



<b>Fuels Safety Program</b>	Ref. No.: FS-203-13	Rev. No.:
<b>ADVISORY</b>	Date: February 15, 2013	Date:

**Subject:** Environmental Review Services Form  
**Sent to:** Posted on Website and Distributed to Liquid Fuels Advisory Council I, Liquid Fuels Risk Reduction Group, Fuel Oil Risk Reduction Group, Canadian Oil Heat Association (COHA), Ontario Petroleum Contractors Association (OPCA)

---

---

### Introduction

The purpose of this advisory is to introduce the new Environmental Review Services Form (ERSF).

The ERSF is being introduced to assist TSSA in identifying the owner of the fuel storage equipment and the property on which the equipment is located. The form will allow TSSA to gather information on the location of the equipment and/or property, the owner's technical contact, and to whom invoices are to be sent.

The owner of the equipment and/or property is responsible for fulfilling any legal obligations associated with the equipment or property. TSSA will also treat the owner as the owner of any documents submitted to TSSA, and as the party responsible for paying any fees for TSSA review, processing and inspection activities.

### When is ERSF Required

An ERSF must be submitted in the following circumstances (but not limited to):

- Submission of delineation report or other environmental site assessment (e.g., a report required by the TSSA Environmental Management Protocol).
- Where TSSA is assessing compliance with an inspector's order (e.g., where a TSSA Fuels Safety Program Inspector orders the environmental investigation or other remedial action following a leak, spill or the discovery of a petroleum product at a fuel handling site).
- To support an application for a new installation or where equipment is replaced or upgraded at a site.
- Removal of a tank or associated fuel-handling equipment.
- Site closure or decommissioning (e.g., where a fuel storage tank and all other fuel handling and storage equipment is permanently removed from a site).

TSSA will not complete any environmental review services until a completed ERSF is submitted for the project or activity.

### ERSF Submission Instructions

The ERSF is available at [www.tssa.org](http://www.tssa.org) under the Fuels section. Submit completed forms electronically to [fssubmissions@tssa.org](mailto:fssubmissions@tssa.org), or mail a hard copy to TSSA head office (Attn: Fuels Safety Program).

The applicant will be notified of any missing or incomplete information. The form will not be considered as submitted until all information is provided.

### **Determining who is the “Owner”**

The Owner is defined as a person who has legal or equitable title to any equipment, property, or other thing. This may include one or more of the following: owner of the facility, the authorization or licence holder of a facility, owner of the tank system(s), the owner of the property where the equipment is installed or the authorization or licence holder of the tank system(s).

Please note that TSSA may determine that the owner of a property or equipment is a different party than the one listed in the ERSF.

### **What is a fuel handling Site?**

A fuel handling site can be, but is not limited to, gasoline service stations, bulk plants, marinas, private fuel outlets, commercial facilities and residential properties.

### **General Note on Submissions for Environmental Review**

With respect to site investigations, site assessments, site remediation and Contaminant Management Plans (CMP's), all information collected should be kept in a concise, well-organized technical report format.

A “Qualified Person” as defined under O. Reg 153/04 (Records of Site Condition) must sign submissions of technical content and these reports must include sufficient information to adequately evaluate the location, nature, extent and severity of the petroleum related contaminant(s) and the remediation efforts (if required).

Please contact the TSSA Customer Services tel: [1-877-682-8772](tel:1-877-682-8772), email [customerservices@tssa.org](mailto:customerservices@tssa.org) for general inquiries. For technical inquiries please contact the Technical Services, Fuels Safety Program, tel: [\(416\) 734-2726](tel:(416)734-2726), email: [Fuels\\_Technical\\_Services@tssa.org](mailto:Fuels_Technical_Services@tssa.org)