

Ministry of Environment | Online Service

Corrective Action Plan Submission *saskatchewan*

For assistance while working through this document, please call Client Support Services at 1-800-567-4224 or e-mail centre.inquiry@gov.sk.ca

The purpose of this guide is to provide information about submitting a Corrective Action Plan (CAP) via the Ministry of Environment's online services website.

Secure Login

Email Address

Password

Not registered yet?

The system will automatically log you out after 30 minutes of inactivity.
As you work through a submission, the information you input is saved everytime you click Next.

Login

Login using the following link:
<https://envrbrportal.crm.saskatchewan.ca/login/>

The email address and password will be the one you registered with.

If you have not registered, please refer to the **Registering as an Individual** user guide.

Click the **Sign-In** button once the information is filled in.

Environment Business Services

Select User Profile

Please select which identity you would like to assume for this session.

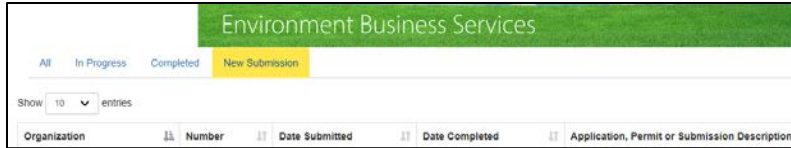
You can change this at a later time by selecting **Manage Business Profile** from the menu on the top right of any page within this application.

- Individual (Myself)
- John Doe Construction - Organization Administrator
- John Doe Construction - Stakeholder Administrator
- John Doe Construction - Project Administrator
- John Doe Construction - Employee
- John Doe Construction - Qualified Person

Select User Profile

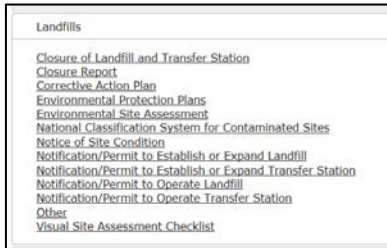
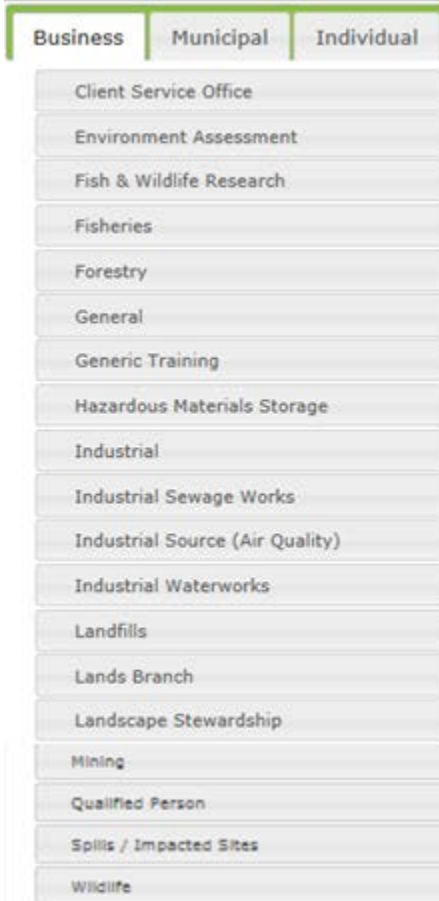
Select the **Organization Name – Employee** radio button.

Click the **Select Identity** button.



New Submission

Once you are on the Dashboard, select **New Submission**.



Corrective Action Plan is an option under Landfills as well as Spills/Impacted Sites.

Choose which area you are wishing to submit your Corrective Action Plan to.

Corrective Action Plan

This form is to be used to notify the minister, in accordance with section 1-3 of the Corrective Action Plan Chapter of the Saskatchewan Environmental Code, when conducting corrective actions at environmentally impacted sites.

No person shall carry out corrective actions unless that person has notified the minister and received a notification number from the minister. To ensure a timely response, it is important that the form includes all the necessary information.

For assistance completing this form or for more information, please contact our Client Service Office:

Email: center.inquiry@gov.sk.ca

Tel (toll free in North America): 1-800-567-4224

It is recommended that the user avoid the Back and Forward buttons on the browser navigation bar, as this may cause a system error.

Click the button below to start the application process.

Next

Pre-Fill Conditions:

Read all the pre-fill conditions on the screen.

Click **Next**.

Corrective Action Plan Transaction Number: 10027473

Please note that on the following screens, you will be prompted to review applicant information which is stored in the user profile that was created for you when you initially registered with the site.

