

Environment Protection Authority Report Submission Requirements

This Information Sheet outlines the Environment Protection Authority's (EPA) report submission requirements for contaminated land assessment reports (including audits), reuse assessment reports and waste classification reports.

General Requirements:

Guidelines

All reports submitted to the Environment Protection Authority (EPA) in relation to contaminated land assessments, off-site reuse assessments or waste classification assessments are to be prepared in general accordance with the guidelines and/or publications (as updated from time to time) listed in the EPA [Contaminated Sites Environment Protection Policy 2017](#) (CSEPP).

Contaminated land assessment reports (hereafter referred to as site suitability reports) include draft and final site audit reports, environmental site assessment reports, tank excavation assessment reports, site validation reports and all other reports of this type.

Should you require clarification as to which guidelines to apply please contact Environmental Quality within the Office of the EPA (OEPA) at ContaminatedSites@act.gov.au.

Site definition

All sites referenced in the above reports are to be defined using their appropriate block, section, division and district identifiers. This information can be obtained from [ACTmapj](#).

Where a site suitability report relates to the assessment of part of a block or crosses block boundaries the assessment area must also be geospatially defined using the Geocentric Datum of Australia 2020 (Map Grid of Australia Zone 55). For complex site boundaries a corresponding shapefile must also be included with the report along with the usual figure(s) defining the site. A shapefile is not required where the assessment relates to the whole of a block or the whole of a number of blocks or the site boundary can be simply defined with a table of coordinates.

Site suitability statements – Land uses

All site suitability reports are to include a clear conclusion as to the site's suitability, from a contamination perspective, for its proposed and permitted land uses under the [ACT Territory Plan 2008](#). Consideration is to be given to the site's suitability for **all** land uses permitted by its zoning. The use of generic terms such as commercial/industrial is not acceptable.

Site management plans – Audited sites

Where a site audit finds a site is suitable for a range of

uses subject to the implementation of a site management plan the draft site management plan must be submitted for review with the draft audit documents in accordance with the CSEPP.

Report Submission Requirements:

Site Suitability Reports

To ensure the EPA's report quality requirements for site suitability reports are satisfied it is strongly recommended that consultants utilise the procedures and checklists contained in relevant EPA endorsed guidelines and/or publications. Examples include the [National Environment Protection Council, National Environment Protection \(Assessment of Site Contamination\) Measure 1999 \(updated 2013\), Information Sheet 7 - Guidance for Undertaking Preliminary Contamination Investigations for Development/Lease Variation Purposes](#), the [NSW EPA Consultants reporting on contaminated land, Contaminated Land Guidelines, May 2020](#) and the [NSW EPA Contaminated Land Management Guidelines for the NSW Site Auditor Scheme \(3rd edition\), October 2017](#). A completed copy of the appropriate checklist should be appended to the relevant report.

All site suitability reports submitted to the EPA are to be accompanied by a letter of introduction from the land custodian and/or person/company responsible for commissioning the report detailing the purpose of the report and the action being requested from the EPA. Please be aware that reports received without a letter of introduction will be archived for information purposes only and no further action taken.

All site suitability reports submitted to the EPA for review are to be forwarded in both hardcopy (full colour, signed and bound copy) **and** digital format.

The letter of introduction and the hardcopy reports are to be addressed and sent to:

Environment Protection Authority
GPO Box 158
Canberra ACT 2601

Note: Due to ACT Government security requirements all reports submitted in hardcopy are to be sent to GPO Box 158, Canberra ACT 2601. Reports can no longer be hand delivered to the Access Canberra Shopfront in Dickson or hand delivered directly to OEPA officers.

Digital copies of the reports are to be submitted on a

thumb drive with the hardcopy report or emailed to Environmental Quality at ContaminatedSites@act.gov.au. Files greater than 50 megabytes in size should be sent via internet file transfer.

Off-site Reuse and Waste Classification Assessment Reports

All reports or requests submitted to the EPA in relation to assessments undertaken in accordance with [Information sheet 4 – Requirements for the reuse and disposal of contaminated soil in the ACT](#) (that is, waste classification sampling density variation requests, off-site reuse assessment approval requests, waste classification disposal approval requests) are to be forwarded in digital format to the appropriate email address, as detailed below.

Reports can generally be forwarded as an email attachment for files less than or equal to 50 megabytes in size or via internet file transfer for files greater than 50 megabytes.

All approval requests are to be submitted by and include the full contact details, including the email address, of the person and/or company responsible for the material to which the approval request relates (for example the land custodian or developer). Approval requests can no longer be submitted by or issued to the consultant undertaking the assessment or the contractor removing the material from site unless they are the person and/or company responsible for the material.

Off-site reuse assessment reports and enquiries are to be sent to: Environmental Quality at ContaminatedSites@act.gov.au.

Waste Classification enquiries are to be sent to: Waste Disposal and Transport, Environmental Quality EnvironmentalStandards@act.gov.au.

Waste classification assessment reports are to be submitted using the ACT Government [SmartForm](#).

Report review timing:

Site suitability reports, including draft and final site audit reports, will generally be reviewed, comments provided and/or endorsed within **15 working days** from the date of receipt of the hardcopy report by the EPA.

Off-site reuse and waste classification documents will generally be reviewed, comments provided and/or approved, if appropriate, within **10 working days** of receipt of the digital document.

Please note that these review times may vary subject to operational workload and should be built into program timelines.

For more information

Contact the Office of the EPA by calling Access Canberra on 13 22 81 or go to www.accesscanberra.act.gov.au

Last updated July 2022.

Further Information | Phone: Access Canberra on 13 22 81 | Email: ContaminatedSites@act.gov.au | Web: www.accesscanberra.act.gov.au

Note: This guidance material has been prepared using the best information available to Access Canberra. Any information about legislative obligations or responsibilities included in this material is only applicable to the circumstances described in the material. You should always check the legislation referred to in this material and make your own judgement about what action you may need to take to ensure you have complied with the law. Accordingly, Access Canberra extends no warranties as to the suitability of the information for your specific situation.