will identify deficiencies and require that the plan be upgraded. When the plan is acceptable, the ministry will approve the proposal in writing and the project can begin.

How do I submit the application? You can submit this form along with the Closure Report to the Ministry of Environment using our online services or by mailing a hard copy.

- **Web:** the preferred method is to sign in to our Online Services and submit it through your company's business portal. In the portal you can apply for and receive permission, fill out forms and submit documents online, review documents, and track your interactions with the ministry. Please visit the website: <http://www.environment.gov.sk.ca/online-services>.
- **Mail:** you can complete the report, save and print it, and mail the hard copy to:
 Environmental Protection Branch
 Hazmat and Impacted Sites Unit
 102 - 112 Research Drive
 Saskatoon, SK S7N 3R3

What if I have questions? For assistance completing this application or for more information, please contact our Client Service Office:
 Email: centre.inquiry@gov.sk.ca
 Tel (toll free in North America): 1-800-567-4224
 Tel (Regina): 306-787-2584

B. Type of Report

Is this report as status Update Or a New Corrective Action Plan Please Check one Below.

- | | | | |
|----------------------------|------------------------|---------------|-----------------|
| New Corrective Action Plan | Alteration of Existing | Status Update | Site Monitoring |
| Progress Report | Monitoring Report | | |

C. Person Applying

Company Name

Last Name

First Name Middle Name

Address

Address

City Province Postal Code

Country

Mailing Address Same as above Different from above:

Address

Address

City Province Postal Code

Country

Contact Details

Phone (main) Phone (work)

Phone (mobile) Email

Preferred Method of Contact Phone Email Mail

D. Facility Owner Information

Legal Name	<input type="text"/>		
Business Name	<input type="text"/>	Corporate Branch # / GST #	<input type="text"/>
Address	<input type="text"/>		
Address	<input type="text"/>		
City	<input type="text"/>	Province	<input type="text"/>
		Postal Code	<input type="text"/>
Country	<input type="text"/>		
Mailing Address	Same as above	Different from above:	
Address	<input type="text"/>		
Address	<input type="text"/>		
City	<input type="text"/>	Province	<input type="text"/>
		Postal Code	<input type="text"/>
Country	<input type="text"/>		
Contact Details			
Phone (main)	<input type="text"/>	Phone (work)	<input type="text"/>
Phone (mobile)	<input type="text"/>	Email	<input type="text"/>
Preferred Method of Contact	Phone	Email	Mail

E. Facility Operation Information (if known)

Facility Code	<input type="text"/>
Operation Identification #	<input type="text"/>

F. Facility Location Information

Legal Name	<input type="text"/>		
Business Name	<input type="text"/>		
Enter the Latitude/Longitude for center of the site in degrees, minutes, seconds			
<u>Latitude</u>		<u>Longitude:</u>	
Deg: <input type="text"/>	Min: <input type="text"/>	Sec: <input type="text"/>	Deg: <input type="text"/>
		Min: <input type="text"/>	Sec: <input type="text"/>
Address	<input type="text"/>		
Address	<input type="text"/>		
City	<input type="text"/>	Province	<input type="text"/>
		Postal Code	<input type="text"/>
Country	<input type="text"/>		
Primary Contact			
Last Name	<input type="text"/>	First Name	<input type="text"/>
Emergency Phone	<input type="text"/>	Business Phone	<input type="text"/>

G. Corrective Action Plan

Please ensure that you have included the following information before submission of your corrective action plan.

Objective

Contact Information

Facility and Site Information

Chosen End Point (choose from list)

Proposed Corrective Actions (choose from list)

Proposed Schedule

Start Date

End Date

H. Conditions

I have read and I fully understand that these conditions must be met before the Ministry of Environment can accept, assess and process my application;

I have read and I fully understand the requirements of this application, and wish to continue with my application and formally apply for this permission, and

I certify that the information I have provided in this application is true and accurate in every respect.

By checking this box I accept these conditions.

Signature of Applicant

Date of Application