

**FEDERAL
CONTAMINATED SITES
INVENTORY
(FCSI)**

**INPUT GUIDE
JUNE 2010**

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Update to the FCSI Input Guide

The 2010 revisions to the FCSI Input Guide represent a major update of the Guide's content and the format of most of the fields has changed.

Disclaimer

The Inventory is not a complete registry of all federal contaminated sites. Rather, it is an inventory of currently known and suspected contaminated sites and although every effort has been made to ensure the accuracy of the listings, the Government of Canada makes no representations or warranties and assumes no liability with respect to the use of these listings. These listings are not, under any circumstances, to be used as a substitute for legal property descriptions and professional legal advice. If more information on a site is required, the reporting organization should be contacted.

Acronyms used in the FCSI Input Guide

CCME	Canadian Council of Ministers of the Environment
DFRP	Directory of Federal Real Property
DOB	Department, Organization
FCSAP	Federal Contaminated Sites Action Plan
FCSI	Federal Contaminated Sites Inventory
FED	Federal Electoral District
FGO	Federal Government Organization
FIP	Federal Identity Program
IF	Input Form
NCS	National Classification System
RPMPD	Real Property and Materiel Policy Division
TBS	Treasury Board of Canada Secretariat

Definitions

Active Site

Active sites are confirmed contaminated sites where remedial action is or may be required. These are identified as sites where the Highest Step Completed is 3 through 8 and the sites are not Closed in the FCSI.

Canada Lands

As defined by subsection 24(1) of the [Canada Lands Surveys Act](#), Canada Lands are federal Crown lands belonging to Her Majesty in right of Canada or of which the Government of Canada has power to dispose that are situated in the Yukon Territory, the Northwest Territories, Nunavut or in any National Park of Canada and any lands that are surrendered lands or a reserve, as defined in the *Indian Act*.

Closed Site

A site may be closed at any step of the 10 step process if it is:

- (1) determined at any point during the assessment process that no further action is required,
- (2) disposed and no further action is required on the part of the reporting organization,
- (3) determined that no federal liability remains on the site (i.e. highest step completed is 9 or 10).

The Closed flag must also indicate that a site is closed in the FCSI.

Contaminated Site

A contiguous portion of contaminated real property. A single real property may have more than one contaminated site.

The Contaminated Sites Management Working Group defines a contaminated site as "... one at which substances occur at concentrations (1) above background levels and pose or are likely to pose an immediate or long term hazard to human health or the environment, or (2) exceeding levels specified in policies and regulations." Source: [A Federal Approach to Contaminated Sites](#).

Please note that the term Contaminated Sites includes contaminated water lots.

Custodian

Departments, Agencies and Crown Corporations that administer lands owned, operated or occupied by her Majesty in order to support the delivery of government programs.

DFRP Property

A contiguous portion of land and/or improvements on the land administered by a single federal custodian and held under a single-type interest.

Dump

A defined area of land that receives or has previously received waste without appropriate management of the waste disposal process, hydro-geological monitoring, or progressive soil filling or covering.

Please note that a dump may or may not be a contaminated site. If it is found to be a contaminated site, it should be recorded in the Treasury Board of Canada Secretariat's FCSI.

Management

The spectrum of possible approaches available for dealing with a known contaminated site. Management includes, but is not limited to (1) monitored natural attenuation, (2) warnings, (3) restrictions to site access, (4) change in land usage, (5) isolation of contaminants from human and ecological receptors (contaminant stabilization, barrier walls, capping, etc), (6) interim, partial, phased or full remediation, (7) remediation in any of the previous approaches to varying standards (industrial, commercial, farm, park, residential), and/or (8) postpone action till activity stops.

For greater clarity, management includes Risk Management.

Non-Federal Property

Property not owned by the federal government but for which the federal government has accepted some or all of the financial responsibility for site remediation and/or management. For example, this could include an orphan site or private sector property that has been contaminated by federal activities.

Please note that this definition is only for the purpose of the FCSI.

Orphan Site

An orphan site is a site where the person or corporation that created the contamination is unknown or is out of business.

Real Property

Any right, interest or benefit in land, and includes mines, minerals and improvements on, above or below the surface of the land.

Remediation

The improvement of a contaminated site to prevent, minimize or mitigate damage to human health or the environment. Remediation involves the development and implementation of a planned approach that removes, destroys, contains or otherwise reduces the exposure of contaminants to receptors of concern.

Risk-based Approach

An approach based on a detailed evaluation of hazard and exposure potential at a particular site.

Risk Management

The selection and implementation of a risk control strategy, followed by monitoring and evaluation of the effectiveness of that strategy. It may include direct remedial actions or other strategies that reduce the probability, intensity, frequency or duration of the exposure to contamination.

Solid Waste Landfill

A defined area of land or excavation that receives or has previously received waste that may include household waste, commercial solid waste, non-hazardous sludge and industrial solid waste.

Solid waste landfills are sites that have been subject to engineered waste control mechanisms, which may include (1) soil filling or covering, (2) hydrological monitoring, or (3) management of the waste disposal process.

Solid waste landfills are not reported to the FCSI. A solid waste landfill may or may not be a contaminated site. If it is found to be a contaminated site, it should be reported in the FCSI.

Suspected Site

A Suspected site is one which requires further assessment to confirm whether or not the site is considered a contaminated site as per the Government of Canada definition. A Suspected site is identified as a site where the Highest Step Completed is 1 or 2 and the site is not Closed in the FCSI.

Introduction to the FCSI

The Federal Contaminated Sites Inventory (FCSI) is the central record of all known or suspected contaminated sites for which federal custodians are accountable. The Real Property and Materiel Policy Division of the Treasury Board of Canada Secretariat (TBS) administers this Inventory.

The purpose of the Inventory is to establish and maintain a record of basic information concerning contaminated sites for which the Government of Canada has accepted some or all financial responsibility. The Inventory is used to keep the Government of Canada, ministers, members of Parliament and Canadians informed of the current state of federal contaminated sites.

Creation of the FCSI

In 2000, the Treasury Board approved the [*Federal Contaminated Sites and Solid Waste Landfills Inventory Policy*](#) (archived). The Policy in effect in 2000 stated that departments and agencies that hold property must establish and maintain a database of their contaminated sites and solid waste landfills, and that this information must be submitted to the TBS for inclusion in a central inventory. In other words, departments and agencies are required to identify, assess and classify their contaminated sites and record them in the FCSI.

The policy was followed in June 2002 by the introduction of two policies:

- 1- The [*Contaminated Sites Management Policy*](#) (archived) to establish consistent management of federal contaminated sites that supports sound stewardship of federal real property assets; and
- 2- The [*Policy on Accounting for Costs and Liabilities related to Contaminated Sites*](#) (archived) to ensure that all costs and liabilities related to management and remediation of environmentally contaminated sites are accounted for and reported in the financial statements of the government

In July 2002 the Government of Canada fulfilled its commitment to openness and transparency by making its inventory of federal sites available to all Canadians.

The data structures and data management procedures have been augmented to support the strategic outcomes defined in the *Results Management Accountability Framework for the Federal Contaminated Sites Action Plan* approved in 2005.

Note: the *Federal Contaminated Sites and Solid Waste Landfills Inventory Policy* and the *Contaminated Sites Management Policy* were rescinded on November 1, 2006 and replaced by the [*Policy Framework for the Management of Assets and Acquired Services*](#). Policy requirements related to Information Management are contained in the [*Policy on Management of Real Property*](#) and in the [*Reporting Standard on Real Property*](#).

The [*Policy on Accounting for Costs and Liabilities Related to Contaminated Sites*](#) was rescinded on October 1, 2009 and replaced by the [*Directive on Contingencies*](#).

Supplementary Accounting Guidance for Environmental Liabilities will be released in 2010-2011.

Limitations

The publication of the Inventory is designed to provide basic information concerning contaminated sites for which reporting departments, agencies and consolidated Crown corporations are responsible. It does not include contaminated sites owned by enterprise Crown corporations, nor does it include contaminated sites owned by other levels of government or the private sector.

The Inventory includes known and suspected contaminated sites as of April 1, 1998. It does not include sites remediated before April 1, 1998, nor does it include sites sold prior to that date. Nevertheless, sites included in the Inventory will be retained following remediation or disposal.

Information Security Description

A reporting organization may require that an entire site's or a street address be handled as "Protected B" data. To protect the information, refer to the Information Protected field under the [Description of Fields](#) section of this guide. Only authenticated users with accounts on the Secure FCSI Website with the necessary permissions have access to the site profile for protected sites.

The FCSI also defines eleven specific fields for all sites as Protected "B" data. Only authenticated users with accounts on the Secure FCSI Website with the necessary permissions have access to a site's protected fields.

Users must use the Secure FCSI Website in order to access protected data.

Public Website and Government Publiservice Website

The public record of the FCSI is located on the TBS World Wide Web site. An equivalent publication is also on the TBS Publiservice website. All protected data is suppressed on both of these sites. Summary reports on these websites do not include protected sites.

