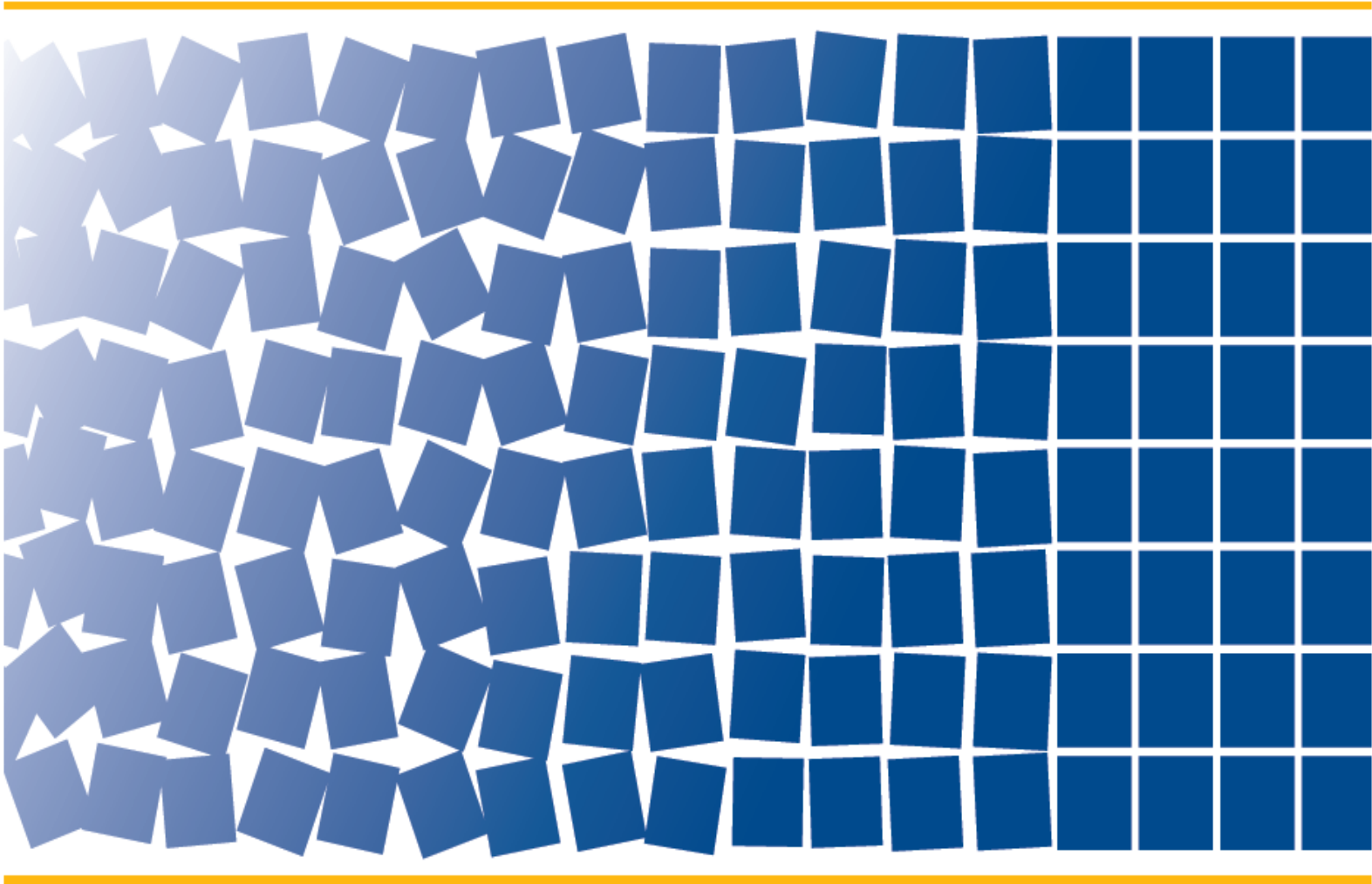


ENVIRONMENTAL PROTECTION

OPERATIONAL RECORDS CLASSIFICATION SYSTEM



GOVERNMENT RECORDS SERVICE



INFORMATION SCHEDULE APPROVAL

Title: *Environmental Protection Operational Records Classification System (ORCS)*

Ministry of Environment and Climate Change Strategy
Environmental Protection Division

Scope of Schedule:

The *Environmental Protection ORCS* is a classification system and information schedule for operational records created and received by the Environmental Protection Division pursuant to the *Environmental Management Act* (SBC 2003, c. 53), the *Integrated Pest Management Act* (SBC 2003, c. 58), the *Transport of Dangerous Goods Act* (RSBC 1996, c. 458), and a variety of regulations.

The responsibilities of the division include: developing internal and external policy, procedures, standards, guidelines, recommended practices and directives; authorizing potentially environmentally hazardous or harmful activities; managing the environmental emergency program; developing exams used to approve licences and certificates for pesticide use and transportation of hazardous waste; monitoring and remediating contaminated sites in British Columbia; researching and reporting on air and water quality; and monitoring and tracking the transportation of hazardous waste.

The retention periods specified in this schedule meet all operational, fiscal, legal, and audit requirements.

For more information, see the attached schedule.

Earliest date of records covered by this schedule: 1931

The government body endorses this schedule and its implementation.

Endorsement on file April 11, 2018
Assistant Deputy Minister, Environmental Protection Division Date
Name: David P Morel

The Information Management Advisory Committee recommends this schedule for approval.

Susan Laidlaw 24 May 2018
Susan Laidlaw, Chair Date

APPROVED BY THE CHIEF RECORDS OFFICER:

David Curtis Sept 6, 2018
David Curtis Date

The attached schedule was developed in consultation with staff and managers who conduct the operational functions in the creating agency. It has also been reviewed by appropriate Government Records Service staff to ensure it meets scheduling and appraisal standards, and reflects sound recordkeeping practices.

Schedule Developer: Mahia Frost
Archivist: Joni Mitchell

Endorsed by Government Records Service.

Alexander Wright
Alexander Wright, Chief Archivist
Date April 10, 2018

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

ENVIRONMENTAL PROTECTION

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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USEFUL INFORMATION

Key to Information Schedule Codes and Acronyms:

Information Schedule titles:	ARCS = <i>Administrative Records Classification System</i> ORCS = <i>Operational Records Classification System</i>
Office information:	OPR = Office of Primary Responsibility
Records life cycle:	A = Active SA = Semi-active FD = Final Disposition
Active and semi-active period codes:	CY = Calendar Year FY = Fiscal Year NA = Not Applicable SO = Superseded or Obsolete w = week m = month y = year
Final disposition categories:	DE = Destruction FR = Full Retention SR = Selective Retention OD = Other Disposition NA = Not Applicable
Special flags:	FOI = Freedom of Information/Protection of Privacy PIB = Personal Information Bank VR = Vital Records

The following links provide additional resources for managing your information:

- [ARCS and ORCS User Guide.](#)
- [Special schedules for records that are not covered by ARCS and ORCS.](#)
- [Legislation, policies, and standards for managing records in the BC Government.](#)
- [Tips, guides, and FAQs on related topics.](#)
- [Records Officer contact information.](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

A SA FD

ENVIRONMENTAL PROTECTION

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

EXECUTIVE SUMMARY

This *Operational Records Classification System (ORCS)* establishes a classification system and retention and disposition schedule for the operational records created by the Environmental Protection Division under the [Environmental Management Act \(SBC 2003, c. 53\)](#), the [Integrated Pest Management Act \(SBC 2003, c. 58\)](#), the [Transport of Dangerous Goods Act \(RSBC 1996, c. 458\)](#), and a multitude of regulations.

Under the mandate to prevent pollution and promote and restore environmental quality, these records document the authorization of pesticides for use and sale; authorization of the generation, storage, transportation, and disposal of hazardous waste; municipal waste management; remediation of contaminated sites; research and monitoring of air and water quality standards; and the monitoring and mitigation works that may be required following a spill.

The active and semi-active retention periods specified in the schedule meet all operational, administrative, legal, fiscal, and audit requirements. The final dispositions have been reviewed to ensure that records having enduring evidential and historical values are preserved.

This *ORCS* covers records created and received since 1931, which is the earliest date found of a permit still being managed at this time. These classifications supersede the draft *Environment ORCS*, and all records in the division classified under that draft schedule will be reclassified to this *ORCS*.

The following summary describes the records covered by this *ORCS* and identifies their retention periods and final dispositions. Records are linked to the *ORCS* by primary and secondary numbers. Please consult relevant primaries for further information.

- 1) Policy-final
(secondary 25100-00) SO 5y FR

These records document the suite of operational policies created by the division, including procedures, standards, guidelines, recommended practices and directives, which are used by internal staff and/or external users.

FR: The government archives will fully retain final versions of operational policy documentation because these provide significant evidence of the governance of the functions and programs covered by this *ORCS*.

[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

	A	SA	FD
2) <u>Unauthorized site files</u> (secondary 25400-75)	SO	31y	FR
<p>The term "unauthorized sites" covers sites where potential pollution has occurred, and either an authorization should have been obtained, or if the activity is not a prescribed industry under the Environmental Management Act (SBC 2003, c. 53) (EMA) and does not require an authorization, it is prohibited from causing pollution under s. 6(4) of the EMA.</p> <p>SO: when the site no longer exists</p> <p>31y: The thirty-one year retention period provides time to monitor the site for unforeseen environmental impacts.</p> <p>FR: Unauthorized site files will be fully retained by the government archives because they provide evidence of the use of land for activities that may have a significant long-term environmental impact. In addition, they demonstrate the actions taken by the government to mitigate harm caused by the sites.</p>			
3) <u>Environmental emergency declarations</u> (secondary 25800-20)	SO	31y	FR
<p>Environmental emergency declarations allow the government to access the resources necessary to respond to a natural disaster such as a flood, landslide, or earthquake, or a major artificially caused disaster, such as a major marine oil spill.</p> <p>SO: upon expiration, and completion of all actions, requirements, and timelines listed in the declaration.</p> <p>31y: The thirty-one year retention period provides time to monitor the site for unforeseen environmental impacts.</p> <p>FR: Environmental emergency declarations will be fully retained by the government archives as they provide evidence of the measures taken by the government to prevent environmental emergencies from occurring, and to mitigate the harm caused by environmental disasters, both natural and artificial. They document the resources, financial and otherwise, supplied by the government in the case of an emergency, and they document how much time and money other involved parties are expected to invest. In the case of emergency declarations issued in the event of a natural disaster, they provide evidence of the means in which the government acquired resources (labour, services, material, equipment, facilities, or land) deemed necessary to respond to the situation.</p>			