If you need to have this information updated, you will be able to do so by calling 1-800-567-4224 (in North America) or email centre.inquiry@gov.sk.ca

Applicant Information:

Read all the instructions on the screen.

Click **Next**.

Corrective Action Plan Transaction Number: 10027473

Confirm Applicant

If you are applying for yourself, you should see *Individual (Myself)* below. If you are applying on behalf of an organization, you will see it listed below as well as the role to which you are participating in. To change this value, please visit the [Select User Profile](#) page and return to this application.

John Doe Construction - Employee

Confirm Stakeholder Profile:

Confirm your stakeholder role.

Click **Next**.

Corrective Action Plan Transaction Number: 10027473

Organization

Organization Name
John Doe Construction

Legal Business Name
John Doe Construction

Business Number
[Empty field]

Industry
(23) Construction

Review Individual Organization Profile:

Review to ensure information is still correct, scroll to bottom.

Click **Next**.

Corrective Action Plan Transaction Number: 10027419

The corrective action plan is being carried out voluntarily
 The corrective action plan is being carried out as directed pursuant to section 14 of The Environmental Management and Protection Act, 2010

Purpose:

Select whether the Corrective Action Plan is being submitted voluntarily or is directed to be submitted by the Minister.

Click **Next**.

Corrective Action Plan Transaction Number: 10027419

Please select a project name:

Identify Project:

The Corrective Action Plan can be associated with a project already created by the organization.

This is for the organizations records only.

From the dropdown, select the project name if applicable.

Click **Next**.

Corrective Action Plan Transaction Number: 10027419

If the corrective action plan includes risk management with future reclamation or selects tier 3 endpoints, corrective actions must be conducted in accordance with Part 1 and Part 2 of the Corrective Action Plan Chapter.

Part 2 (Alternative Solution)
 Part 3 (Acceptable Solution)

Tier 1
 Tier 2
 Risk Management with Future Reclamation

If the corrective action plan is carried out in accordance with the Part 3 Acceptable Solution of the Corrective Action Plan Chapter Check the following technology that will be used.

Reclamation Technologies:*

Proposed Start Date:*

Compliance:

Select whether the Corrective Action Plan (CAP) will be conducted in accordance with “Part 2 (Alternative Solution)” or “Part 3 (Acceptable Solution)”.

Select which endpoints (i.e.: tier 1, 2 or risk management) the Corrective Action Plan will set out to achieve.

If following Acceptable Solutions select the reclamation technology that will be used from the dropdown list.

Select proposed start date of corrective actions.

Click **Next**.

Corrective Action Plan **Transaction Number: 10027419**

Please select your geographic location method based on the choices on the right side of the page. Once the location is entered, it will appear on the map. Alternatively, a narrative description of the location can be entered below.

Menu

- ▶ Basemap
- ▼ Search
 - ▶ Civic Address
 - ▶ Geographic Coordinates
 - ▶ UTM Coordinates
 - ▶ Land Description
 - ▶ Survey Plan
 - ▶ Parcel Number
 - ▶ River Lot
- ▼ Overview Map

Name	Description	Source

Previous
Next
Cancel

Location:

Note: You must have Internet Explorer 7 or higher to be able to use the mapping tool.

You can enter locations either by entering the various land descriptors under **Search** on the right hand side of the map, or you can enter locations using the **Draw Toolbar** (points, lines and polygons) on the top of the map.

A point, line or polygon is considered one location.

When using the Draw Toolbar you must click on the Draw Toolbar again to turn it off in order to identify locations.

Indicate the location on the map the corrective action plan will be carried out.

Click directly on the location (i.e.: dot), a Location Type drop down will appear, select the location type.

If you cannot get the Location Type drop down to appear ensure the Draw Toolbar is turned off.

Click **Next**.

QUALIFIED PERSON CERTIFICATION STANDARDS (QPCS)

For the purposes of certifying a tier 1 endpoint corrective action plan * - Required

Method #1:

Invite Qualified Person to Submit QPCS through the online services.

An email will be sent to the invited Qualified Person requesting that they submit a Qualified Person Certification Standard.

To add a qualified person to the dropdown list contact the Stakeholder Administrator for the organization.

Method #2:

Attach a QPCS

Fill out the required fields and attach the QPCS on the Attach Document(s) page.

[Provide a Certification Standard](#)

For the purposes of certifying the quality assurance and quality control sampling and analytical procedures (Optional)

Method #1:

Invite Qualified Person to Submit QPCS through the online services.