The following fields are protected and thus suppressed for commercial reasons:

1. CCME National Classification System Score
2. FCSAP National Classification System Score
3. Next Fiscal Year Budget
4. Estimate Quality
5. Opening Liability
6. Contingent Liability
7. Closing Liability
8. Total Adjustment
9. Total Expenditure Reducing Liability
10. Reason For Adjustment Text

Secure FCSI Website

The FCSI Administrator handles the management of the roles, usernames and passwords required for access to the Secure FCSI Website. Users requiring access to protected data should contact the [FCSI Administrator](#) to obtain an account and instructions for using the Secure FCSI Website.

On the Secure FCSI Website, authorized users can view protected data for which they have the necessary permissions. Permissions are role based. One or more roles are assigned to a user. A User/Role combination is then assigned to one or more organizations. An authorized user may view and/or manage protected data for one or more reporting organizations.

Summary reports and site profiles on the Secure FCSI may include protected sites. Reports including protected information are labelled “Protected B” at the top and bottom.

In addition to viewing protected data, FCSI roles have the following abilities:

1. Officials

The FCSI Official role includes the Authorized Official and Official Contact for an organization. Officials can view the list of all accounts with access to their organization’s protected data. The organization’s Authorized Official must approve all individuals for the remaining four roles.

2. Online Data Entry

The FCSI Online Data Entry role can add, modify and delete sites in the Inventory through the web-based data entry module.

3. Batch Data Entry

The FCSI Batch Data Entry role can add, modify and delete contaminated sites in the Inventory through one of the defined batch processes (Microsoft Access database or XML document). This role does not have access to the web-based data entry module although reserving federal site identifiers online is available.

4. Financial Contact

The FCSI Financial Contact role can only view protected data. This role does not have access to the web-based data entry module.

5. Protected Data Viewer

The FCSI Protected Data Viewer role can only view protected data. This role does not have access to the web-based data entry module.

FCSI Translation Requirements

The FCSI administrative practices and data integrity reporting take into account the Federal Identity Program and the draft Address Standard that deal with official languages.

References

Canadian Council of Ministers of the Environment, *National Classification System for Contaminated Sites*, [Guidance Document Report](#), 2008.
ISBN 978-1-896997-80-3

Canadian Council of Ministers of the Environment, [National Classification System for Contaminated Sites, Report CCME EPC-CS39E, 1992](#) (Replaced by the above).

Canadian Council of Ministers of the Environment document entitled [Guidance Document on the Management of Contaminated Sites in Canada \(April 1997\)](#)
ISBN 1-895-925-89-4.

Contaminated Sites Management Working Group, [A Federal Approach to Contaminated Sites](#), Public Works and Government Services Canada, Hull, QC, 2000.

[Policy on Management of Real Property](#)

Reporting Standard for Real Property ([Federal Contaminated Sites Inventory](#))

Contact Information

If further help is needed to enable reporting to the FCSI, please contact the Real Property and Materiel Policy Division:

Federal Contaminated Sites Inventory
Treasury Board of Canada Secretariat
Real Property and Materiel Policy Division
L'Esplanade Laurier, 7th floor, East Tower
140 O'Connor Street
Ottawa, Ontario, K1A 0R5
Telephone: 613-954-4678
Fax: 613-957-2405

Using this Guide

This Input Guide provides specific instructions to reporting organizations on preparing and inputting data for the FCSI, including the type of information that may be stored in each field. As well, the guide supplies information about attaining and maintaining data integrity.

Reporting a Contaminated Site

The Real Property and Materiel Policy Division of the Treasury Board of Canada Secretariat (TBS) requires information on all contaminated sites for which the federal government assumes partial or complete financial liability.

All sites with **known** contamination shall be reported to the FCSI with the exception of those that were listed in the Limitations section of this Guide.

All sites with **suspected** contamination shall be reported to the FCSI once Step 1 of the CSMWG's *Federal Approach to Contaminated Sites* has started. Suspected sites must be reported following the same procedure used to enter known contaminated sites.

The Federal Contaminated Sites Inventory generates a site status when displaying the contaminated sites profile page. The site status is generated using a combination of the Highest Step Completed, the Classification Type, whether the site is Closed or not and whether the Next Fiscal Year Budget is present or not. [Table A6](#) shows the various combinations and the resulting FCSI site descriptor status.

Assignment of a Federal Site Identifier

The assignment of federal site identifiers can be performed using one of two methods: using the secure web-based interface or by contacting the [FCSI Administrator](#). Whichever method is used for the assignment, the federal site identifiers are immediately available upon the completion of the process.

A Data Submitter for a reporting organization can contact the [FCSI Administrator](#) and request a block of federal site identifiers.

A Data Submitter can also reserve a block of federal site identifiers by accessing the secure web-based interface using a user name and password assigned to them by the FCSI Administrator. Once logged onto the secure site, the Data Submitter can click on the Identifier Assignment option under the Data Entry menu followed by (Maintenance) at the top of the Identifier Assignment page.

A new federal site identifier can also be assigned when the data submitter creates a new site through the Data Entry form and leaves the FCSI Identifier blank.

Note: Federal Site Identifiers need to be included when an organization submits a batch data entry.

Contaminated Sites on a DFRP Property

The Directory of Federal Real Property (DFRP) is the central record of the real property holdings of the Government of Canada. In general, a DFRP property is a contiguous property administered by a single custodian to support program delivery. A single DFRP property may have zero, one or several contaminated sites.

If a contaminated site is on a property reported in the DFRP, the DFRP Property Number is entered in the Property Number field to identify the real property on which the site is found. A site that is positioned too far from a DFRP property will generate an error message. This creates a link between the DFRP and the FCSI. Reports from either system can then include information from the other system.

Contaminated Sites on Non-DFRP Property

A contaminated site for which a federal liability or contingent liability exists may be on a property that is not reported to the DFRP. The FCSI accommodates two different possibilities:

1. Contaminated Sites on Canada Lands

By definition, title documents are not associated with Canada Lands so the concept of **property** on Canada Lands is imprecise. Nevertheless, where Canada Lands are required for program purposes, a property may be registered in the DFRP by the reporting organization in cooperation with Indian and Northern Affairs Canada. For example, the Canadian Coast Guard's navigational aids throughout the Arctic Archipelago are registered in the DFRP.

For a contaminated site on Canada Lands, the reporting organization may decide, based on the merits of the situation, to register the property (1) as program land in the DFRP, or (2) as a Canada Lands site restricted to the FCSI.

To register the property in the DFRP, normal DFRP procedures apply. For more information, consult the [DFRP Input Guide](#), or contact the [DFRP Administrator](#).

If the second option is chosen, select one of the Involvement Types appropriate for Canada Lands. In the case where several contaminated sites in close proximity are administered together, a single site may be defined.

2. Contaminated Sites on Non-federal Property

Under several scenarios, the federal government can inherit or acquire the liability of a contaminated site on non-federal property. In this case, the site should be registered in the FCSI with a non-federal involvement type and a non-federal owner type.

Data Field Entry

This section of the Input Guide is dedicated to the explanation of how and when data submission should be conducted for the FCSI. It also contains detailed information describing data input within fields.

Access and Reporting

Organizations reporting FCSI data to the Real Property and Materiel Policy Division, TBS must provide information to the FCSI in two subsets of data. These subsets are Tombstone Data and Annually Reported Data.

Regardless of the data set being reported or the method chosen to report the data, all information submitted to the TBS must be of publication quality. Therefore, the data must comply with the [Official Languages Policy](#) (including all accents on French-language capital letters) and meet the requirements identified by the [Federal Identity Program](#) and Canada Post symbols standards.

Tombstone Data

Tombstone data is the basic set of information describing the site and the projects underway to assess, remediate and manage contaminated sites. Data Submitters maintain this information on a regular basis as information changes in the FCSI. Depending on the activity at the site, the update cycle will vary from several updates per year to one update every several years.

This set of data may be provided to the FCSI in one of the following methods:

1. TBS Website Online Data Entry

Under this option, reporting organizations use a secure access to the Inventory to report, maintain and modify data in the FCSI. Such an approach offers reporting organizations the ability to view the newly entered data immediately. Using this method is **recommended**.

To make use of this data entry method with full efficiency, adhere to the following checklist:

- **Obtain a Data Entry Account**

Prior to assigning a data entry account, the Real Property and Materiel Policy Division (RPMPD) must have receipt of confirmation that the user is authorized to submit data. This authorization may be submitted by the Authorized Official (1) using the Completeness and Accuracy Form with the appropriate sections completed), (2) by letter or (3) by email. **Authorization must be received from the FCSI Authorized Official.**

Once authorization has been received, the RPMPD will grant an account with a user name and password. Both the user identification and password are case insensitive and can be a maximum of 20 characters each. Each account is restricted to the data set for the respective reporting organization.

- **Maximize the visible screen area**
The recommended resolution is 800 x 600 or higher. In general, run the browser full screen and not in a small window.
- **Browsers must support the XHTML 1.0 standard**
The browser must allow cookies, permit Java Script to run, and handle XHTML 1.0 tables and Forms.
- **Browsers must support 128-bit encryption**

2. Data Submission via System Transfers

Under this option, the reporting organization uses its own local application, from which it has generated the prescribed FCSI record layout in XML or Microsoft Access or Excel format. Contaminated site records that were added, deleted, reassigned, or modified since the last update are exported from the local application. The resulting data file is delivered to the RPMPD and used to update the FCSI.

The RPMPD requires the same input standards for data submission via system transfers as those applied to the online FCSI input process.