[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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	A	SA	FD
4) <u>Contaminated sites files</u> (secondary 26250-20)	SO	31y	FR
<p>These files document the identification, investigation, regulation, remediation, and monitoring of contaminated sites in British Columbia, in accordance with the Environmental Management Act (SBC 2003, c. 53) (EMA), and contain the Site Registry information, as outlined in Part 4, s.43 of the EMA.</p> <p>SO: when the provincial government confirms that remediation has been successful, and when legislation no longer requires this information to be available, per the Environmental Management Act (SBC 2003, c. 53. 43).</p> <p>31y: The thirty-one year retention period provides time to monitor the site for unforeseen environmental impacts.</p> <p>FR: The government archives will fully retain Contaminated sites files because they provide evidence of the use of land for activities that may have a significant long-term environmental impact. In addition, they document the steps taken by government to remediate sites contaminated by waste. This includes ministry-led projects and those conducted by companies or individuals under the direction of the government.</p>			
5) <u>Operational briefing and decision notes</u> (secondary 25100-05)	SO	10y	FR
<p>These are records of decisions created in support of future legislation, regulation or policy. In place of approved legislation, they are used to defend and validate the ministry's actions.</p> <p>SO: when the decision has been incorporated into an approved regulation, code of practice, or policy, or it has become irrelevant</p> <p>10y: The ten year retention period is consistent with the retention period in the special schedule 102906 (<i>Executive Records</i>).</p> <p>FR: The government archives will fully retain Operational briefing and decision notes as they provide evidence of guidance provided to the public in the absence of or during the development of relevant legislation. As such, they have evidential value.</p>			
6) <u>Spill tracking sheets</u> (secondary 25800-05)	SO	5y	FR
<p>These records document summary details regarding each reported spill of hazardous material across the province.</p> <p>SO: when no longer used for statistical purposes</p>			

[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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FR: The government archives will fully retain Spill tracking spreadsheets because they provide a concise summary of spills across the province at a point in time.

7) Activity reports
(secondary 25000-02)

SO+2y nil FR

These are the activity reports of the division, such as quarterly or annual reports, Land Remediation Section reports, or compliance and enforcement reports.

SO: upon publication of report

FR: The government archives will fully retain activity reports that are released on a regular schedule (i.e., quarterly, annually). Activity reports provide a summary of the operations of a particular program area for a particular period of time, and as such, have evidential value.

8) Final exams - blank
(secondary 26000-10)

SO 2y FR

These blank exam templates are used to approve licenses and certificates for individuals to conduct activities such as pesticide use and transportation of hazardous waste.

SO: upon revision or replacement with a new product

FR: The government archives will fully retain one copy of each exam relating to environmental protection activities because they provide evidence of the type and level of knowledge that the government determined was required at a point in time by citizens to engage in activities that are potentially threatening to the environment.

9) Situation reports
(secondary 25800-10)

SO nil FR

These reports, created for environmental emergency responses, describe the event and document activities and costs of the situation.

SO: when no longer used for response cost recovery and statistical reference purposes

FR: The government archives will fully retain situation reports because they provide evidence of the government's public response to and summary of major environmental incidents.

[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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	A	SA	FD
10) <u>Final research and monitoring reports and products</u> (secondary 26600-15)	SO	nil	FR
<p>This classification covers analytical research, studies, and monitoring reports created by or for the division, such as air quality reports; assessment reports, or water quality objective attainment reports.</p> <p>SO: when no longer used for monitoring, measuring, and/or assessing environmental status or trends</p> <p>FR: The government archives will fully retain final reports created by or for the ministry. The records have significant evidential value because they describe the process, progress, results and conclusions of environmental research and analysis. They also provide evidence of whether and how the ministry is meeting air and water quality targets, benchmarks, and objectives.</p>			
11) <u>Authorizations - sites and multi-authorization projects</u> (secondary 25400-70)	SO	31y	SR
<p>These records document authorizations issued by the division that affect the land, such as confirmation of pesticide use notices [confirmations], pesticide permits, pest management plans, intermittent and ongoing waste generator registrations, hazardous waste site registrations, hazardous waste permits, waste discharge authorizations, operational certificates, contaminated soil relocation agreements (CRSA), and multi-authorization authorized sites.</p> <p>SO: when all authorizations and any renewals are cancelled or expired and all appeal periods have expired. For example:</p> <ul style="list-style-type: none">• for intermittent and ongoing generator registrations and hazardous waste site registrations, when registration numbers have been deactivated, and when no longer generating waste and file is not transferred to a contaminated site file;• for pest management confirmations, upon abandonment, withdrawal, or cancellation of the confirmation, or upon expiration of the related pest management plan;• for pest management and hazardous waste permits, upon expiration. <p>31y: The thirty-one year retention period provides time to monitor the site for unforeseen environmental impacts.</p> <p>SR: The government archives will selectively retain Authorizations - sites and multi-authorization projects because they provide evidence of how the government meets its mandated responsibilities to protect, monitor, and remediate the land at the</p>			

[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

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conclusion of activities that may have significant long-term environmental effects.

The government archives will fully retain: hazardous waste approvals, pesticide and special use permits, pesticide use notice confirmation files, site registrations, waste authorization operational certificates, waste authorization permits and certificates, and waste authorization approvals that are part of a multi-authorization project or that are issued as a temporary measure prior to the granting of a permit.

Waste authorization approvals that are not part of a of a multi-authorization project or that are issued as a temporary measure prior to the granting of a permit will be destroyed because they cover very low risk waste discharge.

NOTE: Associated data in the AMS, NRIS, CVIS, CRISP, and SWIS systems will be managed in accordance with these retentions.

12) Site incident report files
(secondary 25800-40)

SO 31y SR

Sometimes called the “spill files”, or the “DGIR’s”, these records document all reported spill incidents, including hazardous materials, and land, marine, and inland water spill incidents; also covers threats to the public related to gas and gas leaks. A spill is defined as a release or discharge into the environment of a substance not authorized under the *Environmental Management Act*, and in an amount equal to or greater than the amount listed within the Act’s Spill Reporting Regulation.

SO: when the provincial government confirms that remediation and restoration has been successful

31y: The thirty-one year retention period provides time to monitor the site for unforeseen environmental impacts.

SR: The government archives will selectively retain Site incident report files because they provide evidence of the government’s response to environmental emergencies or disasters that have social and/or political significance due to their location or the nature of the incident and that may have significant, long-term environmental consequences.

The government archives will retain the records of major site incidents. Major incidents are those that meet one or more of the following criteria: it had a serious effect on public safety; it resulted in major damage to infrastructure; it occurred in a sensitive natural environment; it was a complex spill involving a high level of government involvement; it involved an

[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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exceptionally large spill amount; it involved governments of multiple jurisdictions; or it generated considerable public and/or political interest beyond the local area. All other site incident report case files will be destroyed.

The creating office will identify major site incident report case files; for physical files, this requires that the creating office box these files separately from the records that will be destroyed.

13) Society of Contaminated Sites Approved Professionals (CSAP) records (secondary 26250-10)

SO nil SR

These records document the ministry's relationship with CSAP. CSAP is mandated by the provincial government to review environmental certification applications, credential its members, and recommend their appointment to the ministry's Roster of Approved Professionals.

SO: CSAP files will be managed according to the following criteria:

- keep records with long term value, such as bylaws, annual reports and other core documents, for the duration of the Society's existence
- keep insurance/indemnity material, and a copy of the roster to provide point in time evidence of membership until expiry of the indemnity
- keep performance assessments/audits process reviews until completion of assessment, when corrective action has been taken, and when no longer needed for performance evaluation purposes
- keep all other records until no longer useful for operational purposes

SR: The government archives will selectively retain Society of Contaminated Sites Approved Professionals records by retaining ministry copies of the society's bylaws, rules, practice guidelines, final annual reports, and Board of Directors meeting minutes and agenda. These records provide evidence of the society's role in the review of contaminated site submissions carried out on behalf of the Ministry of Environment. They also provide evidence of the regulation and governance of society members, as mandated by the [Environmental Management Act \(SBC 2003, c. 53, s. 42\)](#) and the [Contaminated Sites Regulation \(BC Reg. 375/96\), s 7.1](#). This final disposition is consistent with the full retention of final versions of operational policy and procedures in secondary 25100-00, activity reports in secondary 25000-02, and final annual reports in [ARCS 400-02](#), and the selective retention of committee management files in [ARCS 200-20](#). All other CSAP records will be destroyed because they are routine and have insufficient evidential and informational value to warrant archival

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

	A	SA	FD
retention. For physical files, this requires the creating office to box these files separately from the records for full retention.			
14) <u>Manifests</u> (secondary 26800-10)	CY	16y	DE
<p>The manifest form tracks the movement of hazardous waste within, into or out of British Columbia. It documents the type and amounts of waste, who shipped it (the consignor), who transported it (the carrier), who received it (the consignee) and how it was handled.</p> <p>16y: The sixteen year retention period matches the fifteen year ultimate limitation period as defined in section 21 of the Limitation Act (SBC 2012, c. 13), plus one additional year for serving notice on all parties. It also supports the need to maintain these records in case an investigation into the authorization is required.</p>			
15) <u>Authorizations - certificates and licenses</u> (secondary 25400-50)	SO+2y	14y	DE
<p>This classification covers authorizations for onetime hazardous waste generator registrations (BCG's), such as removal of asbestos; licenses for the sale or use of pesticides; and certificates for the sale or use of pesticides by individuals.</p> <p>SO: upon expiration or abandonment of licence or certificate; for onetime generator registrations, from date of registration issuance</p> <p>16y: The sixteen year retention period matches the fifteen year ultimate limitation period as defined in section 21 of the Limitation Act (SBC 2012, c. 13), plus one additional year for serving notice on all parties. It also supports the need to maintain these records in case an investigation into the authorization is required.</p> <p>NOTE: Associated data in the AMS, NRIS, CVIS, CRISP, and SWIS systems will be managed in accordance with these retentions.</p>			
16) <u>Data in division systems</u> (secondaries 25400-06, -07, and -15, 26250-03 and -09, and 26800-08)	SO	nil	DE
<p>Data in the systems AMS, CVIS, CRISP, CATS, NRIS, SWIS and SITE have retention plans which ensure the data will be kept consistently with the related authorization, licence, certificate, or contaminated site files, and in some events longer to ensure the division meets its legislated requirements, and that the data is available for trend analysis and statistical purposes. The interpretation of when the data is obsolete in its value to the province results in decades for many of the data streams.</p>			

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	A	SA	FD
17) <u>Systems</u>	SO	nil	DE

The Systems Section provides descriptions of electronic systems and classifications for the records residing on them. The data on the systems are described under the appropriate primary and secondary classifications.

Unless otherwise noted, each system will be destroyed when the records/data on it have been migrated to a new system performing the same function, or when the relevant retention schedules have elapsed, or the information has been preserved elsewhere.

