



# Upstream Oil & Gas Reclamation & Remediation Program

## *The Application Process Revised*

April 2006  
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This fact sheet provides a guide to the Upstream Oil and Gas Reclamation Certificate application process

This fact sheet describes information requirements for applying for a Reclamation Certificate under the Upstream Oil and Gas Reclamation and Remediation Program, which went into effect October 1, 2003.

### INFORMATION REQUIREMENTS Environmental Site Assessment

All applications must be submitted with a complete Phase 1 Environmental Site Assessment (ESA). The only exceptions are if:

- The site was prepared but not drilled
- A Phase 2 ESA has been completed and submitted that provides general coverage of the site and specific coverage of areas more likely to be contaminated

**Note:** A Phase 1 ESA is required for sites where previous contamination was known and remediation was done without conducting a Phase 2 ESA.

All Phase 1 ESA information must be submitted on Alberta Environment's November 2002 *Phase 1 Environmental Site Assessment Form*.

### Phase 2 Environmental Site Assessment

The purpose of a Phase 2 ESA is to confirm the presence of and characterize substances of concern at a site. General guidance on conducting a Phase 2 ESA is available from the Canadian Standards Association (publication Z769-00).

Alberta Environment defines a Phase 2 ESA report as a document that provides information on the initial intrusive site investigation through to the confirmatory data analysis.

A Phase 2 ESA report must be provided if any of the following applies:

- There was insufficient information to determine the likelihood of contamination from the results of the Phase 1 ESA
- The Phase 1 ESA indicated there was a likelihood of contamination at the site
- There was known contamination at the site and a Phase 1 ESA was not conducted prior to the Phase 2 ESA investigation

The Phase 2 ESA must indicate the general investigation of the site and rationale for targeting specific areas where contamination is expected.

A Phase 2 ESA report includes:

- Site information including drainage (surficial and internal), slope and slope position
- Site facilities or spills that may influence sampling locations
- Details of the investigation of the site, including exact locations from which samples were collected
- Sampling increments
- A site map or aerial photograph of the site indicating borehole locations and possible sumps, pits, wellbore location(s) and other facilities
- Depth to water table
- A table of analytical data indicating concentrations at sampling locations specified on the map and a summary of guideline or risk-based exceedances based on Alberta Environment's remediation guidelines (laboratory data sheets must be provided)
- The lateral and vertical extent of the contamination
- A detailed description of remediation activities conducted at the site
- An estimate of the volume of soil remediated/excavated
- A diagram or description of the confirmatory sampling locations
- A table of confirmatory analytical data indicating that guidelines or site specific risk-based objectives have been met (laboratory data sheets must be provided)

The Phase 2 ESA must confirm remediation success. If a Phase 2 ESA report is not available, confirmation of remediation success must be provided in a table of analytical results and analytical laboratory data reports.

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Phase 2 ESA reports include all aspects of a site investigation from the sampling plan through to the confirmatory data

### Drilling Waste Disposal

Drilling waste disposal must be assessed using the appropriate compliance option in *Assessing Drilling Waste Disposal Areas: Compliance Options for Reclamation Certification* (AENV 2005). All three options are intended to deliver the same environmental results, which are based mainly on the Alberta Energy and Utilities Board *Guide 50: Drilling Waste Management* (1996).

### Remediation Guidelines

Alberta Environment's guidelines for assessment and remediation are:

- ❑ *Soil Quality Guidelines for Barite: Environmental Health and Human Health* (2005)
- ❑ *Alberta Soil and Water Quality Guidelines for Hydrocarbons at Upstream Oil and Gas Facilities* (Volumes 1 -3) (2001)
- ❑ *Salt Contamination Assessment and Remediation Guidelines* (2001)
- ❑ *Canadian Environmental Quality Guidelines, Canadian Council of Ministers of the Environment* (CCME) (1999 as updated)

Copies of the first three documents are available through Alberta Environment's Web site: [www.gov.ab.ca/env](http://www.gov.ab.ca/env)

The fourth document can be ordered through the CCME online at [www.ccme.ca](http://www.ccme.ca)

### Stratified Remediation

As outlined in *Alberta Soil and Water Quality Guidelines for Hydrocarbons at Upstream Oil and Gas Facilities* (Volumes 1 -3) (2001), stratified remediation using subsoil criteria at 1.5 m below ground surface within a 15 m radius of the wellhead can be used. Subsoil criteria can also be used at 3.0 m below ground surface on the site.