Annually Reported Data

Annually reported data is the set of accounting information related to each contaminated site which also includes performance and planning indicators for the site based on the 10-step process defined in the [Federal Approach to Contaminated Sites](#). Reporting organizations provide to the FCSI this information each fiscal year-end as at March 31.

Once the annual data for an organization has been reconciled with the environmental liability data reported to the Public Accounts of Canada, the Annual Data data-set is locked-down and no further changes will be permitted.

This set of data may be provided to the FCSI using the following methods:

1. Data Submission via System Transfers

The reporting organization uses its own local application, from which it has generated the prescribed FCSI record layout in XML, Microsoft Access or Microsoft Excel format. All contaminated site records that were not fully remediated at the beginning of the fiscal year are exported from the local application. The resulting data file is delivered to the RPMPD and used to update the FCSI.

Templates for the Excel and Access format are available on the FCSI website. An XML schema is also available at <http://www.tbs-sct.gc.ca/rpm-gbi/schemas/fcsi-iscf.xsd>.

2. TBS Website Online Data Entry

Reporting organizations can also use online data entry to submit their Annually Reported Data. Using this method is **recommended** when a small volume of transactions are involved.

Field Input Requirements

Input Field Types

Fields requiring user input are mandatory, required or optional and may be for internal use only. Fields generated by the system do not require user input. Some text fields require input in both official languages.

- **Mandatory**
Valid data **must** be entered in every mandatory field or the record will not be processed.
- **Required**
Valid data **should** be entered in each required field. If a required field remains blank, the record will be processed but an error may be generated until data is provided. Note that if an error is generated, the data **must** be provided for the contaminated site record to be considered complete and accurate.
- **Optional**
Optional fields may be blank. Nevertheless, if the information is available it should be reported.
- **Bilingual**
Bilingual fields are pairs of English and French text fields. No errors will be generated if a pair of optional fields are blank or contain no data. If only one of the fields in a pair contains data, an error will be generated, but the record will not be rejected. Bilingual fields must be filled out in both official languages if information is reported.

Entry Field Types

Data entered into a field might require a specific type of user input. The following entry field types define these specifications:

- **Date**
The fiscal year date must be presented in the following format yyyy-yyyy.
Example 2010-2011
- **Decimal**
A decimal field contains numbers before and after a decimal point. It is used to create more precision when volumes and positions are used. Decimal fields can contain one to many decimal points.

- **Defined list**
Defined lists are tables containing predefined items available for selection. The code tables for these lists can be found in the Appendix section of this guide.
- **Integer**
An integer field contains one or a series of whole numbers. This field can either be positive or negative in value.
- **Logical**
A logical field represents a statement that can only have two values: true or false. The values of this field may vary based on the application used (i.e. True/False, Yes/No, 0/1).
- **Text**
Text fields contain letters, numbers and other symbols specified in the ISO 8859-1 character set. This set does not include carriage returns, tabulations or other formatted symbols present in certain word processors.
- **Text Block**
Text blocks contain letters; numbers and other symbols specified in the ISO 8859-1 character set and are unlimited in length. This format is used in the Action Plan and Additional Information fields.

Description of Fields

Tombstone Data

Federal Site Identifier

[Mandatory] 8 Characters, e.g.00061234

An eight digit identifier that identifies a unique Contaminated Site. The use of the Contaminated Site numbers is strictly controlled. If pre-assigned Contaminated Site numbers are required, please contact RPMPD at TBS.

Internal Identifier

[Mandatory] 50 Characters Maximum

The Internal Identifier is a text field used in the organization's internal record system to identify a contaminated site. The Internal Identifier field may contain one or more numbers or characters that establish a manual or electronic cross reference between the custodian's internal records and the records in the FCSI. This data is available to the public.

Site Name

[Optional] 125 Characters Maximum

Publicly recognized name used when referring to the contaminated site. The site name must be bilingual when reported.

Reporting Organization Identifier

[Mandatory] Defined List 3 Characters

Identifies the federal organization **reporting** data to the FCSI. The list of reporting organization identifiers is given in [Appendix B3](#).

Liabe Federal Third Party Identifier

[Required] Defined List (3 Characters)

Identifies the federal organization reporting the liability for the contaminated site. The list of Federal Government Organizations (FGO) is given in [Appendix B3](#). This field is **only required if** it is different from the reporting organization or branch.

Involvement Type

[Mandatory] Defined List (2 Characters)

Identifies the reason the federal government is involved with the contaminated site. The list of involvement types is also given in [Appendix B5](#).

The Involvement Types are defined as follows:

Involvement Type	Definition	Property Type
Federal real property / Federal Program Lands - 00	The contaminated site is located on federal real property (i.e. under the custodianship of a department, agency or consolidated Crown corporation).	Federal
Contractual obligation - 01	<p>The federal government has assumed responsibility for some aspect of the management of a contaminated site as a result of a contract with another party.</p> <p>The other party could be an individual, a private sector corporation, a Crown Corporation or another level of government.</p> <p>Agreements with other federal departments would not fall into this category.</p>	Non-federal
Explicit federal policy decision - 02	Although the federal government has no legal liability or responsibility for a particular contaminated site, the government has made a decision to voluntarily assume some or all of the management responsibility or funding responsibility for that site.	Non-federal
Federal activities - 03	The actions or activities of a federal department have created contamination on non-federal property (e.g. off-site migration). This includes past operations on a property that was sold and for which there is deemed to be ongoing responsibility.	Non-federal
Orphan site - 04	The person or corporation that created the pollution is unknown or is out of business. Generally, these sites are on federal Crown land where the federal government is ultimately responsible for remediation.	Canada Lands
Private sector lessee on crown land - 05	A situation where a lessee has contaminated a federal site that they lease. Normally, the lessee will be responsible for site remediation.	Non-federal
Reserve as defined in the Indian Act - 06	<ul style="list-style-type: none"> i- Surrendered lands or a reserve, as defined in the Indian Act; ii- Category IA land or Category IA-N land, as defined in the Cree Naskapi (of Quebec) Act, chapter 18 of the Statutes of Canada, 1984; iii- Sechelt lands, as defined in the Sechelt Indian Band Self-Government Act, chapter 27 of the Statutes of Canada, 1986; 	Canada Lands

Involvement Type	Definition	Property Type
	iv- Settlement land, as defined in the Yukon First Nations Self-Government Act, and lands in which an interest is transferred or recognized under section 21 of that Act.	
Offshore - 07	Lands under water of which the Government of Canada has power to dispose.	Canada Lands
National Park of Canada - 08	A park defines a National Park or National Marine Park as described in Schedule I of the National Parks Act , 2000 (Current to March 5, 2010).	Canada Lands
Other Canada Lands - 09	Use this item for Canada Lands north of 60 degrees latitude that is not defined as a National Park or a reserve.	Canada Lands

Note: When a property is disposed or sold to an organization not reporting to the DFRP and the liabilities for contaminated site remains with the reporting organization, the Reason for Federal Involvement needs to be changed to one of the Non Federal Involvement Types. The DFRP property number should not be removed from the Property Number field since this allows a historical connection to the original property. The Non-federal Owner Type also needs to be reported. Failure to make these changes will result in a Data Integrity error.

If a property is disposed or sold to a federal organization reporting to the DFRP and the existing reporting organization retains the financial liability for the clean-up, there are two reporting options:

1. Maintain the existing contaminated site under the current organization code and update the DFRP property number to reflect the DFRP property number belonging to the new organization. This approach simplifies the update to the contaminated site Tombstone and Annual Data in that all the record keeping is maintained in one organization.
2. The second approach is to update the [Liable Federal Third Party Identifier](#) and then transfer the site to the new organization using the Reassign Reporting Organization function of the data entry page. The new Reporting Organization will then need to update the DFRP field. This approach will require that the Tombstone data to be updated by the new reporting organization while the Third Party Organization would report the Annual Data.

Non-federal Owner Type

[Required] Defined List (1 Character)

Identifies the type of non-federal owner, if applicable. The list of non-federal owner types is also given in [Appendix B12](#).

Code	Non-federal Owner Type
1	Provincial Government
2	Municipal Government
3	Private Sector
4	Non-Agent Crown Corporation

A non-federal owner type is **only required if** the contaminated site has a Reason for Non-federal Involvement where the non-federal Involvement type code is 01, 02, 03 and 05.

Site Deleted Flag

[Mandatory] Logical

Indicates that the site has been deleted from the FCSI. A site is deleted (archived) if it was created in error or it has been consolidated into another site. The unique federal site identifier used for this site cannot be reused. A site that is remediated should not be deleted using this field. The site should instead be identified as [Closed](#) using the annually reported data.

Consolidated Into Federal Site Identifier

[Required] Text (8 Characters)

Identifies the federal site identifier of the encompassing site. A reporting organization may consolidate two or more sites into a single one. A *Consolidated Into federal site identifier* is **only required if** the contaminated site is consolidated into a different site.

Note: If a value is entered in this field then the [Site Deleted flag](#) must be set to true, otherwise, an error will be generated and the record will not be processed.

Information Protected

[Mandatory] Defined List

The Security Designation indicates the type of protection, if any, to impose on the publication of information regarding a contaminated site. Records marked with either security Code 1 or Code 2 are considered to be Protected “B”.