18) <u>All Other Records</u>			DE
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All other records are destroyed at the end of their semi-active retention periods. The retention of these records varies depending on the nature of the records and the function performed, but does not exceed seven years. Any information from these records that has ongoing value is adequately documented under secondaries with longer retentions and/or full or selective retention appraisals within the *ORCS* or in *ARCS*, such as summary reports, policy records, and annual service plan reports in secondary 25000-02. These records have no enduring value to government at the end of their scheduled retention period

END OF EXECUTIVE SUMMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

SECTION 1

ENVIRONMENTAL PROTECTION

PRIMARY NUMBERS

25000 – 26999

Section 1 covers records relating to environmental protection in British Columbia pursuant to the [Environmental Management Act \(SBC 2003, c. 53\)](#) and the [Integrated Pest Management Act \(SBC 2003, c. 58\)](#). This includes: authorization of pesticides for use and sale; authorization of the generation, storage, transportation, and disposal of hazardous waste; municipal waste management; remediation of contaminated sites; research and monitoring of air and water quality standards; and the monitoring and mitigation works that may be required following a spill.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

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25800	ENVIRONMENTAL EMERGENCY RESPONSE
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26600	RESEARCH, MONITORING, ASSESSMENT AND REPORTING
26800	TRANSPORTATION OF HAZARDOUS WASTE

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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25000 ENVIRONMENTAL PROTECTION - GENERAL

Records not shown elsewhere in this section that relate generally to environmental protection in British Columbia. The functions and records covered in this primary are performed or used throughout the division, such as reporting on the activities of the program areas; notebooks maintained by staff containing field notes and planning material; and spreadsheets which track a multitude of activities and processes across the division.

Also included in this primary are records related to the approval and compliance monitoring of product stewardship plans, per the [Recycling Regulation \(Reg. 449-2004\)](#), which requires industry to create a collection and management plan for their product categories (e.g., gasoline, tires, beverage containers, pharmaceuticals, etc.). Known as Extended Producer Responsibility (EPR), this approach to recycling creates efficiencies and raises awareness about producing items that don't harm the environment.

For policy development, see primary 25100.

For reference material/topical files, see [ARCS secondary 358-20](#).

The ministry OPR is Environmental Protection Division unless otherwise noted below. See specific secondaries for OPR retention schedules.

25000	ENVIRONMENTAL PROTECTION - GENERAL	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	General	CY+1y	nil	DE
	NOTE: Throughout this section, this secondary covers miscellaneous records that relate to the primary but do not document decisions and actions, and do not relate to topics that warrant specific classifications.			
-02	Activity reports (covers annual reports and program/division activity reports such as the annual Land Remediation Section Report, and compliance and enforcement reports)	SO+2y	nil	FR
	SO: upon publication of report			
	FR: The government archives will fully retain activity reports that are released on a regular schedule (i.e., quarterly, annually). Activity reports provide a summary of the operations of a particular program area for a particular period of time, and as such, have evidential value.			
	NOTE: System reports are classified under -15. Environmental monitoring and assessment reports are classified under primary 26600.			

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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25000	ENVIRONMENTAL PROTECTION - GENERAL	A	SA	FD
-05	Environmental protection website	SO	nil	DE
	SO: when the web site is updated, redesigned, or closed			
	DE: These web pages can be destroyed when no longer needed because they contain information that is documented and classified elsewhere			
	NOTE: All documents presented on these web pages are classified under appropriate secondaries within this ORCS or in ARCS or another records schedule.			
-07	Notebooks	SO	nil	DE
	(covers staff notebooks containing day to day planning, meeting notes, assignments, notes on specific incidents, and field notes; these are used to support compliance, cost recovery, Environmental Appeal Board hearings, litigation, investigations or to provide background information in subsequent situations)			
	SO: when no longer necessary for reference purposes; and for notebooks containing site specific information, after 15 years have elapsed from when the notebook has been filled or abandoned			
	NOTE: The retention ensures that field officer notes are available when preparing for court.			
	NOTE: Notes created in electronic format are filed on the applicable file the notes relate to. Hard copy notebooks which are dedicated to a project/site will be filed onto the file they relate to.			
-10	Tracking sheets	SO	nil	DE
	(covers tracking spreadsheets and databases created by the Environmental Protection Division that are used to track incidents, activities, non-compliance, examinations, and authorizations, with the exception of spills tracking sheets)			
	SO: when no longer required for tracking and statistical analysis			
	NOTE: Spills tracking sheets are classified under secondary 25800-05, because they are fully retained by the government archives.			
-12	Public inquiries and requests for information	SO+2Y	nil	DE

[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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25000	ENVIRONMENTAL PROTECTION - GENERAL	A	SA	FD
	SO: when inquiry and any resultant issues have been resolved, or request has been completed			
-15	System reports (covers routine reports generated by the various systems used by the division)	SO	nil	DE
	SO: when no longer needed for reference purposes or statistical analysis			
-30	Product stewardship (covers the approval and compliance monitoring of Extended Producer Responsibility (EPR) plans, for both industry societies or associations that create the plan for their product category, and “independents”, who are corporate entities complying with regulatory requirements without an approved stewardship plan) (includes correspondence, plan and amendments, and records required to establish administrative compliance with the plan: annual reports, stakeholder input, five year reviews, and audit financial statements)	SO	5y	DE
	SO: when an approved plan is rescinded; for independent entities, when they join or create an approved stewardship plan, or when their company is dissolved			
	DE: Product stewardship records will be destroyed because evidence of product stewardship policy, procedures, guidelines, reports and research are fully retained under secondaries 25100-00, 25100-05 and 26600-15.			
	OPR: Environmental Standards Branch			
	NOTE: Extended producer research and studies are filed under primary 26600 in this ORCS. Committee records are filed under ARCS 200-20 . Program development and continual improvement files are under ARCS 400 , and all products such as tool kits and policy are under primary 25100.			

END OF PRIMARY

[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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25100 POLICY DEVELOPMENT

Records relating to the development of operational policies, including procedures, standards, guidelines, recommended practices and directives, for use by internal staff and/or external use.

Environmental protection in the province is legislated in the [Environmental Management Act \(SBC 2003, c. 53\)](#) and the [Integrated Pest Management Act \(SBC 2003, c. 58\)](#). The division designs, develops and implements legislative and regulatory guidelines, standards, criteria and instruments. This includes setting and implementing standards, guidelines and other requirements; checking for their attainment and efficacy, and adjusting as needed. The division develops policies and other guidance documents to assist with interpretation and use of the legislation and regulations.

For briefing notes not described in this primary, see [ARCS secondary 280-20](#).
 For committees, see [ARCS secondary 200-20](#).
 For legislation development, see [ARCS secondary 140-20](#).
 For policy from external sources, see [ARCS primary 195](#).
 For policy registration and tracking, see [ARCS secondary 100-05](#).
 For program planning, see [ARCS secondary 400-20](#).
 For reference material/topical files, see [ARCS secondary 358-20](#).
 For research and development towards environmental objectives, see secondary 26600-20.

The ministry OPR is the branch that authors the document within the Environmental Protection Division.

25100 POLICY DEVELOPMENT	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-00 Policy - final (covers final/approved policies, procedures, standards, objectives, guidelines, tool kits, recommended practices and directives pertaining to the functions and activities documented in this ORCS, and developed for both internal [such as the <i>Operational Policy Manual</i>], and external use) (arrange by category [internal/external] if necessary, and then by policy name or number)	SO	5y	FR
SO:	the file will be closed when the policy is replaced or becomes irrelevant; in the case of policy relating to contaminated sites, when no longer needed to provide point-in-time evidence of remediation activity		
FR:	The government archives will fully retain final versions of operational policy documentation because these provide significant evidence of the governance of the functions and programs covered by this ORCS		

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

25100	POLICY DEVELOPMENT	A	SA	FD
<p>NOTE: The requirement for point in time evidence, which means being able to access the policy of the day when remediation occurred, supports the Environmental Management Act (SBC 2003, c. 53. s 4) statement that the party responsible for the remediation of a site is "absolutely, retroactively and jointly and separately liable."</p>				
-01	General	CY+1y	nil	DE
-05	<p>Operational briefing and decision notes (covers records of decisions created in support of future legislation, regulation or policy; administrative notes regarding the function of the ministry are filed under ARCS 280-20)</p> <p>SO: when the decision has been incorporated into an approved regulation, code of practice, or policy, or it has become irrelevant</p> <p>10y: The ten year retention period is consistent with the retention period in special schedule 102906 (Executive Records)</p> <p>FR: The government archives will fully retain Operational briefing and decision notes as they provide evidence of guidance provided to the public in the absence of or during the development of relevant legislation. As such, they have evidential value.</p> <p>NOTE: Operational briefing and decision notes often remain active for many years. In place of legislation, they are used to defend and validate the ministry's actions.</p>	SO	10y	FR
-20	<p>Policy development and implementation (covers development of all policies, procedures, standards, guidelines, and decision notes) (arrange by project title) (includes briefing notes, research, correspondence, drafts and working materials)</p> <p>SO: when the policy is approved and implemented or abandoned, and when no longer needed for reference purposes</p> <p>DE: Policy development files may be destroyed because final policies are fully retained under secondary -00.</p>	SO+5y	nil	DE

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This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

25100	POLICY DEVELOPMENT	A	SA	FD
	NOTE: While environmental objectives and targets are considered policy, the background research material for creating environmental targets or objectives may be classified under secondary 26600-20.			
-30	Policy evaluation (covers the evaluation of a sector's compliance with policy, code or regulation, and whether that compliance is producing the desired outcomes; may also cover investigation into a party's compliance with policy) (arrange by industry/project title) SO: when the research or evaluation is complete and a resulting guideline, policy, report or best practice is approved, or when the project is abandoned, and when no longer needed for reference purposes NOTE: Final policies, guidelines, or best practice documents are classified under -00.	SO+5y	nil	DE

END OF PRIMARY

25400 AUTHORIZATION

Records relating to the authorization of activities that significantly impact the environment. Pursuant to the [Environmental Management Act \(SBC 2003, c. 53\)](#), the [Integrated Pest Management Act \(SBC 2003, c. 58\)](#), and all related regulations, the ministry authorizes potentially harmful or hazardous activities, including, but not limited to: the creation of hazardous waste; the storage and disposal of hazardous waste; the storage and disposal of effluent; and the use of chemical pesticides in the air and on the land.

Historically, government issued a variety of authorizations including permits, approvals, and licenses. Currently, regulations set standards that must be met by all individuals adhering to them, and now, rather than applying for permission to do an activity, individuals are required to notify the government of their intent to do something.