An email will be sent to the invited Qualified Person requesting that they submit a Qualified Person Certification Standard.

To add a qualified person to the dropdown list contact the Stakeholder Administrator for the organization.

Method #2:

Attach a QPCS

Fill out the required fields and attach the QPCS on the Attach Document(s) page.

[Provide a Certification Standard](#)

For the purposes of certifying a laboratory analysis (Optional)

Method #1:

Invite Qualified Person to Submit QPCS through the online services.

An email will be sent to the invited Qualified Person requesting that they submit a Qualified Person Certification Standard.

To add a qualified person to the dropdown list contact the Stakeholder Administrator for the organization.

Method #2:

Attach a QPCS

Fill out the required fields and attach the QPCS on the Attach Document(s) page.

[Provide a Certification Standard](#)

The Qualified Person(s) selected will receive an email once this notification has been submitted. The e-mail will request that the Qualified Person(s) submit a Certification Standard for this notification and will make specific reference to the transaction number of this submission.

The notification will remain in a pending status until all related Qualified Person Certification Standards are submitted via Online Services.

[Previous](#)[Next](#)[Cancel](#)**Qualified Person Certification Standards (QPCS):**

A Qualified Person Certification Standards (QPCS) must always be submitted with a Corrective Action Plan.

This can be done two different ways:

Method 1:

- Invite a Qualified Person (QP) to submit a QPCS on behalf of your organization. For information when invited to submit a QPCS please refer to the user guide Online Services: **Submitting a Qualified Person Certificate Standard.**

Method 2:

- You are a Qualified Person (QP) and want to attach a QPCS.

Corrective Action Plan Transaction Number: 10027419

QUALIFIED PERSON CERTIFICATION STANDARDS (QPCS)

For the purposes of certifying a tier 1 endpoint corrective action plan * - Required

Method #1: Invite Qualified Person to Submit QPCS through the online services. An email will be sent to the invited Qualified Person requesting that they submit a Qualified Person Certification Standard.	Method #2: Attach a QPCS Fill out the required fields and attach the QPCS on the Attach Document(s) page.
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To add a qualified person to the dropdown list contact the Stakeholder Administrator for the organization.

Provide a Certification Standard

The **first set** of methods outlined is for the purpose of certifying tier 1 endpoint corrective action plan. ***Required***

For the purposes of certifying the quality assurance and quality control sampling and analytical procedures (Optional)

Method #1: Invite Qualified Person to Submit QPCS through the online services. An email will be sent to the invited Qualified Person requesting that they submit a Qualified Person Certification Standard.	Method #2: Attach a QPCS Fill out the required fields and attach the QPCS on the Attach Document(s) page.
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To add a qualified person to the dropdown list contact the Stakeholder Administrator for the organization.

Provide a Certification Standard

This **Second set** of methods outlined is for the purpose of certifying the quality assurance and quality control sampling and analytical procedures. ***Optional***

For the purposes of certifying a laboratory analysis (Optional)

Method #1: Invite Qualified Person to Submit QPCS through the online services. An email will be sent to the invited Qualified Person requesting that they submit a Qualified Person Certification Standard.	Method #2: Attach a QPCS Fill out the required fields and attach the QPCS on the Attach Document(s) page.
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To add a qualified person to the dropdown list contact the Stakeholder Administrator for the organization.

Provide a Certification Standard

This **Third set** of methods is for the purpose of certifying laboratory analysis. ***Optional***

The Qualified Person(s) selected will receive an email once this notification has been submitted. The e-mail will request that the Qualified Person(s) submit a Certification Standard for this notification and will make specific reference to the transaction number of this submission.

The notification will remain in a pending status until all related Qualified Person Certification Standards are submitted via Online Services.

Note: The Corrective Action Plan submission will not truly be completed until the Qualified Person completes their QPCS.

The submission will remain in pending status until QPCS is received.

Method #1:

Invite Qualified Person to Submit QPCS through the online services.

An email will be sent to the invited Qualified Person requesting that they submit a Qualified Person Certification Standard.

To add a qualified person to the dropdown list contact the Stakeholder Administrator for the organization.

Method 1: Invite a Qualified Person (QP) to Submit a QPCS on behalf of your organization. For information when invited to submit a QPCS please refer to the user guide Online Services: **Submitting a Qualified Person Certificate Standard.**

Select the **Qualified Person** name from the drop down.