A Security warning in the form of a Data Integrity error will be generated when the security designation of a contaminated site is set lower than the DFRP property security designation. Custodians must address these security discrepancies as quickly as possible.

Securing data is appropriate only in a limited number of situations. The Security Designation Codes and descriptions are:

0 - Not Protected

All fields related to a record will be displayed, to both government and public users.

1 - All Information Protected

All fields will be hidden from all FCSI queries. This level of security will also hide an existing DFRP link to contaminated sites.

Only the fact that a record exists with the requested unique identifier and the name of the custodian organization will be shown, **only if** the user specifically queries for that site number. The geometry object (i.e. latitude/longitude centroid or polygon) related to this record will not be displayed in the Map Navigator.

2 - Street Address, Latitude and Longitude Protected

All fields will be displayed, with the exception of the Street Address, Latitude, and Longitude. This level of security will also hide an existing DFRP link to contaminated sites.

The geometry object (i.e. latitude/longitude centroid or polygon) related to this record would not be displayed in the Map Navigator.

Property Number

[Required] (5 Characters)

A five-digit DFRP Property Number that identifies a unique property. A property number is required if the Involvement Type is 00. Will also gives an error if the FCSI site is active but the DFRP is archived.

Location

[Optional] 400 Characters Maximum

This text field describes the location of the contaminated site on the property. The field must be bilingual when reported. A Missing Site Location error message will be generated if one of the bilingual fields is missing.

Latitude

[Mandatory] Decimal (8,6), e.g. 60.123456

Report the centre of contaminated site, in decimal degrees. If foreign Latitude is used and the Involvement Type specifies the property type as Canada Lands, an error message will be generated.

Longitude

[Mandatory] Decimal (9,6), e.g. -120.123456

Report the centre of the contaminated site, in decimal degrees. The decimal longitude values in the western hemisphere are negative. If a foreign Longitude is used and the Involvement Type specifies the property type as Canada Lands, an error message will be generated.

Note:

A DFRP data integrity check ensures the correlation of the DFRP property and the location of a federal contaminated site.

- a. A DFRP property and a federal contaminated site must be within 1 km of each other, otherwise an error will be generated.
- b. When a property polygon exists, the contaminated site must be located within the polygon otherwise an error will be generated.

Estimated Extent of Contamination

[Required] Decimal (13,4)

Indicates the total contamination estimated at the time of assessment. A **minimum** of one estimate is required although multiple estimates can be reported. Estimated **cubic meters** contaminated, estimated **hectares** contaminated and estimated **tons** contaminated are the three estimates available for reporting.

Normally, these estimates should not be reduced over time as remediation activities take place. However, the estimates could be updated as more accurate information becomes available through the department's assessment activities.

This field is required when the Highest Step Completed is 5 or above and the CCME Classification is 1, 2 or 3.

Progress should be recorded in the fields ActualCubicMetersRemediated, ActualHectaresRemediated and ActualTonsRemediated in the Annually Reported Data table ([A5](#) CS_FY).

Management Type

[Required] Defined List (1 Character)

Indicates the approaches used to assess, manage or remediate a contaminated site. The list of management types is also given in [Appendix B6](#). Multiple management types can be selected. An invalid Management Type will result in a rejected transaction.

Management Type	ManagementEN
1	Containment
2	Remediation
3	Continuous monitoring
4	Periodic monitoring
5	Additional assessment
6	Care and maintenance
7	Urgent works
9	Other
A	Assessment
B	Risk Management

Contaminant Type

[Required] Defined List (2 Characters)

This field describes the different categories of contaminants and is mandatory when the reported Highest Step Completed is Step 4 or above and will result in an error if it is missing or invalid. When a Contaminant Type is provided, the Contaminated Medium Type data must also be provided. The Contaminant Type and the Contaminated Medium Type need to be reported as a pair. The list of contaminant types is also given in [Appendix B2](#).

ContaminantType	ContaminantNameEN
11	PHCs (petroleum hydrocarbons)
12	BTEXs (benzene, toluene, ethyl benzene, and xylene)
13	PAHs (polycyclic aromatic hydrocarbon)
21	Metal, metalloid, and organometallic
31	Microorganism
41	PCBs (Polychlorinated Biphenyl) and PCDD/Fs (polychlorinated dibenzo-p-dioxin/dibenzofuran)
42	Pesticides
43	Halogenated hydrocarbons
51	Isotopes
71	Energetics
72	Biological/chemical warfare agents
91	Other inorganics
92	Other organics
93	Other physical/chemical (pH, temperature, dissolved solids, turbidity, etc.)

Contaminated Medium Type

[Required] Defined List (1 Character)

This field describes the different medium types where contamination is present. It is mandatory when the reported Highest Step Completed is Step 4 or above and will result in an error if it is missing or invalid. When a Contaminated Medium Type is provided, the Contaminant Type data must also be provided. The list of medium types is also given in [Appendix B7](#).

MediumType	MediumEN
0	Not available
1	Surface water
2	Groundwater
3	Sediment
4	Surface soil
5	Soil
6	Air
9	Other medium

Note:

The *surface soil* (4) is defined as being within the uppermost 1.5 m of the soil profile. Reference source is Section 2.5.2 on page 14 of the CCME *Protocol for the Derivation of Environmental and Human Health Soil Quality Guidelines* 2006 - http://www.ccme.ca/assets/pdf/sg_protocol_1332_e.pdf

Action Plan

[Optional] Unlimited Text Block

Briefly summarizes the reporting organization's plans for the management of the contaminated site. The Action Plan must be bilingual when reported. A Missing Action Plan error message will be generated if one of the bilingual fields is missing.

Additional Information

[Optional] Unlimited Text Block

This information could include other reasons for federal involvement, other contaminant types, other important factors associated with the site, limitations on site use as a result of its contamination or remediation, etc. The Additional Information text must be bilingual when reported. A Missing Additional Information error message will be generated if one of the bilingual fields is missing.

Annually Reported Data

Fiscal Year

[Mandatory] YYYY-YYYY (9 Characters)

Represents the applicable Fiscal Year (i.e. 2009-2010) to which the annual data applies.

The transaction will be rejected if an invalid Fiscal Year is entered.

Federal Site Identifier

[Mandatory] (8 Characters)

A unique federal site identifier used by the FCSI. The use of Federal Site Identifiers is strictly controlled. If pre-assigned Federal Site Identifiers are required, please contact the RPMPD at TBS.

The transaction will be rejected if an invalid Federal Site Identifier is entered or if the Federal Site Identifier is assigned to or reserved by another organization.

Reporting Department Identifier

[Mandatory] Defined List (3 Characters)

Identifies the federal department supplying the Fiscal Year data to the FCSI. The list of reporting organizations and branches are given in [Appendix B3](#).

It is possible that Tombstone data for a contaminated site could be reported by an organization that is different from the organization reporting the Annual Data. This situation may occur when a property is transferred to another organization but the contaminated site liability remains with the organization that caused the contamination. This situation would only be possible when information in the Liable Federal Third Party Identifier field is provided.

The transaction will be rejected if the Reporting Department Identifier does not match any known contaminated site.

Department's Internal Identifier

[Mandatory] 50 Characters Maximum

Internal identifier used by the responsible organization.

The Department's Internal Identifier is a number or text used in the organization's internal record system to identify a record. This number is distinct from the Federal Site Identifier used in the FCSI. The Department's Internal Identifier field may establish a manual or electronic cross-reference between the Department's internal records and the records in the FCSI. This data is available to the public.

The transaction will be rejected if the Department's Internal Identifier does not match any known contaminated site.

CCME Classification

[Required] Defined List (1 Character) (System Field Name: Class Type)

Describes the class of the contaminated site according to the Canadian Council of Ministers of the Environment National Classification System for Contaminated Sites (NCSCS). The list of CCME Classifications is also given in [Appendix B1](#).

NCSCS YEAR	ClassType	ClassNameEN
1992	1	Action required
1992	2	Action likely required
1992	3	Action may be required
1992	I	Insufficient data
1992	N	Action not likely required
2008	1	High Priority for Action
2008	2	Medium Priority for Action
2008	3	Low Priority for Action
2008	I	Insufficient information
2008	N	Not a priority for action

Sites should not be ranked relative to one another. Sites must be classified based on their individual characteristics in order to determine the appropriate classification (Class 1, 2, 3, or N) according to their priority for action, or Class I (for sites that require further information before they can be classified). It should be noted that the term “action” does not necessarily refer to remediation, but could also include risk assessment, risk management or further site characterization and data collection.

When using the Aquatic Site Classification System standard protocol to classify a site, the CCME NCSCS score should not be entered. The CCME Flag should be OFF and the NCSCS Year should not be set. The FCSAP NCS Score should contain the score value determined using the aquatic protocol.

The 2008 NCSCS Guidance Document is available at the following location:

http://www.ccme.ca/assets/pdf/pn_1403_ncscs_guidance_e.pdf

The 2008 classification groupings are as follows:

Class 1: High Priority for Action (Total NCSCS Score greater than 70)

The available information indicates that action (*e.g.*, further site characterization, risk management, remediation, etc.) is required to address existing concerns. Typically, Class 1 sites show a propensity to high concern for several factors, and measured or observed impacts have been documented. (Note, this category was previously called “Action Required”).