Codes of practice ("minister's regulations") are legally enforceable standards that may apply to industries, trades, businesses and other activities. Where a code of practice exists, authorization to discharge may be obtained by registering under the code and complying with the requirements of the code. Depending on the activity in question, notification may be simple (such as providing a confirmation of pesticide use) or more complex (such as with the registration of a hazardous waste storage facility, which may require a number of operational use plans).

Authorized site files, also referred to as multi-authorization projects, include the supporting authorizations necessary for the approval, maintenance or completion of the principal authorization. Included in this primary are authorized sites in which the principal authorization is the responsibility of Environmental Protection Division.

This primary also includes records relating to reporting non-compliance with the *EMA*, as it relates to environmental protection.

Program staff conduct inspections which may lead to an administrative enforcement response such as the issuance of an advisory, warning, order, administrative sanction or administrative monetary penalty. They provide information on the regulatory history or technical expertise on environmental, human health or safety impacts. They also work closely with enforcement staff in other government agencies within the natural resource sector and in other levels of government, and may enter into agreements to conduct compliance and enforcement activities on their behalf.

Inspections or investigations into cases of non-compliance may result in an unauthorized site case file being opened. Authorized sites are locations in which activities requiring authorization are occurring with government approval. A site is designated as an unauthorized site either when the individual, company, or local government body responsible for the site has not been granted the required approvals for the activities taking place; or when approvals are not required yet pollution is occurring. If the individual in question acquires

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the necessary authorizations, the file may be reclassified as an authorized site file.

NOTE: Similar records are kept in both the regional offices and Environmental Protection Division headquarters; records created by compliance officers are stored in the regional operations branch record-keeping system. This includes records relating to complaints, non-compliance, and unauthorized sites. When related records, such as authorization files, exist in head office, copies of compliance and enforcement records are kept on that authorization file.

NOTE: Some authorization files include financial securities. In the case of bonds or other securities that have a time limit, the security will be destroyed once it has expired. Financial securities that include an evergreen clause, meaning they do not expire, will be returned to the client once the related authorization or license has been abandoned or expired.

For compliance promotion and best practice documents, see primary 25100.

For compliance webinars see [ARCS primary 312](#).

For contaminated sites case files, see secondary 26250-20.

For operational policy, primary 25100.

For records relating to the transportation of hazardous waste, including transport licences, see primary 26800.

For reference material/topical files, see ARCS secondary 358-20.

For site incident report case files, see secondary 25800-40.

For staff notebooks, see secondary 25000-07.

For tracking sheets, such as non-compliance tracking, or complaint tracking, see secondary 25000-10.

The ministry OPR is Environmental Protection Division unless otherwise noted below. See specific secondaries for OPR retention schedules.

25400	AUTHORIZATION	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	General	CY+1y	nil	DE
-02	Referrals from other jurisdictions (covers responses and recommendations to referrals not related to a BC environmental protection authorization) (arrange by jurisdiction and/or name of referral) (includes correspondence)	SO	nil	DE
	SO: when no longer required to verify the response and is no longer required for reference purposes			
-05	Complaints (arrange by calendar year)	SO	nil	DE

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25400	AUTHORIZATION	A	SA	FD
	<p>SO: when no longer required for reference and work flow tracking, and when the transition to Natural Resource Inspection System (NRIS) has stabilized and operational practices ensure consistent filing of complaints onto the appropriate files</p> <p>NOTE: Complaints relating to authorized or unauthorized sites are filed onto the appropriate case file. This secondary applies to the compilation of complaint emails received and kept for reference and work flow tracking.</p>			
-06	<p>Complaints and inspection data (covers compliance inspection data held on the sector wide NRIS, and in the Compliance Verification System [CVIS])</p> <p>SO: the data is eligible for destruction according to the following criteria:</p> <ul style="list-style-type: none"> • Inspections: when the retentions for associated files classified under secondaries 25400-50, 25400-70, and 25400-75 have elapsed and the information is no longer required to document the inspection activities • Complaints: when it has been two years since complaint is closed as unfounded / no action / no further action required, or for complaints that result in an action, when it has been five years since the complaint is closed • and when the information is no longer used to research site history <p>DE: Complaints and inspection data will be destroyed because the authorization process, including complaints and inspections, is documented in the associated authorization case file.</p> <p>NOTE: For a description of the purpose and information in CVIS and NRIS see the system section.</p> <p>NOTE: The retention for complaints data reflects the process that any complaints which result in an action are extracted from NRIS and filed onto the related authorization e-file.</p>	SO	nil	DE
PIB	<p>-07 Comprehensive pesticide use information - data (covers pesticide certification, licensing, authorities and compliance information currently in the Comprehensive</p>	SO	nil	DE

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25400	AUTHORIZATION	A	SA	FD		
Records and Information System on Pesticides [CRISP system)						
<p>SO: the data is eligible for destruction when:</p> <ul style="list-style-type: none"> • for failed exams, it has been 3 years from the exam date • for licences or certificates for the sale or use of pesticides, it has been 16 years from expiry of authorization • for pest management confirmations and permits, it has been 31 years since abandonment, withdrawal, cancellation or expiry <p>and when no longer required for statistical and trend analysis purposes</p>						
<p>DE: Comprehensive pesticide use information - data will be destroyed because the authorization process for pesticide and special use permits is documented in the associated authorization case file.</p>						
<p>NOTE: For a description of the system's purpose and the information within it, see the CRISP system overview in the systems section.</p>						
<p>NOTE: The closing trigger ensures the data is managed consistently with the related authorization files under -20, -50, and -70.</p>						
PIB	-15	Waste discharge authorization documents and data (covers tracking information and documents regarding authorizations for waste discharge to water, land and air; currently held in the Authorization Management System (AMS))		SO	nil	DE
<p>SO: the data is eligible for destruction when:</p> <ul style="list-style-type: none"> • the retentions for associated files classified under secondaries 25400-20, 25400-50, and 25400-70 have elapsed • the information is no longer required to document the authorized activities • and when it is no longer used to research site history 						
<p>DE: Waste discharge authorization documents and data will be destroyed because the authorization process for waste discharge is documented in the associated</p>						

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25400	AUTHORIZATION	A	SA	FD
	<p>authorization case file.</p> <p>NOTE: This secondary also covers the information in the superseded system WASTE, which was used for processing applications for authorization and storing authorization information and data, and in Electronic Document Control (EDOC).</p> <p>NOTE: An authorization may be in the form of a registration or notification under a regulation or code of practice, a permit, approval, waste management plan or operational certificate.</p>			
PIB	<p>-20 Authorization applications - rejected, abandoned, or withdrawn</p> <p>(arrange by name of individual, company or agency; or by authorization type or issue if volume warrants)</p> <p>(includes applications, project proposals, referral packages, responses, authorization decisions, justifications and rationale, project work flow diagrams, proposal evaluation guidelines, engineering drawings, plans, maps, attribute sheets, legal descriptions, photographs, consultation records, financial securities and proofs, impact and archaeological assessments, checklists, contact lists, notices, meeting minutes, reports and studies)</p> <p>SO: when the application has been rejected, withdrawn or abandoned</p> <p>3y: The three year retention period is based on the two year limitation period for commencing a claim under the current Limitation Act (SBC 2012, c. 13), plus one additional year for serving notice on all parties.</p> <p>DE: Rejected, abandoned or withdrawn authorization applications will be destroyed because the activities for which the authorizations were sought did not proceed. In addition, records that provide evidence of how the government meets its mandated responsibilities to protect, monitor, and remediate the land at the conclusion of activities that may have significant long-term environmental effects are fully retained under secondary 25400-70.</p> <p>NOTE: This secondary covers applications that are rejected or cancelled before they reach the approval stage. It does not cover authorizations that are rescinded after approval. Rescinded authorizations are managed</p>	SO	3y	DE

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25400	AUTHORIZATION	A	SA	FD
under secondary 25400-50 or -70.				
-25	<p>Pre-application inquiries (covers responses, advice and client correspondence not related to a specific authorization) (arrange by name of individual, company or agency; or by authorization type or issue if volume warrants)</p>	SO	2y	DE
	<p>SO: when no longer required for reference purposes (i.e., at the end of the calendar year for most routine inquiries or when no longer relevant for major project development inquiries)</p>			
	<p>NOTE: If a pre-application inquiry results in an application, the file may be reclassified under secondary 10400-50 or -70.</p>			
-50	<p>Authorizations - certificates and licenses (covers onetime hazardous waste generator registrations (commonly called BCG's), licences for the sale or use of pesticides, and certificates for the sale or use of pesticides by individuals) (arrange by certificate or license number) (includes application, correspondence, annual sales and use report, compliance and investigation reports, and exams)</p>	SO+2y	14y	DE
	<p>SO: upon expiration or abandonment; for onetime generator registrations, from date of registration issuance</p>			
	<p>16y: The sixteen year retention period matches the fifteen year ultimate limitation period as defined in section 21 of the Limitation Act (SBC 2012, c. 13) plus one additional year for serving notice on all parties. It also supports the need to maintain these records in case an investigation into the authorization is required.</p>			
	<p>DE: Authorizations - certificates and licenses will be destroyed. Special waste generator registrations document activities that do not have a lasting effect on the environment. Pesticide vendor licenses and pesticide dispenser or applicator certificates do not provide evidence of the use of pesticides or the effect that their use may have on the environment. Pesticide use licenses are issued for pesticides that do not have a harmful or lasting effect on the</p>			

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25400	AUTHORIZATION	A	SA	FD
	<p>environment, such as home pest management or insecticide use on small parcels of land by a single company or individual.</p> <p>NOTE: Licenses and certificates can be repeatedly renewed; the 2 year active period after expiration allows the applicant to renew using the same number. Also, the retention trigger for the onetime generator registration reflects the fact that the registration does not have an expiry date assigned, and there is not currently a "report back" requirement.</p> <p>NOTE: Associated data in the AMS, NRIS, CVIS, CRISP, and SWIS systems will be managed in accordance with these retentions. See the systems section for information regarding these systems.</p>			
-70	<p>Authorizations - sites and multi-authorization projects (covers authorizations issued by the division that affect the land, such as confirmation of pesticides use notices [confirmations], pesticide permits, pest management plans, intermittent and ongoing waste generator registrations, hazardous waste site registrations, hazardous waste permits, waste discharge authorizations, operational certificates, contaminated soil relocation agreements (CRSA), and multi-authorization authorized sites) (arrange by authorization type and site ID or name) (record types may include pesticide use notice (PUN), confirmation of receipt of pesticide use notice, referral summary package, maps, plans, correspondence, exemptions, substitutions, reports on consultation with First Nations and community, annual sales and use report, pest management plan, public notices, application, permit, amendments, maps, waste management plan, environmental protection orders, and reference material on the habitat and species that may be affected)</p> <p>SO: when all authorizations and any renewals are cancelled or expired and all appeal periods have expired. For example:</p> <ul style="list-style-type: none"> • for intermittent and ongoing generator registrations and hazardous waste site registrations, when registration numbers have been deactivated, and when no longer generating waste and file is not transferred to a contaminated site file; • for pest management confirmations, upon abandonment, withdrawal, or cancellation of the 	SO	31y	SR