If there are no qualified persons in the drop down or the qualified person is not listed, the system administrator will need to add them so that they appear in the drop down list. Refer to the **Stakeholder Administrator** guide on how to do this.

Click **Next**, skip to the Attach Document(s) section.

This is an automated email to inform you that you have been selected to provide a Qualified Person Certification Standard in reference to a notification for Corrective Action Plan Chapter, Transaction Number **10027441**, submitted by John Doe Construction.

To submit the Qualified Person Certification Standard and associate it to the referenced notification please log in to Online Services (<https://envrbportal.cmtest.saskatchewan.ca/>). When you are logged in as a qualified person click on NEW SUBMISSION and navigate to QUALIFIED PERSON/ QUALIFIED PERSON CERTIFICATION STANDARD and submit the Qualified Person Certification Standard. You will make reference to the transaction number noted above on the "Association" page of the submission.

Please do not reply to this email; this address is not monitored. If you have any questions related to the notification process, please contact the Client Service Office at (306) 567-4224.

CONFIDENTIALITY NOTICE: This email was intended for a specific recipient. It may contain information that is privileged, confidential or exempt from disclosure. Privilege and confidentiality is not waived. If the reader is not the intended recipient, use or distribution of this information is prohibited. If you have received this communication in error, please notify the sender by telephone or return email and delete or destroy all copies of the message.

 please consider the environment before printing this email.

Email Notification

The QP you chose from the drop down list will receive this e-mail notifying them that they need to submit the QPCS.

Method #2:
Attach a QPCS

Fill out the required fields and attach the QPCS on the Attach Document(s) page.

Provide a Certification Standard

Method 2: You are a Qualified Person (QP) and want to attach a QPCS.

If you are the Qualified Person and are wanting to attach the QPCS.

Click **Provide a Certification Standard**.

Enter a Certification Standard ✕

Your selection below should be the same as provided on the Qualified Person Certification Standard by the qualified person.
Qualified person is (section 2 Qualified Person Certification Standard)

A person who is a practising member as defined in The Agrologists Act, 1994

Applied Science Technologist with 8 Years of Experience in Tier 1 Endpoint Corrective Action Plans

A person licensed to practise professional engineering pursuant to The Engineering and Geoscience Professions Act

An individual who is designated by the minister or who is a member of a class of persons designated by the minister pursuant to the Act to undertake that activity

[\(Clear Selection\)](#)

Professional opinion provided by qualified person (section 3 Qualified Person Certification Standard):

The endpoint selected in the corrective action plan properly addresses the substances of potential concern and is appropriate for the use, proposed use or exposure scenarios with respect to the environmentally impacted site.*

Additional Information

Done

A new pop up window will appear.

Select the radio button corresponding to the qualified persons qualifications.

Select the radio button corresponding to the opinion provided by the qualified person in the qualified person certification standard.

Click **Done**.

Repeat above steps until all required qualified person certification standards are submitted.

Click **Next**.

Corrective Action Plan Transaction Number: 10027419

The following documents submitted with this notification (where applicable):

- a. corrective action plan
- b. certificate from a qualified person
- c. written consent as per section 1-9 of the Corrective Action Plan Chapter
- d. other

Please select a file to submit.

Browse...

Please provide a description for your file.

Please select the type of file being submitted.

Original QPCS For the purposes of certifying a tier 1 endpoint corrective action plan ▼

Submit File

Previous
Next
Cancel

Attach Document(s)

Any documents relating to the submission are attached here.

Fillable PDF Of QPCS

You can find the fillable PDF of a QPCS at the following [link](#).

A corrective action plan always requires an Environmental Protection Plan and a qualified person certification standard to be submitted.

To attach a document click **Browse**.

Select the file to be submitted.

Click **Open**.

Include a description of the file and select the type of file being submitted.

Click **Submit File**

Note: To upload more files, please repeat process above.

Once you are done uploading files, click the **Next** button to proceed.

Corrective Action Plan Transaction Number: 10027419

I certify that the information provided on this form is complete and accurate to the best of my knowledge.*

Previous
Submit
Cancel

Pre-Submit Conditions

Read and review the conditions provided.

Select the box to accept conditions.

Click **Submit**.

Corrective Action Plan

Transaction Number: 10027419

Transaction completed successfully.

Your transaction completed successfully. Please refer to the transaction number (displayed above) when inquiring about your notification. If you have any additional questions or require additional information, please contact the Ministry at your convenience.

To see the status of your notification, see the [Dashboard](#) page.

You will be shown a message of the transaction being completed.