Class 2: Medium Priority for Action (Total NCSCS Score between 50 and 69.9)

The available information indicates that there is high potential for adverse impacts, although the threat to human health and the environment is generally not imminent. Typically, for Class 2 there is no direct indication of off-site contamination; however,

the potential for off-site migration tends to be rated high and therefore some action is likely required. (Note, this category was previously called “Action Likely Required”).

Class 3: Low Priority for Action (Total NCSCS Score between 37 and 49.9)

The available information indicates that the Site is currently not a high concern. However, additional investigation may be carried out to confirm the site classification. (Note, this category was previously called “Action May Be Required”).

Class N: Not a Priority for Action (Total NCSCS Score less than 37)

The available information indicates there is likely no significant environmental impact or human health threats. There is likely no need for action unless new information becomes available indicating greater concerns, in which case, the Site should be re-examined. (Note, this category was previously called “Action Not Likely Required”).

Class I: Insufficient Information (>15% of Responses are “Do Not Know”)

Although a minimum of a Phase I Environmental Site Assessment has been conducted for the site, there appears to be insufficient information to classify the Site. In this event, additional information is required to address data gaps.

CCME National Classification System Score

[Required] Decimal (3,1) Value - 0.0 to 100.0

The score of the contaminated site should be based on either the 2008 NCS or 1992 NCS protocol established by the CCME, depending on which classification system was used at the site.

FCSAP National Classification System Score

[Required] Decimal (3,1) Value - 0.0 to 100.0

The score of the contaminated site based on an updated version of the 1992 CCME NCS protocol developed by Environment Canada for the Federal Contaminated Sites Action Plan (FCSAP) program. This field is not needed if the NCSCS Year is set to 2008.

When using the Aquatic Site Classification System standard protocol to classify a site, the FCSAP NCS Score should contain the score value determined using the aquatic protocol.

NCSCS Year

[Required] (4 Characters)

Indicates the version (1992 or 2008) of the National Classification System for Contaminated Sites (NCSCS) used to classify the site. If the CCME Flag is set, this field must be populated. All annual data up to and including 2007-2008 is auto-populated with “1992” if the record's CCME Flag is set or if a Classification is provided. The FCSI Site Profile page will display the Classification according to the NCSCS Year indicated.

CCME Flag

[Mandatory] Logical e.g. 1 or 0

Indicates that the reporting organization used a standard protocol (CCME NCS or FCSAP NCS) and not an internally developed protocol. A value of 1 signifies the standard protocol was used while 0 signifies an internally developed protocol was used.

Highest Step Completed (HSC)

[Mandatory] Defined List (2 Characters)

Indicates the Highest Step **Completed** in the 10 step process defined in the Federal Approach to Contaminated Sites. E.g. If a site is under active remediation/risk management (i.e., in Step 8), the HSC should be reported as Step 7. The list of steps is also given in [Appendix B10](#).

StepType	StepNameEN
01	Identify suspect sites
02	Historical review
03	Initial testing program
04	Classify contaminated site using the CCME National Classification System
05	Detailed testing program
06	Reclassify the site using the CCME National Classification System
07	Develop remediation/risk management strategy
08	Implement remediation/risk management strategy
09	Confirmatory Sampling and Final Reporting
10	Long-term monitoring (optional)

Note:

If the value of the Highest Step Completed is 04, 05, 06, 07, 08, 09 or 10, the CCME Classification must be set, if not, an error message will be generated.

If the value of the Highest Step Completed is 01, 02 or 03, the CCME Classification should not be set, otherwise an error message will be generated.

Planned Completion Date for Step 7

[Required] YYYY-YYYY (9 Characters)

Represents the applicable Fiscal Year (i.e. 2009-2010) to which the annual data applies. When provided, this field indicates the applicable fiscal year planned for the completion of step 7 listed in [Appendix B10](#). An error will be generated if an invalid fiscal year is submitted.

Planned Completion Date for Step 8

[Required] YYYY-YYYY (9 Characters)

Represents the applicable Fiscal Year (i.e. 2009-2010) to which the annual data applies. When provided, this field indicates the applicable fiscal year planned for the completion of step 8 listed in [Appendix B10](#). An error will be generated if an invalid fiscal year is submitted.

Planned Completion Date for Step 9

[Required] YYYY-YYYY (9 Characters)

Represents the applicable Fiscal Year (i.e. 2009-2010) to which the annual data applies. When provided, this field indicates the applicable fiscal year planned for the completion of step 9 listed in [Appendix B10](#). An error will be generated if an invalid fiscal year is submitted.

Next Fiscal Year Budget[Required] Decimal (12,2) ($0 \leq 999999999.99$)

Indicates the Total Expenditure planned for the contaminated site for the next fiscal year. The value in this field should include the FCSAP portion of the expenditures. A negative value is not permitted.

Estimate Quality

[Mandatory] (1 Character)

Describes the accuracy of the liability. The terms are defined as follows:

An **Indicative Estimate** is an order-of-magnitude estimate that is not sufficiently reliable to warrant Treasury Board approval as a cost objective. It provides a rough cost projection used for budget planning purposes in the early stages of concept development of a project. It is usually based: on an operational statement of requirement (SOR), a market assessment of products and technological availability that would meet the requirement and other considerations such as implementation, life cycle costs and operational savings.

A **Substantive Estimate** is one of high quality and reliability and is based on detailed system and component design, design adaptation, workplans and drawings for components, construction or assembly, and installation. It includes site acquisition, preparation and any special requirements estimates. Contingency funding requirements must be justified based on line-by-line risk assessments, including market factors, industrial capability and labour considerations;

The list of estimate qualities is also given in [Appendix B4](#).

EstimateQualityType	EstimateQualityNameEN
I	Indicative
S	Substantive

Opening Liability

[Mandatory] Decimal (12,2)

Indicates the Opening Liability for the contaminated site for the fiscal year being reported. Determination of federal liability should be based on whether the government is likely obligated to remediate the site. Further guidance on liability determination can be obtained from the Government Accounting Policy and Reporting Division within the Office of the Comptroller General at TBS. For a new site being reported, the Opening Liability must be set to zero.

Note:

Effective fiscal year 2008-2009 the Opening Liability field will be populated from the previous year Closing Liability field. The opening liability will always equal the closing liability of the previous year.

Contingent Liability

[Mandatory] Decimal (12,2)

Indicates the contaminated site's contingent liability, for the fiscal year being reported. Determination of federal liability should be based on whether the government is likely obligated to remediate the site. Further guidance on liability determination can be obtained from the Government Accounting Policy and Reporting Division within the Office of the Comptroller General at TBS. A negative value is not permitted.

Note:

The FCSI Contingent Liability field reported by the custodian will populate one of two fields found within the FCSI Departmental Financial **Reports** located on the Secure FCSI website. That is, the *Contingent Liability Previously Reported* field or the *New Contingent Liability for Sites Not Previously Disclosed* field.

- If a FCSI Contingent Liability has never been previously reported, then the Contingent Liability value will populate the *New Contingent Liability for Sites Not Previously Disclosed* field.
- If a FCSI Contingent Liability was previously reported, then the Contingent Liability value will populate the *Contingent Liability Previously Reported* field.

Total Assessment Expenditure

[Mandatory] Decimal (12,2)

Indicates the total expenditure on assessment activities for the contaminated site during the fiscal year reported. If appropriate, the Total Assessment Expenditure value should include FCSAP funding. If the Total Assessment Expenditure is less than the reported FCSAP Assessment Expenditure, an error message will be generated. A negative value is not permitted.

Total Remediation Expenditure

[Mandatory] Decimal (12,2)

Indicates the total expenditure on remediation activities for the contaminated site during the fiscal year reported. If appropriate, the Total Remediation Expenditure value should include FCSAP funding. If the Total Remediation Expenditure is less than the reported FCSAP Remediation Expenditure, an error message will be generated. A negative value is not permitted.

Total Care and Maintenance Expenditure

[Mandatory] Decimal (12,2)

Indicates the total expenditure on care and maintenance activities for the contaminated site during the fiscal year reported. If appropriate, the Total Care and Maintenance Expenditure value should include FCSAP funding. If the Total Care and Maintenance Expenditure is less than the reported FCSAP Care and Maintenance Expenditure, an error message will be generated. A negative value is not permitted.

Total Monitoring Expenditure

[Required] Decimal (12,2)

Indicates the fiscal year expenditures related to post-remediation long-term monitoring (Step 10). If appropriate, the Total Monitoring Expenditure should include FCSAP funding. If the Total Monitoring Expenditure is less than the reported FCSAP Monitoring Expenditure, an error message will be generated. A negative value is not permitted.

Total Expenditure Reducing Liability (TERL)

[Mandatory] Decimal (12,2)

Indicates that part of the total expenditure that directly reduced the Government of Canada's liability for the contaminated site during the fiscal year reported. If appropriate, the Total Expenditure Reducing Liability should include FCSAP funding. The TREL will not be accepted and an error message will be generated if the amount is greater than the Opening Liability. A negative value is not permitted.

Total Adjustment

[Mandatory] Decimal (12,2)

Indicates the total adjustment made to the closing liability (other than the Expenditures Reducing Liability). The Total Adjustment field may be a positive or negative number.