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25400	AUTHORIZATION	A	SA	FD
	<p>confirmation, or upon expiration of the related pest management plan;</p> <ul style="list-style-type: none"> for pest management and hazardous waste permits, upon expiration. 			
	<p>31y: The thirty-one year retention period provides time to monitor the site for unforeseen environmental impacts.</p>			
	<p>SR: The government archives will selectively retain Authorizations - sites and multi-authorization projects because they provide evidence of how the government meets its mandated responsibilities to protect, monitor, and remediate the land at the conclusion of activities that may have significant long-term environmental effects.</p> <p>The government archives will fully retain: hazardous waste approvals, pesticide and special use permits, pesticide use notice confirmation files, site registrations, waste authorization operational certificates, waste authorization permits and certificates, approved waste management plans, and waste authorization approvals that are part of a multi-authorization project or that are issued as a temporary measure prior to the granting of a permit. Waste authorization approvals that are not part of a multi-authorization project, or that are issued as a temporary measure prior to the granting of a permit, will be destroyed because they cover very low risk waste discharge.</p> <p>Creating offices will identify waste authorization approvals that are eligible for full retention in accordance with the above criteria; for physical files, this requires boxing those files separately from those that are eligible for destruction.</p>			
	<p>NOTE: For multi-authorization authorized sites, the file will remain active until all related authorizations are cancelled or expired and all appeal periods have been exhausted.</p>			
	<p>NOTE: Associated data in the AMS, NRIS, CVIS, CRISP, and SWIS systems will be managed in accordance with these retentions. See the systems section for information regarding these systems.</p>			
-75	Unauthorized site files	SO	31y	FR
	(covers sites where the responsible person / party for the site			

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25400	AUTHORIZATION	A	SA	FD
	<p>has not been granted the required approvals for the activities taking place; or approvals are not required yet pollution is occurring) (arrange by site name) (includes environmental protection orders, conservation officer's notes, inspection reports, investigation reports, photographs, non-compliance warnings, appeals, maps, plans, correspondence)</p> <p>SO: when the site no longer exists (see NOTE below)</p> <p>31y: The thirty-one year retention period provides time to monitor the site for unforeseen environmental impacts.</p> <p>FR: The government archives will fully retain Unauthorized site files because they provide evidence of the use of land for activities that may have a significant long-term environmental impact. In addition, they demonstrate the actions taken by the government to mitigate harm caused by the sites.</p> <p>NOTE: In some circumstances an unauthorized site may be reclassified to a contaminated site file under 26250-20, or when all required authorizations have been approved and the site becomes an authorized site, under -50 or -70.</p>			

END OF PRIMARY

25800 ENVIRONMENTAL EMERGENCY RESPONSE

Records relating to the management of the environmental emergency program pursuant to the [Environmental Management Act \(SBC 2003, c. 53\)](#) (*EMA*).

This includes planning, coordinating, implementing and managing the program to protect the public in the event of an environmental emergency or disaster, including developing and implementing tools to prevent, prepare for and respond to spills of harmful substances.

The *EMA* sets out requirements for disposal of oil and hazardous materials, spill prevention and reporting, and pollution abatement. The [Spill Cost Recovery Regulation \(BC Reg. 250/98\)](#) outlines the process and parameters for recovering costs for responding to spills. The [Spill Reporting Regulation \(BC Reg. 263/90\)](#) outlines the process for reporting spills as well as the amounts of hazardous materials (such as flammable gases or liquids, chemicals and radioactive materials) that must be reported if they are spilled.

A responsible person (RP) is the person or company in possession, control, or charge of the released pollutant or the facility (e.g., dike, landfill, etc). When a spill occurs, the RP is expected to report the spill if a reportable level has been spilled into the environment and implement the operational decisions set out in the emergency response plan. The RP is expected to take reasonable steps to contain the spill and to restore the environment to its original condition. During an industry-led response, the ministry ensures the RP is successful in responding to the spill. If the ministry assumes overall management control and responsibilities, and incurs costs while augmenting or taking over the response, the RP is expected to pay for the costs incurred by the province when assistance is provided (polluter-pay-principle). In addition, the RP must provide the incident structure to manage provincial resources and/or accommodate government integration.

Provincial response ensues when there is a threat to provincial resources, the local/industry response capability is exceeded, there is a strong public expectation, and/or when requested by another jurisdiction. Each provincial emergency response is conducted in accordance with a provincial-level response plan, such as for water-related hazards, marine oil spills, inland oil spills and hazardous material incidents. In the field, assessment, advice and direction is provided by the Environmental Emergency Response Officers (EEROs). The majority of these incidents are spills of dangerous goods, followed by water-related and other incidents. Spills that are of low risk (e.g., inside a facility yard), known to be adequately managed by local government (e.g., fire department) and/or by a competent company are not attended. EEROs take a "risk-based" approach to spill response as they can not attend all reported spills. For large, complex incidents, such as the Cheakamus and Queen of the North incidents, an Incident Management Team may be employed. These teams are organized and deployed at the site level according to the BC Emergency Management System (BCEMS).

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Site incident report case files are initiated when the Environmental Protection head office receives a Dangerous Goods Incident Report (DGIR) from Emergency Management BC.

For business plans, see [ARCS primary 400](#).

For contaminated sites, see primary 26250.

For educational or promotional publications, such as videos, infographics, brochures, see [ARCS primary 312](#).

For environmental protection orders, see the related authorization file in primary 25400; or secondary 25400-75 for individual order or related unauthorized site file.

For external agreements and memoranda of understanding (MOU's), see [ARCS primary 146](#).

For ministerial orders that are not related to a site or incident, see [ARCS secondary 140-60](#).

For operational policy, such as emergency response plans, see primary 25100.

For reference material/topical files, see [ARCS secondary 358-20](#).

For response training exercises, see [ARCS primary 1735](#).

For staff notebooks, see secondary 25000-07.

The ministry OPR is the Environmental Emergencies and Land Remediation branch unless otherwise noted below. See specific secondaries for OPR retention schedules.

25800	ENVIRONMENTAL EMERGENCY RESPONSE	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	General	CY+1y	nil	DE
-03	Dangerous Goods Incident Reports (DGIR's) (covers DGIRS received from BC Emergency Management that do not warrant investigation or response)	CY +2y	nil	DE
	3y: The retention is adequate because any DGIRS that require response will have a file created under -40.			
-05	Spill tracking sheets (covers summary details regarding each reported spill of hazardous material across the province)	SO	5y	FR
	SO: when no longer used for statistical purposes			
	FR: The government archives will fully retain Spill tracking spreadsheets because they provide a concise summary of spills across the province at a point in time.			
-10	Situation reports	SO	nil	FR

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25800	ENVIRONMENTAL EMERGENCY RESPONSE	A	SA	FD
	<p>SO: when no longer used for response cost recovery and statistical reference purposes</p> <p>FR: The government archives will fully retain situation reports because they provide evidence of the government's public response to and summary of major environmental incidents.</p>			
-12	<p>Spill Response tweets (covers the tweets on the BC Spill Response Twitter account https://twitter.com/SpillsInfoBC, which provides the public with factual links, pictures and updates to the latest information on spills of harmful substances)</p> <p>SO: when no longer required for reference and engagement purposes</p>	SO	nil	DE
-20	<p>Environmental emergency declarations (includes photographs, reports, and correspondence)</p> <p>SO: upon expiration, and completion of all actions, requirements, and timelines listed in the declaration</p> <p>31y: The thirty-one year retention period provides time to monitor the site for unforeseen environmental impacts.</p> <p>FR: The government archives will fully retain Environmental emergency declarations because they provide evidence of the measures taken by the government to prevent environmental emergencies from occurring, and to mitigate the harm caused by environmental disasters, both natural and artificial. They document the resources, financial and otherwise, supplied by the government in the case of an emergency, and they document how much time and money other involved parties are expected to invest. In the case of emergency declarations issued in the event of a natural disaster, they provide evidence of the means by which the government acquired resources (labour, services, material, equipment, facilities, or land) deemed necessary to respond to the situation.</p> <p>NOTE: Environmental emergency declarations allow the government to access the resources necessary to respond to a natural disaster such as a flood, landslide, or earthquake, or a major artificially caused disaster, such as a major marine oil spill. They differ</p>	SO	31y	FR

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25800	ENVIRONMENTAL EMERGENCY RESPONSE	A	SA	FD
	<p>from environmental protection orders, which dictate measures in which citizens or companies must take to prevent an incident or emergency from occurring, or to mitigate the risks from an incident that has already occurred. Environmental protection orders are filed with the relevant authorization file, or with related compliance records.</p>			
-40	<p>Site incident report files (covers all spill incidents, including hazardous materials, and land, marine, and inland water spill incidents; also covers threats to the public related to gas and gas leaks) (arrange by DGIR number) (includes initial DGIR report, correspondence, trend analysis reports, recovery plan, photographs, legal documents, post-incident reviews, status reports, and other required reports)</p>	SO	31y	SR
	<p>SO: when the provincial government confirms that remediation and restoration has been successful</p>			
	<p>31y: The thirty-one year retention period provides time to monitor the site for unforeseen environmental impacts.</p>			
	<p>SR: The government archives will selectively retain Site incident report files because they provide evidence of the government's response to environmental emergencies or disasters that have social and/or political significance due to their location or the nature of the incident and that may have significant, long-term environmental consequences.</p> <p>The government archives will retain the records of major site incidents. Major incidents are those that meet one or more of the following criteria: it had a serious effect on public safety; it resulted in major damage to infrastructure; it occurred in a sensitive natural environment; it was a complex spill involving a high level of government involvement; it involved an exceptionally large spill amount; it involved governments of multiple jurisdictions; or it generated considerable public and/or political interest beyond the local area. All other site incident report case files will be destroyed.</p> <p>The creating office will identify major site incident report case files; for physical files, this requires that the creating office box these files separately from the records that will be destroyed.</p>			

NOTE: This secondary covers both ministry-led projects, and

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25800 ENVIRONMENTAL EMERGENCY RESPONSE **A SA FD**

those conducted by companies or individuals under the direction of the government.

END OF PRIMARY

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26000 EXAM DEVELOPMENT AND ADMINISTRATION

Records relating to the development of exams used to approve licenses and certificates for activities under the purview of the Environmental Protection Division, such as pesticide use and transportation of hazardous waste.