Surface soil criteria for hydrocarbons must be used in the top 1.5 m within 15 m of the wellhead and in the top 3.0 m on the remainder of the site.

### INFORMATION TO LANDOWNERS

Operators must provide landowners (or designates) on private land and occupants on public land with a copy of all documentation prior to an application being submitted. The information must be identical to the information supplied to Alberta Environment or Alberta Sustainable Resource Development.

### Complaint Form

Alberta Environment's complaint form must be provided to the landowner (or designate) or occupant with the reclamation certificate application and site documentation. Substantiated complaints may lead to the cancellation of the reclamation certificate.

### Information Disclosure

An *Acknowledgement of Information Disclosure* form should be signed by the landowner (or designate) or occupant and submitted with the application.

Completing the Acknowledgement does not indicate any acceptance of responsibility by the landowner (or designate) or occupant for any reclamation or remediation work done on the land. It simply acknowledges that the landowner (or designate) or occupant have been provided information, and had opportunities to discuss reclamation and remediation activities that happened on their land with the operator or the operator's agent.

### Statutory Declaration Form

If a landowner (or designate) or occupant does not return the signed *Acknowledgement of Information Disclosure* form to the operator within 30 days after receipt, the operator must complete and sign a *Statutory Declaration* form and include it in the application to Alberta Environment.

Note that the Statutory Declaration form requires proof that all documentation has been sent to the landowner or occupant.

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### APPLICATIONS

An application for a reclamation certificate must contain the following information, which must also be sent to the landowner (or designate) or occupant:

- ❑ Phase 1 ESA report
- ❑ Where applicable, a Phase 2 ESA report and/or confirmation of remediation success
- ❑ A list of contaminant types (if any)
- ❑ The name and specialist designations (if any) of the site assessor(s)
- ❑ *Acknowledgement of Information Disclosure* form signed by landowner (or designate)/occupant or *Statutory Declaration* form signed by the operator
- ❑ *Addendum to the Wellsite Reclamation Certificate Application Form*, which must be signed by the operator (consultant's signatures will NOT be accepted).

Remember to attach all required documents. Reclamation documents must also continue to be included. For example, releases signed by all registered owners for facilities or features to remain in place, end land use changes or for importing topsoil must be attached if applicable.

Incomplete applications will be refused and a new application form and fee will be required.

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### APPLICATION REVIEW PROCESS

Every Reclamation Certificate application will be thoroughly reviewed. An inspector will determine if the site meets all applicable remediation guidelines and reclamation criteria based on the completeness and consistency of the information supplied.

If the information is administratively or technically incomplete or inconsistent, or the reclamation criteria or remediation requirements are not met, the application may be refused.

If the administrative and technical review is successful, a reclamation certificate will be issued.

### CONTACTS

The following can be reached toll free by calling 310-0000 and then dialing the number shown below.

#### For public lands:

Alberta Sustainable Resource  
Development  
Public Lands Division,  
3rd Floor, 9915 - 108 Street,  
EDMONTON, Alberta T5K 2G8.  
Phone: (780) 427-3570  
Fax: (780) 422-4251  
e-mail: [reclaim.account@gov.ab.ca](mailto:reclaim.account@gov.ab.ca)

#### For all other lands:

Alberta Environment,  
Environmental Policy Branch,  
4th Floor, 9820-106 Street,  
EDMONTON, Alberta T5K 2J6  
Phone: (780) 427-2700  
Fax: (780) 422-4192  
e-mail: [land.management@gov.ab.ca](mailto:land.management@gov.ab.ca)

Web site: [www.gov.ab.ca/env](http://www.gov.ab.ca/env)