Notes:

- For new sites, this represents the liability creation.
- For existing sites, this represents a liability adjustment.
- Adjustment values may represent an inflation factor adjustment, changes to project total costs or adjustments due to consolidation with another site.
- The FCSI Total Adjustment field reported by the custodian will populate one of two fields found within the FCSI Departmental Financial **Reports** located on the Secure FCSI website. That is, the *Changes to Liability Previously Reported* field or the *New Liability for Sites with no liability previously reported* field.
 - If a FCSI Total Adjustment field has never been previously reported, then this value will populate the *New Liability for Sites with no liability previously reported* field.
 - If a FCSI Total Adjustment field was previously reported, then this value will populate the *Changes to Liability Previously Reported* field.

Closing Liability

[Mandatory] Decimal (12,2)

Indicates the year end Closing Liability for the fiscal year being reported. Determination of federal liability should be based on whether the government is likely obligated to remediate the site. Further guidance on liability determination can be obtained from the Office of the Comptroller General, TBS. The Closing Liability is calculated using the following formula: **(Opening Liability – Total Expenditure Reducing Liability + Total Adjustment) = Closing Liability**. A negative value is not permitted. A contaminated site cannot be Closed if a Closing Liability is reported.

Reason for Adjustment Text

[Required] Text 500 Characters Maximum

Provides a detailed explanation of the value identified in the Total Adjustment.

Example:

The 2010 inflation factor of 0.4% resulted in an increase of \$300.00 while the Remediation Expenditure was higher than expected by \$3,000.00.

FCSAP Assessment Expenditure

[Required] Decimal (12,2)

Indicates the Assessment Expenditure funded by the FCSAP program during the reported fiscal year. The value of the FCSAP Assessment Expenditure cannot be greater than the value of the Total Assessment Expenditure. A negative value is not permitted.

FCSAP expenditure reported to the FCSI should reconcile with data reported to Environment Canada's IDEA system as part of FCSAP Annual Reporting.

FCSAP Remediation Expenditure

[Required] Decimal (12,2)

Indicates the Total Remediation Expenditure funded by the FCSAP program during the reported fiscal year. The value of the FCSAP Remediation Expenditure cannot be greater than the value of the Total Remediation Expenditure. A negative value is not permitted.

FCSAP expenditure reported to the FCSI should reconcile with data reported to Environment Canada's IDEA system as part of FCSAP Annual Reporting.

FCSAP Care and Maintenance Expenditure

[Required] Decimal (12,2)

Indicates the Total Care and Maintenance Expenditure funded by the FCSAP program during the reported fiscal year. The value of the FCSAP Care and Maintenance Expenditure cannot be greater than the value of the Total Care and Maintenance Expenditure. A negative value is not permitted.

FCSAP expenditure reported to the FCSI should reconcile with data reported to Environment Canada's IDEA system as part of FCSAP Annual Reporting.

FCSAP Total Monitoring expenditure

[Required] Decimal (12,2)

Indicates the fiscal year expenditures related to post-remediation long-term monitoring activities for the contaminated site funded by the FCSAP program. The value of the FCSAP Total Monitoring Expenditure cannot be greater than the value of the Total Monitoring Expenditure. A negative value is not permitted.

FCSAP expenditure reported to the FCSI should reconcile with data reported to Environment Canada's IDEA system as part of FCSAP Annual Reporting.

Actual Extent of Remediation

[Required] Decimal (13,4)

Indicates the actual extent of contamination remediated in the fiscal year. A **minimum** of one actual measurement is required although multiple measurements can be reported. Actual **cubic meters** remediated, actual **hectares** remediated and actual **tons** remediated are the three measurements available for reporting.

Closed

[Required] Logical Not Nullable

Indicates that a federal liability does not exist or no longer exists. A value of 1 signifies that the site is closed and that no liabilities exists. A value of 0 signifies that the site is open and may have a federal liability.

A site can be Closed if:

- i. A suspected site is assessed and determined not to be contaminated.
- ii. A contaminated site has been remediated and no residual liability exists on the site.
- iii. The site is disposed outside of the federal government and the liability no longer resides with the government of Canada.

A site cannot be Closed if a Closing Liability is reported. Once a site is Closed, the reporting of annual data is no longer required. site remains in the FCSI.

Certification of Completeness and Accuracy

Introduction

The [Policy on the Management of Real Property](#) applies to all departments within the meaning of Section 2 of the [Financial Administration Act](#) unless specific Acts or regulations override it and to consolidated Crown corporations as defined in the [Reporting Standard on Real Property](#).

In recording information in the FCSI, reporting organizations and branches must:

1. Refer to the FCSI Input Guide for instructions regarding content and input methods;
2. Maintain the mandatory and required information fields in their internal contaminated sites information systems;
3. Relate the FCSI number to their internal numbering systems; and
4. Certify annually the completeness and accuracy of information provided.

Responsibilities

Reporting organizations are those that assess, remediate or manage contaminated sites for which the federal government assumes partial or complete financial liability. They are responsible for developing and following strategic plans to relate their contaminated sites to program delivery, for recording the required contaminated site information in the FCSI, reporting fiscal year accounting data and providing an annual certification of completeness and accuracy.

The TBS will monitor departmental data input and produce reports on the contaminated sites administered by reporting organizations and branches, as they are required. The Secretariat is also responsible for verifying the quality of information in the core database and maintaining the related systems with respect to the FCSI.

FCSI Certification of Completeness and Accuracy

The reporting organization is responsible for:

1. The completeness and accuracy of its contaminated site records in the FCSI.
2. Applying internal audit procedures that are deemed necessary to ensure that the information in the FCSI is complete and accurate.
3. Reconciling FCSI Annual Data with the Environmental liabilities reported to the Public Accounts.
4. Appointing an official authorized to act for the reporting organization.

The Authorized Official may hold or delegate the responsibilities of Official Contact and/or Data Submitter. If these roles are delegated, the Authorized Official must submit in writing to the FCSI Administrator the name, title, mailing address, telephone and fax numbers, and email address of the delegates.

The Official Contact is responsible for responding to enquiries regarding the reporting organization's contaminated sites and the Data Submitter is responsible for submitting data to the FCSI.

4. Appointing a Financial Contact. This role is responsible for Public Accounts reporting requirements and is an officer or manager level.
5. Reporting to the FCSI all data related to changes in the reporting organization's contaminated sites.

When a transaction occurs that requires a change in the Tombstone Data, the reporting organization must report the new information to the FCSI within 30 days. The Annually Reported Data shall be reported once a year as at March 31st of each year.

Confirmation of completeness and accuracy is required on an annual basis. The RPMPD requires receipt of the signed Completeness and Accuracy Form by June 30th of each year.

The RPMPD may decide to withdraw or to not accept the FCSI Completeness and Accuracy certification submitted by a reporting organization. This decision would normally be made on the basis that the information contained in the FCSI does not accurately reflect the reporting organization's contaminated sites.

Where a department has multiple reporting organization codes (DOB codes), all reporting organizations must be certified before the department will be considered compliant with the Completeness and Accuracy requirements.

The following defines and scopes the Completeness and Accuracy certification:

1. FCSI Site Records

A contaminated site record refers to the core data elements found in the FCSI including Tombstone Data and Annually Reported Data for the relevant fiscal year.

2. Completeness

All contaminated sites must be reported to the FCSI except for the exclusions listed under the Limitations section of this guide.

3. Accuracy

The FCSI standard of accuracy requires that reporting organizations meet the requirements outlined in the [*Treasury Board Policy on Management of Real Property*](#). Reporting organizations must also correctly represent the core data elements and characteristics being reported to the FCSI. Note that FCSI Annual Data must reconcile with the environmental liabilities reported to the Public Accounts of Canada in order for certification to be accepted by TBS.

Data Quality Management

Data Quality Checks

Every reporting organization should develop a quality management program to help ensure that the information is complete and accurate. Such a program should include in its design several of the following manual and automated data verification processes.

1. Before submission, check each record/input form for missing data, deviations from standards or other inconsistencies. Correct any errors or omissions. Correct any errors detected by the FCSI/RPMPD.
2. RPMPD provides two computer-generated reports, which can be viewed online by Data Submitters and Officials with electronic access. The Input History Report (IHR) and the Data Integrity Report (DIR):

The IHR lists all data submitted by a reporting organization within a selected date range. Bring any errors or omissions to the attention of the RPMPD.

The DIR identifies records that are missing required information or contain incorrect information. A few of the errors that can be identified in this report are:

- Required fields have been left blank (e.g. contaminant types and contaminated medium types are missing);
 - Information has been included in one official language but not the other (e.g. site name appears in English but not in French);
 - Certain fields contain conflicting information (e.g. latitude and/or longitude are not in Canada).
3. Perform a comprehensive review of all sites to ensure that the records are accurate. For example, reporting a listing with an estimated contamination of 9,319 hectares when the actual correct estimate is 0.9319 hectares.
 4. Internal audit. Ensure that departmental inventories are compatible with the FCSI and that timely information on changes is sent to RPMPD.