For completed exams for the transportation of hazardous waste, see the related transport licence file, secondary 26800-40.

For completed exams, see the related authorization file in primary 25400.

For operational policy, see primary 25100.

For pesticide exam results and licence issuing data, see the Comprehensive Records and Information System on Pesticides (CRISP) system overview in the systems section.

For reference material/topical files, see ARCS secondary 358-20.

The ministry OPR is Environmental Protection Division unless otherwise noted below. See specific secondaries for OPR retention schedules.

26000	EXAM DEVELOPMENT AND ADMINISTRATION	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	General	CY+1y	nil	DE
-10	Final exams - blank (covers exam templates, which show the criteria by which people are licenced or issued a certificate)	SO	2y	FR
	SO: upon revision or replacement with a new product			
	FR: The government archives will fully retain one copy of each exam relating to environmental protection activities because they provide evidence of the type and level of knowledge that the government determined was required at a point in time by citizens to engage in activities that are potentially threatening to the environment.			
-20	Development files (covers development files relating to pesticide certification exams and transportation of hazardous waste exams) (arrange by exam subject)	SO	nil	DE
	SO: upon revision or replacement of exam, and when no longer needed for reference purposes			

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26250 SITE REMEDIATION

Records relating to identification, investigation, regulation, remediation, and monitoring of contaminated sites in British Columbia, in accordance with the [Environmental Management Act \(SBC 2003, c. 53\)](#) (EMA) and the [Contaminated Sites Regulation \(BC Reg. 375/96\)](#).

Many sites in the province became contaminated during past industrial or commercial activities that resulted in chemicals or toxic materials being spilled or deposited on land. To determine if a site is contaminated, site owners or qualified consultants carry out site investigations, which include a historic activity search. After a site is investigated, the findings are analyzed and compared with the environmental quality standards set out in the *Contaminated Sites Regulation*. The standards are used to: determine if the site is contaminated; determine when a site has been adequately cleaned up; determine when soil relocation may occur; and identify potential safety hazards.

Also included in this primary is the Site Registry. Required by the EMA, the Site Registry consists of 4 elements: a paper registry, an electronic registry, the internal Site Information Systems database (SITE) and the electronic Site Registry (currently accessible to the public through BC Online). The various elements of the Site Registry combine to provide a listing of milestone information and site specific documentation that may be released to the public, such as site profiles, investigation and remediation reports, correspondence, ministry decision letters and ministry instruments. The Site Registry records are held in the contaminated sites files, and are documented in SITE. SITE data is uploaded into the online Site Registry so the public may see the chronological listing of activities and documentation on a site, and request more information or file content.

For contaminated soil relocation agreements (CRSA), see secondary 25400-70.
 For operational policy, see primary 25100.
 For reference material/topical files, see [ARCS 358-20](#).
 For staff notebooks, see secondary 25000-07.

The ministry OPR is Environmental Emergencies and Land Remediation branch unless otherwise noted below. See specific secondaries for OPR retention schedules.

26250	SITE REMEDIATION	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	General	CY+1y	nil	DE
-03	Contaminated sites application and fee tracking data (covers contaminated site remediation activity and fee tracking data currently in the Contaminated Site Application Tracking System (CATS) system)	SO	nil	DE
	SO: when no longer required to review remediation			

[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

26250	SITE REMEDIATION	A	SA	FD
	<p>trends, document the history of site activities and fee payments, and support statistical reporting</p> <p>DE: Contaminated sites application and fee tracking data will be destroyed because contaminated site files are fully retained under secondary 26250-20.</p> <p>NOTE: For a description of the system's purpose and the information within it, see the CATS system overview in the systems section.</p>			
	<p>-07 Requests for information (covers information requests and file content requests)</p> <p>SO: when no longer required for reference purposes (i.e., at the end of the calendar year for most routine inquiries or when no longer relevant for major site inquiries)</p>	SO	2y	DE
	<p>-09 SITE registry data (covers the information in the SITE Database, which chronologically documents the records and activities for reported contaminated or suspected to be contaminated sites in the province)</p> <p>SO: when retentions have expired in associated files (under -20 Contaminated sites files); when no longer used to support compliance and review of remediation activities; and when the ministry is no longer required to document site information</p> <p>DE: Site registry data will be destroyed because records relating to contaminated sites are fully retained in the Contaminated site files in secondary 26250-20.</p> <p>NOTE: For a description of the system's purpose and the information within it, see the SITE system overview in the systems section.</p>	SO	nil	DE
	<p>-10 Society of Contaminated Sites Approved Professionals (CSAP) records (covers the records created through the ministry's relationship with CSAP. CSAP is mandated by the provincial government to review environmental certification applications, credential its members, and recommend their appointment to the ministry's Roster of Approved Professionals) (includes the roster, correspondence, such as appointment letters and resignations, agendas and minutes, insurance and indemnity records, and the ministry's review of the CSAP</p>	SO	nil	SR

[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

26250	SITE REMEDIATION	A	SA	FD
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performance assessment process)

- SO: CSAP files will be managed according to the following criteria:
- keep records with long term value, such as bylaws, annual reports and other core documents, for the duration of the Society's existence
 - keep insurance/indemnity material, and a copy of the roster to provide point in time evidence of membership until expiry of the indemnity
 - keep performance assessments/audits process reviews until completion of assessment, when corrective action has been taken, and when no longer needed for performance evaluation purposes
 - keep all other records until no longer useful for operational purposes

SR: The government archives will selectively retain Society of Contaminated Sites Approved Professionals records by retaining ministry copies of the society's bylaws, rules, practice guidelines, final annual reports, and Board of Directors meeting minutes and agenda. These records provide evidence of the society's role in the review of contaminated site submissions carried out on behalf of the Ministry of Environment. They also provide evidence of the regulation and governance of society members, as mandated by the [Environmental Management Act \(SBC 2003, c. 53, s. 42\)](#) and the [Contaminated Sites Regulation \(BC Reg. 375/96\), s 7.1](#). This final disposition is consistent with the full retention of final versions of operational policy and procedures in secondary 25100-00, activity reports in secondary 25000-02, and final annual reports in [ARCS 400-02](#). It is also consistent with the selective retention of committee management files in [ARCS 200-20](#). All other CSAP records will be destroyed because they are routine and have insufficient evidential and informational value to warrant archival retention. For physical files, this requires the creating office to box these files separately from the records for full retention.

NOTE: This secondary also covers the records of CSAP's predecessor, the Roster Steering Committee.

NOTE: Stakeholder consultation with CSAP for the

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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26250	SITE REMEDIATION	A	SA	FD
	development of policy or guidelines is classified under policy development in primary 25100.			
-20	<p>Contaminated site files (these files contain the Site Registry information) (covers sites that may be under investigation, undergoing remediation, and remediated sites being monitored) (arrange by site number) (includes site profile, site investigation, stakeholder consultation, complaints, compliance, reports, orders, applications, authorizations, samples and analyses, remediation plans, agreements, and correspondence)</p>	SO	31y	FR
	<p>SO: when the provincial government confirms that remediation has been successful, and when legislation no longer requires this information to be available, per the Environmental Management Act (SBC 2003, c.53, s. 43).</p>			
	<p>31y: The thirty-one year retention period provides time to monitor the site for unforeseen environmental impacts</p>			
	<p>FR: The government archives will fully retain Contaminated site files because they provide evidence of the use of land for activities that may have a significant long-term environmental impact. In addition, they document the steps taken by government to remediate sites contaminated by waste. This includes ministry-led projects and those conducted by companies or individuals under the direction of the government.</p>			

END OF PRIMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

26600 RESEARCH, MONITORING, ASSESSMENT AND REPORTING

Records relating to research, monitoring and reporting on environmental elements such as air quality, water quality, and other areas of research within the division. This work may be done for several purposes: creating targets, benchmarks and objectives; monitoring existing states, and how they compare to the objectives or targets; or to explore remediation or habitat management methods.

Examples of these activities and projects are the national Air Quality Management System (AQMS); the BC Lake Monitoring Network; the Benthic Invertebrate (BI) Monitoring Program, or Integrated Pest Management's sampling for pesticide residues in air, water, soil, or other physical substrates for long or short term monitoring.

For operational policy, see primary 25100.

For reference material/topical files, see [ARCS secondary 358-20](#).

For research contracts see [ARCS primary 1070](#).

For site or authorization-specific compliance based monitoring, see the related authorization file under primary 25400, or the land remediation file under primary 26250, or the site incident file under primary 25800.

For staff notebooks, see secondary 25000-07.

The ministry OPR is the Environmental Protection Division unless otherwise noted below. See specific secondaries for OPR retention schedules.

26600	RESEARCH, MONITORING, ASSESSMENT AND REPORTING	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	General	CY+1y	nil	DE
-04	Advisories (covers advisories to the public, such as air quality advisories, which are issued when pollutant concentrations approach or exceed predetermined limits, or when degraded episodes are expected to continue or worsen)	SO	nil	DE
	SO: when no longer required to support compliance / enforcement action, or for tracking quality levels over time.			
	DE: Advisories will be destroyed. The management of ongoing pollutant concentration issues is found in Final research and monitoring reports, which are designated for full retention by the government archives under secondary 26600-15, and in executive records, which are selectively retained under special schedule 102906 (<i>Executive Records</i>).			
-15	Final research and monitoring reports and products	SO	nil	FR

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

26600	RESEARCH, MONITORING, ASSESSMENT AND REPORTING	A	SA	FD
	<p>(covers final and approved versions of analytical research, studies, and monitoring reports created by or for the division, such as air quality reports; assessment reports, or water quality objective attainment reports)</p> <p>SO: when no longer used for monitoring, measuring, and/or assessing environmental status or trends</p> <p>FR: The government archives will fully retain final reports created by or for the ministry. The records have significant evidential value because they describe the process, progress, results and conclusions of environmental research and analysis. They also provide evidence of whether and how the ministry is meeting air and water quality targets, benchmarks, and objectives.</p>			
-20	<p>Monitoring, analysis, and research files</p> <p>(covers monitoring files, which contain a collection of data and/or analysis on topics such as water quality, air quality, and other areas of research within the division; also covers development files for research and monitoring reports such as air quality reports or environmental objectives)</p> <p>(arrange by monitoring project or study title, then by body being monitored, i.e., geographic area, airshed, waterbody or study topic)</p> <p>(includes data, modelling and analysis spreadsheets, modelling files, research material, correspondence, and drafts)</p> <p>SO: for monitoring and research files: when no longer used or relevant for monitoring, measuring, and/or assessing environmental status or trends, and, for air quality monitoring report development, when report has been published</p> <p>NOTE: Final products, such as reports, or objectives, are classified under -15.</p> <p>NOTE: This secondary covers a broad range of monitoring activities, including ongoing projects, such as the BC Lake Monitoring Network or airshed planning, as well as focused and ad hoc analysis projects or studies.</p> <p>3y: The 3 year retention period accounts for the development cycle for air quality reports, ensuring the development material for the previous report is available for reference in the creation of the next.</p>	SO+3y	nil	DE

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

26600	RESEARCH, MONITORING, ASSESSMENT AND REPORTING	A	SA	FD
	DE: Monitoring, analysis, and research files will be destroyed because the results of the projects and studies are fully retained in the Final research and monitoring reports and products under secondary 26600-15.			
-30	Data from other jurisdictions (covers data collected and received from other jurisdictions or agencies, to be used for research and analysis, and relating to more than one specific project or program) SO: when no longer relevant or useful	SO	nil	DE
-40	Stewardship / partnerships (covers partnership, outreach, education and technical support to community groups involved in water and air stewardship) (includes correspondence, monitoring sites, presentations, educational material, and community reports) SO: for liaison records and educational or outreach initiatives, when no longer useful for reference purposes; for technical advice, monitoring, and analysis work, until no longer relevant for measuring, and/or assessing environmental status of the waterbody. DE: Stewardship/partnerships records will be destroyed because the government archives will fully retain the recommendations set out to community-based monitoring programs under secondary 25100-00 and final analytical reports created by or for the ministry under secondary 26600-15.	SO	nil	DE

END OF PRIMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

26800 TRANSPORTATION OF HAZARDOUS WASTE

Records relating to the transportation of hazardous waste throughout the province. Hazardous wastes are waste materials that because of their toxic or reactive nature must be handled or disposed of properly to prevent harming people or the environment, and include 'dangerous goods' that are no longer used for their original purpose. Provincial legislation governing the transportation of hazardous waste include the [Hazardous Waste Regulation](#) (Reg. 63/88) and the [Environmental Management Act \(SBC 2003, c. 53\)](#), [Export and Import of Hazardous Waste and Hazardous Recyclable Material Regulations \(SOR/2005-149\)](#), [Interprovincial Movement of Hazardous Waste Regulations \(SOR/2002-301\)](#), and the [Transport of Dangerous Goods Act \(RSBC 1996, c. 458\)](#) and associated regulations.

This includes records relating to licences, exemptions, and manifests. Except where there is an exemption, anyone transporting hazardous waste in excess of a prescribed amount requires a valid licence to transport it. Interprovincial carriers and international carriers are required to hold a valid BC licence to transport hazardous waste even if they are only crossing British Columbia to another province or the United States or to other countries. These carriers must meet all the applicable requirements under the *Hazardous Waste Regulation*, including the use of manifest shipping documents. Exemptions given by federal agencies, such as Environment Canada or Transport Canada, do not apply unless a written exemption given by the province of BC is issued to a carrier or the regulated party.

For the transportation of hazardous waste, consignors of the waste complete a manifest that tracks the movement of hazardous waste within, into or out of British Columbia. It documents the type and amounts of waste, who shipped it (the consignor), who transported it (the carrier), who received it (the consignee) and how it was handled.

For authorizations related to hazardous waste, including generator registrations (BCG's), and registrations/notifications to store waste in accordance with regulations, see primary 25400.

For a description of Compliance Verification Information System (CVIS), see the Systems Section.

For operational policy, see primary 25100.

For reference material/topical files, see *ARCS* secondary 358-20.

The ministry OPR is Business Services Branch unless otherwise noted below. See specific secondaries for OPR retention schedules.

26800	TRANSPORTATION OF HAZARDOUS WASTE	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-01	General	CY+1y	nil	DE
-05	Export/import notifications (covers correspondence or referrals to Environment Canada)	CY+4y	nil	DE

[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

26800	TRANSPORTATION OF HAZARDOUS WASTE	A	SA	FD
	<p>providing provincial recommendations for the federal issuance of a permit for the importation of hazardous waste and hazardous recyclable materials into Canada, specifically BC, as specified under Canadian Environmental Protection Act, S.C. 1999, s. 185 and Export and Import of Hazardous Waste and Hazardous Recyclable Material Regulations (SOR/2005-149)</p> <p>5y: While the referral is usually valid for one year, the retention ensures the records are available for reference and operational purposes, such as responding to media issues.</p>			
PIB	<p>-08 Hazardous waste tracking data (covers generator, transporter, and manifest information related to the movement of special wastes into, through and out of the province, currently in the Special Waste Information System (SWIS))</p> <p>SO: the data will be destroyed when the following terms have been met, and when no longer required for supporting compliance or being used for sector and trend analysis:</p> <ul style="list-style-type: none"> • for transport licence data, when it has been five years since the licence has been suspended, cancelled or expired • for manifest data, when it has been 16 years from data entry into the system • for onetime waste generator registration data, when it has been 16 years from when licence has been issued; • for intermittent and ongoing waste generator registration data, when it has been 31 years from when registration numbers have been deactivated, and when no longer generating waste • and for all supplementary data, such as client data, and login information, when it is no longer needed to support the functioning of the program. 	SO	nil	DE
	<p>NOTE: For an overview of SWIS, see the systems section.</p> <p>NOTE: The retention ensures the data in SWIS is managed consistently with the related files. The closing trigger ensures the data retention is managed consistently with the related authorization files under 25400-50 and -70, manifests under -10 and transport licences under -40.</p>			

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

26800	TRANSPORTATION OF HAZARDOUS WASTE	A	SA	FD
-10	Manifests (these documents track the movement of hazardous waste within, into or out of British Columbia)	CY	16y	DE
	16y: The sixteen year retention period matches the fifteen year ultimate limitation period as defined in section 21 of the Limitation Act (SBC 2012, c. 13) , plus one additional year for serving notice. It also supports the need to maintain these records in case an investigation into the authorization is required.			
	DE: Manifests will be destroyed because they are routine records that do not document activities that have a long-term effect on the environment.			
-40	Transport licences (arrange by licence number) (includes application, exams, contingency plans, correspondence, compliance records, and copies of financial securities)	SO	5y	DE
	SO: when license has expired or has been suspended or cancelled			
	5y: The 5 year retention provides a reference and history period; if an applicant renews their licence more than 90 days after expiry it is treated as a new licence application, but the same number may be issued to provide continuity.			
	DE: Transport licences will be destroyed because they are routine records that do not document activities that have a long-term effect on the environment.			
	NOTE: Some licence files include financial securities. In the case of bonds or other securities that have a time limit, the security will be destroyed once it has expired, along with the transport licence file. Financial securities that include an evergreen clause, meaning they do not expire, will be returned to the client once the related authorization or license has been abandoned or expired.			
-45	Transport licences - abandoned (arrange by licence number)	SO	nil	DE
	SO: when it has been two years from application date, and application hasn't been completed or approved			

[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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26800	TRANSPORTATION OF HAZARDOUS WASTE	A	SA	FD
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NOTE: Transport licences which have been approved are classified under -40.

END OF PRIMARY

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

ENVIRONMENTAL PROTECTION

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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SYSTEM SECTION: COMMON SYSTEM NOTES

Retention Schedules for the Systems

The data on the systems is classified under appropriate secondaries in the *ORCS* and in *Administrative Records Classification System (ARCS)*, as indicated in the following descriptions. The systems themselves are all scheduled as follows:

Active	SO:	The system becomes superseded and obsolete when all data has been migrated to another system or documented elsewhere, or when all applicable retention schedules for the data have expired; see relevant classifications.
Semi-Active	nil:	There is no semi-active retention period assigned to systems.
Final Disposition	DE:	Each system will be destroyed when all data has been migrated to another system performing the same function, schedules covering the data have elapsed, or the data has been preserved elsewhere. For data retention details, see the applicable system overview.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

SIMPLE SYSTEMS LIST

This table provides a comprehensive list of simple information systems that contain data covered by this ORCS, but which do not warrant detailed systems overviews. Please note that simple web sites are classified under [ARCS secondary 340-30](#) and are not mentioned here.

Systems and web sites that warrant more detailed descriptions are not included in this list; see the Systems Section table of contents.

System Title	System Overview	Retention Schedule			Creating Agency
		A	SA	FD	
Authorization Management System (AMS)	<p>AMS is part of the E-Licensing public system. It holds data and documents related to the administration of permits, orders, approvals, registrations and operational certificates issued under the Environmental Management Act (SBC 2003, c. 53) and regulations and codes of practice pursuant to the Act. It is used for workflow tracking in reviewing applications and issuing approval instruments; is a repository for authorization and supporting documents; and is used as a reference tool for compliance.</p> <p>AMS has a public facing online search engine, which allows people to search for application status, waste discharge documents, or do broad searches in Excel (DataMart) spreadsheets which were created by searching AMS with different search criteria. For example, if a client wants information about a site where waste discharges have occurred under regulation – such as through the issuing of waste discharge permits for the site – then one would search the “EM all Discharges” spreadsheet.</p> <p>This system replaced the EDOC and WASTE systems in 2007. Unprocessed applications in EDOC and WASTE were converted into jobs in AMS; applications which were already completed were not converted to AMS.</p>				Business Services Branch
Data:	25400-15	Waste discharge authorization documents and data	SO	nil	DE

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

System Title	System Overview		Retention Schedule			Creating Agency
			A	SA	FD	
Inputs:	25400-20	Authorization applications - rejected, abandoned, or withdrawn	SO	3y	DE	
	25400-50	Authorizations - certificates and licenses	SO+2y	14y	DE	
	25400-70	Authorizations - sites and multi-authorization projects	SO	31y	SR	
Outputs:	25000-15	System reports	SO	nil	DE	
Compliance Verification Information System (CVIS)	<p>The Compliance Verification System (CVIS) is an internet based data management system which was created to ensure the Ministry has the information necessary to determine compliance, compliance rates, and to inform program management how individuals and businesses are complying with the regulatory requirements of statutes, regulations, codes, orders and authorizations. Trend information from CVIS informs multi-year compliance planning.</p> <p>CVIS collects province-wide inspection results in a centralized location to support compliance verification activities. Its primary purposes are data management for inspectors through the accumulation of inspection results data; work planning, so an inspector can quickly access the results of all previously recorded inspections and use that information to plan for an upcoming inspection; and internal and external reporting on compliance outcomes and trends.</p> <p>The system also holds templates for inspection forms and reports, and allows attachments to be added to an inspection record to be stored centrally and viewed when needed.</p> <p>CVIS was replaced by the Natural Resource Inspections System (NRIS) in 2017. See the system overview for NRIS.</p>					Business Services Branch
Data:	25400-06	Complaints and inspection data	SO	nil	DE	
Inputs:	25400-20	Authorization applications - rejected, abandoned, or withdrawn	SO	3y	DE	