Appendix

FCSI Transaction Data Tables

An accurate representation of the current transaction data tables can be found at:

<http://www.tbs-sct.gc.ca/fcsi-rscf/codes.aspx?Language=EN&sid=wu12311536800>

A1 - Contaminated Site Tombstone (CS)

Field	Data Field Type (Length)	Nullable
FederalSiteIdentifier	Char (8)	Not Nullable
InternalIdentifier	Varchar (50)	Not Nullable
Property_Number	Char (5)	Nullable
DOB_Identifier	Char (3)	Not Nullable
LiableFederalThirdPartyIdentifier	Char (3)	Nullable
InvolvementType	Char (2)	Nullable
NonFedOwnerType	Char (1)	Nullable
Latitude	Decimal (8,6)	Not Nullable
Longitude	Decimal (9,6)	Not Nullable
EstCubicMetersContaminated	Decimal (13,4)	Nullable
EstHectaresContaminated	Decimal (13,4)	Nullable
EstTonsContaminated	Decimal (13,4)	Nullable
ProtectedData	Logical	Not Nullable
SiteDeletedFlag	Logical	Not Nullable
ConsolidatedInto	Char (8)	Nullable
ReassignTo	Char (3)	Nullable
Fields to be Included in Download		For Admin Use Only
Created	Datetime	Not Nullable
Modified	Datetime	Not Nullable

A2 - Contaminated Site Management (CS_MANAGEMENT)

Field	Data Field Type (Length)	Nullable
FederalSiteIdentifier	Char (8)	Not Nullable
ManagementType	Char (1)	Not Nullable

A3 - Contaminant and Medium (CS_CM)

Field	Data Field Type (Length)	Nullable
FederalSiteIdentifier	Char (8)	Not Nullable
ContaminantType	Char (2)	Not Nullable
MediumType	Char (1)	Not Nullable

A4 - Contaminated Site Text (CS_TEXT)

Field	Data Field Type (Length)	Nullable
FederalSiteIdentifier	Char (8)	Not Nullable
TextType	Char (1)	Not Nullable
TextOrder	Integer	Not Nullable
TextEN	Varchar (4000)	Nullable
TextFR	Varchar (4000)	Nullable

A5 - Contaminated Site Fiscal Year (CS_FY)

Field	Data Field Type (Length)	Nullable
FiscalYear	Char (9)	Not Nullable
FederalSiteIdentifier	Char (8)	Not Nullable
DOB_Identifier	Char (3)	Not Nullable
InternalIdentifier	Varchar (50)	Not Nullable
ClassType	Char (1)	Nullable
CCME_NCS_Score	Decimal 4,1	Nullable
FCSAP_NCS_Score	Decimal 4,1	Nullable
NCSCS_Year	Char (4)	Nullable
CCME_Flag	Logical	Not Nullable
HighestStepCompleted	Char (2)	Not Nullable
PlannedCompletionDateStep7	Char (9)	Nullable
PlannedCompletionDateStep8	Char (9)	Nullable
PlannedCompletionDateStep9	Char (9)	Nullable
NextFiscalYearBudget	Decimal (12,2)	Nullable
EstimateQuality	Char (1)	Not Nullable
OpeningLiability	Decimal (12,2)	Nullable
ContingentLiability	Decimal (12,2)	Not Nullable
TotalAssessmentExpenditure	Decimal (12,2)	Not Nullable
TotalRemediationExpenditure	Decimal (12,2)	Not Nullable
TotalCareMaintenanceExpenditure	Decimal (12,2)	Not Nullable
TotalExpenditureReducingLiability	Decimal (12,2)	Not Nullable
TotalMonitoringExpenditure	Decimal (12,2)	Not Nullable
ClosingLiability	Decimal (12,2)	Not Nullable
TotalAdjustment	Decimal (12,2)	Not Nullable
ReasonForAdjustmentText	Varchar (500)	Nullable
FCSAPAssessmentExpenditure	Decimal (12,2)	Nullable
FCSAPRemediationExpenditure	Decimal (12,2)	Nullable
FCSAPCareMaintenanceExpenditure	Decimal (12,2)	Nullable
FCSAPTtotalMonitoringExpenditure	Decimal (12,2)	Not Nullable
ActualCubicMetersRemediated	Decimal (13,4)	Nullable
ActualHectaresRemediated	Decimal (13,4)	Nullable
ActualTonsRemediated	Decimal (13,4)	Nullable
Closed	Logical	Not Nullable
Fields to be Included in Download		For Admin Use Only
Created	Datetime	Not Nullable
Modified	Datetime	Not Nullable

A6 - FCSI Site Descriptors (Status)

HSC*	Clas Type	Closed	Next Fiscal Year Budget	Site Status
01			NULL or ZERO	Historical review planned.
01			Not NULL and Not Zero	Historical review underway.
01		<input checked="" type="checkbox"/>		Historical review not required.
02				Historical review completed. Initial testing underway.
02		<input checked="" type="checkbox"/>		Historical review completed. No further action required.
03				Initial testing completed. Detailed testing underway.
03		<input checked="" type="checkbox"/>		Initial testing completed. No further action required.
04	ANY			Initial testing completed. Detailed testing underway.
04	ANY	<input checked="" type="checkbox"/>		Initial testing completed. No further action required.
05	ANY			Detailed testing completed. Remediation / risk management planned.
05	ANY	<input checked="" type="checkbox"/>		Detailed testing completed. No further action required.
06	ANY			Detailed testing completed. Remedial action plan under development.
06	ANY	<input checked="" type="checkbox"/>		Detailed testing completed. No further action required.
07	ANY			Remedial action plan completed. Remediation / risk management underway.
07	ANY	<input checked="" type="checkbox"/>		Detailed testing completed. No further action required.
08	ANY			Remediation / risk management completed. Confirmatory sampling underway.
08	ANY	<input checked="" type="checkbox"/>		Remediation / risk management completed. No further action required.
09	ANY			Confirmatory sampling completed. Long term monitoring underway.
09	ANY	<input checked="" type="checkbox"/>		Confirmatory sampling completed. No further action required.
10	ANY	<input checked="" type="checkbox"/>		Long term monitoring completed. No further action required.

* HSC = Highest Step Completed

A7- FCSI Site Status**Site Status ****

HSC*	ACTIVE STATUS	SUSPECTED STATUS	CLOSED STATUS
01		<input checked="" type="checkbox"/>	
02		<input checked="" type="checkbox"/>	
03	<input checked="" type="checkbox"/>		
04	<input checked="" type="checkbox"/>		
05	<input checked="" type="checkbox"/>		
06	<input checked="" type="checkbox"/>		
07	<input checked="" type="checkbox"/>		
08	<input checked="" type="checkbox"/>		
09			<input checked="" type="checkbox"/>
10			<input checked="" type="checkbox"/>

* HSC = Highest Step Completed

** A site is considered Closed if at any point during the assessment and management process it is determined that no further action is required and the Closed flag is entered.

Active Site

Active sites are confirmed contaminated sites where remedial action is or may be required. These are identified as sites where the Highest Step Completed is 3 through 8 and the sites are not Closed in the FCSI.

Suspected Site

A Suspected site is one which requires further assessment to confirm whether or not the site is considered a contaminated site as per the Government of Canada, Contaminated Sites Management Working Group definition. A Suspected site is identified as a site where the Highest Step Completed is 1 or 2 and the site is not Closed in the FCSI.

Closed Site

A site is considered closed once the Highest Step Completed is step 9 or step 10, or if at any point during the assessment process it is determined that no further action is required and the Closed flag indicates that the site is closed in the FCSI.

FCSI Code Tables

The current versions of these code tables are available from:

<http://www.tbs-sct.gc.ca/fcsi-rscf/codes.aspx?Language=EN>

B1 - CCME Classification

NCSCS YEAR	ClassType	ClassNameEN
1992	1	Action required
1992	2	Action likely required
1992	3	Action may be required
1992	I	Insufficient data
1992	N	Action not likely required
2008	1	High Priority for Action
2008	2	Medium Priority for Action
2008	3	Low Priority for Action
2008	I	Insufficient information
2008	N	Not a priority for action

B2 - Contaminant

ContaminantType	ContaminantNameEN
11	PHCs (petroleum hydrocarbons)
12	BTEXs (benzene, toluene, ethyl benzene, and xylene)
13	PAHs (polycyclic aromatic hydrocarbon)
21	Metal, metalloid, and organometallic
31	Microorganism
41	PCBs (Polychlorinated Biphenyl) and PCDD/Fs (polychlorinated dibenzo-p-dioxin/dibenzofuran)
42	Pesticides
43	Halogenated hydrocarbons
51	Isotopes
71	Energetics
72	Biological/chemical warfare agents
91	Other inorganics
92	Other organics
93	Other physical/chemical (pH, temperature, dissolved solids, turbidity, etc.)