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System Title	System Overview		Retention Schedule			Creating Agency
			A	SA	FD	
	25400-50	Authorizations - certificates and licenses	SO+2y	14y	DE	
	25400-70	Authorizations - sites and multi-authorization projects	SO	31y	SR	
	25400-75	Unauthorized site files	SO	31y	FR	
Outputs:	25000-15	System reports	SO	nil	DE	
Contaminated Sites Application Tracking System (CATS)	<p>CATS is a financial system that supports the SITE application by tracking activities related to remediation of contaminated sites and related fees. CATS uses a MS Access front end, with a SQL Server backend.</p> <p>The information in CATS comes from the Site Registry database (such as Site ID, common name, site size, and complexity), the content from application forms, as well as ongoing direct entries. The information within the system includes client names; review notes; process fees owing per the Contaminated Sites Regulations, or fees charged; land remediation staff notes; and log of review hours, which are all entered into the system manually.</p> <p>Exports from CATS are:</p> <ul style="list-style-type: none"> • summary reports for individual contaminated sites; used by managers and case file workers, the report documents their own activity (tracking hours and expenses), site activities, and the status of a case file review, • summary of fees, called an application summary, which is used by the financial services branch for reconciliation and billing purposes, • and statistical reports for trend analysis. 					Environmental Emergencies and Land Remediation Branch
Data:	26250-03	Contaminated sites application and fee tracking data	SO	nil	DE	
Inputs:	26250-09	SITE registry data	SO	nil	DE	
	26250-20	Contaminated site files	SO	31y	FR	

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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System Title	System Overview		Retention Schedule			Creating Agency
			A	SA	FD	
Outputs:	25000-15	System reports	SO	nil	DE	
	26250-20	Contaminated site files	SO	31y	FR	
		For routine reports of temporary usefulness, apply special schedule 102901 (Transitory Records)	SO	nil	DE	
Comprehensive Records and Information System on Pesticides (CRISP)	<p>CRISP serves the statutory obligations of the Ministry of Environment by administering instruments and activities for the regulation of pesticides in British Columbia. The instruments that CRISP is used for include: pesticide certification, pesticide licensing, authorities and compliance incidents. The licenses, certificates, and authorizations issued through CRISP are used to monitor the sale, use, and handling of pesticides.</p> <p>Pesticide certification and/or training is required for anyone who:</p> <ul style="list-style-type: none"> • Purchases or applies restricted class pesticides • Assists a certified applicator in the application, transportation, storage and security of pesticides • Applies pesticides for authorization holders (businesses or organizations that have pesticide use permits (PUP), pest use notices (PUN), or pesticide user licenses) • Dispenses (sells) pesticides for a licensed vendor <p>Pesticide certification exams results are entered into CRISP, which issues certification licences (the duration of which is based on exam results); the information is kept in CRISP to be referenced for pesticide use applications. Applications are entered into CRISP manually, reviewed by a permitting officer and possibly scientist, and when the application is approved the authorization is issued from the system. CRISP logs the application review notes, and also holds compliance and inspection notes regarding commercial vendors' compliance with the <i>Integrated Pest Management Act</i>.</p>					Integrated Pest Management

[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

System Title	System Overview		Retention Schedule			Creating Agency
			A	SA	FD	
Data:	25400-07	Comprehensive pesticide use information - data	SO	nil	DE	
Inputs:	25400-50	Authorizations - certificates and licenses	SO+2y	14y	DE	
	25400-70	Authorizations - sites and multi-authorization projects	SO	31y	SR	
Outputs:	25000-15	System reports	SO	nil	DE	
		For routine reports of temporary usefulness, apply special schedule 102901 (<i>Transitory Records</i>).	SO	nil	DE	

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

System Title	System Overview		Retention Schedule			Creating Agency
			A	SA	FD	
SITE Information Systems (SITE)	<p>SITE serves as the province's primary registry of site identification, investigations and/or cleanups, per the Environmental Management Act (SBC 2003, c. 53, s. 43) and the <i>Contaminated Sites Regulation</i> (Reg. 375/96). It is not a registry of contaminated sites only, although many sites in the registry are contaminated. Most sites have already been investigated and require minor or no remediation, or have already been cleaned up to the requirements of the day. The database contains information on sites since around 1988, when the ministry began recording this activity.</p> <p>The SITE database "registers" information regarding site profiles, which provide a summary of activities on a site, and may include available information about the past and present uses of a site. File entries are regularly updated with notations, creating a chronological record of site activities over time. At the end of every week new updates are uploaded to BC Online where a subset of the registry is made available to the public. Reports are run from the system in response to information requests. Additional information is available through file content retrieval requests.</p> <p>The electronic site registry is regularly queried by the public to obtain information about a site before the sale or development of the site. It can be used in concert with other information to determine remediation status of a site and to help a proponent assess impact on development, and manage liability in land transactions. Local governments also use SITE to identify potentially contaminated sites within their municipality.</p>					Environmental Emergencies and Land Remediation
Data:	26250-09	SITE registry data	SO	nil	DE	
Inputs:	26250-07	Requests for information	SO	2y	DE	
	26250-20	Contaminated site files	SO	31y	FR	
Outputs:	25000-15	System reports	SO	nil	DE	
	26250-20	Contaminated site files	SO	31y	FR	

[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

System Title	System Overview		Retention Schedule			Creating Agency
			A	SA	FD	
	Data transfer goes to the Contaminated Sites Application Tracking System (CATS) system - see overview in this section.					
Special Waste Information System (SWIS)	<p>SWIS tracks information relating to the generation and transportation of hazardous waste under the Hazardous Waste Regulation. This information includes registrations of hazardous waste generators, records for hazardous waste transport licences, and hazardous waste transport manifests. It is also used as a compliance tool, as manually entered manifest information is searched to discover instances of non-compliance.</p> <p>Another example of the way SWIS is used would be to answer a client inquiry on whether a company has the authority to transport hazardous waste or has manifested shipments of hazardous waste from a particular site, or to conduct location searches to find out what activities may have happened on a piece of land. SWIS outputs to such requests would be an Excel spreadsheet summarizing the available information for the site, and also a reference sheet describing the terms appearing in the column headings of the spreadsheets.</p> <p>SWIS outputs also include authorizations (e.g. licences and manifests), reports, and form letters. Searchable datamarts, such as Hazardous Waste Transport Licences, are created from SWIS data, and may be accessed from the ministry's website.</p> <p>SWIS has been operational since 1995.</p>					Business Services Branch
Data:	26800-08	Hazardous waste tracking data	SO	nil	DE	
Inputs:	26800-10	Manifests	CY	16y	DE	
	25400-50	Authorizations - certificates and licenses	SO+2y	14y	DE	
	25400-70	Authorizations - sites and multi-authorization projects	SO	31y	SR	
	26800-40	Transport licences	SO	5y	DE	

[Key to ARCS/ORCS Codes and Acronyms](#)

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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System Title	System Overview		Retention Schedule			Creating Agency
			A	SA	FD	
Outputs:	25000-15	System reports	SO	nil	DE	

END OF SIMPLE SYSTEMS LIST

NATURAL RESOURCE INSPECTION SYSTEM (NRIS)

SYSTEM OVERVIEW

Creating Agency

Forests, Land, and Natural Resources Operations
Ministry of Environment

Purpose

NRIS is a compliance and enforcement web based data management system which tracks inspection, patrol, complaint (referral of violation) and presence information; and supports the assessment of compliance and alleged noncompliance with the regulatory requirements of statutes, regulations, codes, orders and authorizations.

This is a centralized system designed to document province wide compliance and enforcement actions in a standardized manner. NRIS provides a tool for data and activity capture; enables strategic planning of resources through reporting functions; and ensures consistency across regions in recording compliance and enforcement activities. The centralized repository of information allows staff quickly to access the results of previously recorded activities and use that information to plan for an upcoming inspection, and also to document activities and notes in the field.

While NRIS is a sector-wide application, this system overview only covers the data created by the Environmental Protection Division at this time. As other NRIS users create / amend their ORCS, their data classifications will be added to this overview.

Information Content

NRIS was launched in 2014. The system is driven by the type of action being documented, such as an inspection or complaint, and contains the details of the activity and resulting actions. The following list provides examples of data elements and information contained in the system:

- Inspections / Complaints / Presence: dates, status, natural resource officer, location, reason, notes, and for complaints and non-compliance inspections, administrative monetary penalties, actions taken or warning ticket details. May also include attachments, such as photos, videos or documents.
- Patrols: dates, locations, routes and events, presence records such as hours, numbers of tickets, orders and notices issued, and patrol details, violation narratives, and attachments.
- Inspection reports, both customized and templated.
- Client information
- Complainant information
- Parent act / act / regulations or sections

Inputs, Processes, and Outputs

Information is manually entered into NRIS by natural resource officers (NROs), often while in the field. The natural resource officers are responsible for entering inspection and patrol information, including compliance decisions. NRIS also has workflow functionality, as complaints can be processed and assigned to NROs by supervisors, and NRIS also displays a dashboard which will show the user's incomplete reports. Supervisors will typically use the NRIS database to produce data extracts for reporting as well as searching for information, viewing inspections and inspection results.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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Historical Note

NRIS replaced the Compliance Verification Information System (CVIS) in 2017.

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

NATURAL RESOURCE INSPECTION SYSTEM (NRIS)

Classification of Records that Relate to the System

Schedule Code	Secondary No.	Secondary Title	Retention Schedule		
			A	SA	FD
Data in the System					
ENPR	25400-06	Complaints and inspection data	SO	nil	DE
Inputs					
ENPR	25400-05	Complaints	SO	nil	DE
ENPR	25400-15	Waste discharge authorization documents and data	SO	nil	DE
ENPR	25400-07	Comprehensive pesticide use information - data	SO	nil	DE
Outputs					
ENPR	25000-15	System reports	SO	nil	DE
ENPR	25400-20	Authorization applications - rejected, abandoned, or withdrawn	SO	3y	DE
ENPR	25400-05	Complaints	SO	nil	DE
ENPR	25400-50	Authorizations - certificates and licenses	SO+2y	14y	DE
ENPR	25400-70	Authorizations - sites and multi-authorization projects	SO	31y	SR
ENPR	25400-75	Unauthorized sites files	SO	31y	FR
Other Related Records					
ARCS	6820-05	Back-up data	SO	nil	DE
ARCS	6000-6999	See appropriate secondaries			
102902		<i>Transitory Electronic Data Processing (EDP) Records</i>	SO	nil	DE

Schedule Code Key: ARCS = *Administrative Records Classification System*, schedule 100001
ENPR = *Environmental Protection ORCS*, schedule 144020

END OF OVERVIEW