B3 - Department Organization

DOB_Identifier	FGO_Identifier	DOB_Name_EN	DOB_Abbreviated_Name_EN	DOB_Type	Archived
BSF	BSF	Canada Border Services Agency	CBSA	D	
NAR	NAR	Canada Customs and Revenue Agency	CCRA	D	Y
ICA	ICA	Canadian Food Inspection Agency	CFIA	D	
PEN	PEN	Correctional Service of Canada	CSC	D	
AGR	AGR	Department of Agriculture and Agri-Food	AAFC	D	
DFO	DFO	Department of Fisheries and Oceans	F&O	D	
EXT	EXT	Department of Foreign Affairs	DFAIT	D	
SHC	SHC	Department of Health	HC	D	
IIA	IAN	Department of Indian Affairs and Northern Development (Indian and Inuit Affairs Program)	INAC-IIA	B	
NOR	IAN	Department of Indian Affairs and Northern Development (Northern Affairs Program)	INAC-NAP	B	
DUS	DUS	Department of Industry	IC	D	
DND	DND	Department of National Defence	ND	D	
RSN	RSN	Department of Natural Resources	NRCan	D	
SVC	SVC	Department of Public Works and Government Services	PWGSC	D	
DOE	DOE	Department of the Environment	EC	D	
MOT	MOT	Department of Transport	TC	D	
DVA	DVA	Department of Veterans Affairs	VAC	D	
MAI	MAI	Marine Atlantic Inc.	MAI	D	
NCC	NCC	National Capital Commission	NCC	D	
NRC	NRC	National Research Council of Canada	NRC	D	
CAP	CAP	Parks Canada Agency	PCPL	D	
REA	REA	Prairie Farm Rehabilitation Administration	PFRA	D	
RCM	RCM	Royal Canadian Mounted Police	RCMP	D	
CCB	CCB	The Jacques-Cartier and Champlain Bridges Incorporated	JCCBI	D	
VIA	VIA	Via Rail Canada Inc.	VIA	D	

B4 - Estimate Quality

EstimateQualityType	EstimateQualityNameEN
I	Indicative
S	Substantive

B5 – Reason for Federal Involvement

InvolvementType	InvolvementEN	PropertyType
00	Federal real property / Federal Program Lands	Federal
01	Contractual obligation	Non-federal
02	Explicit federal policy decision	Non-federal
03	Federal activities	Non-federal
04	Orphan site	Canada Lands
05	Private sector lessee on crown land	Non-federal
06	A Reserve as defined in the Indian Act (25)	Canada Lands
07	Offshore	Canada Lands
08	National Park of Canada	Canada Lands
09	Other Canada Lands	Canada Lands

Involvement Type	Definition	Property Type
Federal real property / Federal Program Lands - 00	The contaminated site is located on federal real property (i.e. under the custodianship of a department, agency or consolidated Crown corporation).	Federal
Contractual obligation - 01	<p>The federal government has assumed responsibility for some aspect of the management of a contaminated site as a result of a contract with another party.</p> <p>The other party could be an individual, a private sector corporation, a Crown Corporation or another level of government.</p> <p>Agreements with other federal departments would not fall into this category.</p>	Non-federal
Explicit federal policy decision - 02	Although the federal government has no legal liability or responsibility for a particular contaminated site, the government has made a decision to voluntarily assume some or all of the management responsibility or funding responsibility for that site.	Non-federal

Involvement Type	Definition	Property Type
Federal activities - 03	The actions or activities of a federal department have created contamination on non-federal property (e.g. off-site migration). This includes past operations on a property that was sold and for which there is deemed to be ongoing responsibility.	Non-federal
Orphan site - 04	The person or corporation that created the pollution is unknown or is out of business. Generally, these sites are on federal Crown land where the federal government is ultimately responsible for remediation.	Canada Lands
Private sector lessee on crown land - 05	A situation where a lessee has contaminated a federal site that they lease. Normally, the lessee will be responsible for site remediation.	Non-federal
Reserve as defined in the Indian Act - 06	<ul style="list-style-type: none"> v- Surrendered lands or a reserve, as defined in the Indian Act; vi- Category IA land or Category IA-N land, as defined in the Cree Naskapi (of Quebec) Act, chapter 18 of the Statutes of Canada, 1984; vii- Sechelt lands, as defined in the Sechelt Indian Band Self-Government Act, chapter 27 of the Statutes of Canada, 1986; viii- Settlement land, as defined in the Yukon First Nations Self-Government Act, and lands in which an interest is transferred or recognized under section 21 of that Act. 	Canada Lands
Offshore - 07	Lands under water of which the Government of Canada has power to dispose.	Canada Lands
National Park of Canada - 08	A park defines a National Park or National Marine Park as described in Schedule I of the National Parks Act , 2000 (Current to March 5, 2010).	Canada Lands
Other Canada Lands- 09	Use this item for Canada Lands north of 60 degrees latitude that is not defined as a National Park or a reserve.	Canada Lands

B6 – Management Type

ManagementType	ManagementEN
1	Containment
2	Remediation
3	Continuous monitoring
4	Periodic monitoring
5	Additional assessment
6	Care and maintenance
7	Urgent works
9	Other
A	Assessment
B	Risk Management

B7 - Contaminated Medium

MediumType	MediumEN
0	Not available
1	Surface water
2	Groundwater
3	Sediment
4	Surface soil
5	Soil
6	Air
9	Other medium

B8 - Real Property Type

The type of property associated with a specific reason for federal involvement.

PropertyType	PropertyTypeEN
C	Canada Lands
F	Federal
N	Non-federal

B9 - Site Text Type

TextType	TextNameEN	TextNameFR
1	Action Plan	Plan d'action
2	Additional Information	Information additionnelle
3	Location	L'emplacement
4	Site Name	Nom de site

B10 - Federal 10 Step Process

The ten step process defined by the Contaminated Sites Management Working Group (CSMWG) in [A Federal Approach to Contaminated Sites](#)

StepType	StepNameEN
01	Identify suspect sites
02	Historical review
03	Initial testing program
04	Classify contaminated site using the CCME National Classification System
05	Detailed testing program
06	Reclassify the site using the CCME National Classification System
07	Develop remediation/risk management strategy
08	Implement remediation/risk management strategy
09	Confirmatory Sampling and Final Reporting
10	Long-term monitoring (optional)

B11 - Federal Government Organization

Due to the magnitude of this table, please visit <http://www.tbs-sct.gc.ca/dfrp-rbif/codes.asp?Language=EN> and select *FGO Federal Government Organization* to generate the current code table.

B12 - Non-federal Owner Type

NonFedOwnerType	TextNameEN
1	Provincial Government
2	Municipal Government
3	Private Sector
4	Non-Agent Crown Corporation

Conversions**C1 - Metric Conversion Factors**

To Convert:

From	To	Multiply by
1 acre	Square metres	4046.8564
1 centimetre	Inches	0.39370078
1 foot	Metres	0.3048
1 hectare	Acres	2.4710539
1 hectare	Square feet	107639.10
Square metres	Hectares	0.0001
1 inch	Centimetres	2.54
1 metre	Feet	3.2808398
1 square foot	Square metres	0.0929034
Square feet	Acres	2.295684×10^{-5}
1 square metre	Square feet	10.763910
1 square yard	Square metres	0.8361274
1 township (36 sections)	Square kilometres	92.23957
1 hectare	Square metres	10000

C2 - Converting Latitude and Longitude

- **From Degrees, Minutes, Seconds to a Decimal**

Decimal Degrees = Degrees + (((Minutes * 60) + Seconds) / 3600)

For example:

$$46^{\circ} 44' 24'' = 46.7400^{\circ}$$

$$\begin{aligned} 46^{\circ} 44' 24'' &= 46 + (((44 * 60) + 24) / 3600) \\ &= 46 + ((2640 + 24) / 3600) \\ &= 46 + (2664 / 3600) \\ &= 46 + 0.7400 \\ &= 46.7400 \end{aligned}$$

- **From Decimal to Degrees, Minutes, Seconds**

A decimal (46.7400) has an integer part (46) and a fractional part (0.7400):

Degrees = the integer part of decimal degrees

Minutes = the integer part of (the fractional part of decimal degrees * 60)

Seconds = the integer part of (the fractional part of decimal minutes * 60)

For example:

$$46.7400^{\circ} = 46^{\circ} 44' 24''$$

46° is the integer part of 46.7400 decimal degrees

44' is the integer part of $0.7400 * 60 = 44.4000$ decimal minutes

24" is the integer part of $0.4000 * 60 = 24.0000$

Internet Reference Sites

D1 - Real Property and Materiel Policy Division Sites

FCSI Home Page

<http://www.tbs-sct.gc.ca/fcsi-rscf/>

FCSI Code Tables

<http://www.tbs-sct.gc.ca/fcsi-rscf/codes.aspx?Language=EN&sid=wu510151037933>

DFRP Home Page

<http://www.tbs-sct.gc.ca/dfrp-rbif/home-accueil.asp?Language=EN>

Real Property Management Home Page

<http://www.tbs-sct.gc.ca/rpm-gbi/home-accueil.asp?Language=EN>

D2 - Other Treasury Board of Canada Secretariat Sites

Official Languages Home Page

<http://www.psagency-agencefp.gc.ca/olo-eng.asp>

Federal Identity Program

http://www.tbs-sct.gc.ca/fip-pcim/index_e.asp

Federal Departments and Agencies

<http://canada.gc.ca/depts/major/depind-eng.html>

D3 - Department of Justice Canada

Financial Administration Act

<http://laws.justice.gc.ca/eng/F-11/>

Access to Information Act

<http://laws.justice.gc.ca/en/A-1/index.html>

D4 – Other

2008 NCSCS Guidance Document

http://www.ccme.ca/assets/pdf/pn_1403_ncscs_guidance_e.pdf

Federal Contaminated Sites Action Plan (FCSAP) Web Portal

<http://www.federalcontaminatedsites.gc.ca>

A Federal Approach to Contaminated Sites

<http://dsp-psd.pwgsc.gc.ca/Collection/EN40-611-2000E.pdf>