

Submitting Record of Site Condition (RoSC): Questionnaire

Intended User: Authorized representatives of AER regulated licensees and assigned delegates

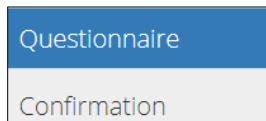
Overview

This quick reference guide (QRG) describes how to complete the Questionnaire tab of the Record of Site Condition (RoSC) in OneStop.

By getting here you have already completed the Create and General tabs in your RoSC submission. See QRGs: *Submitting Record of Site Condition (RoSC): Create* and *Submitting Record of Site Condition (RoSC): General*.

Complete Questionnaire

Click **Questionnaire** on the left navigation bar.



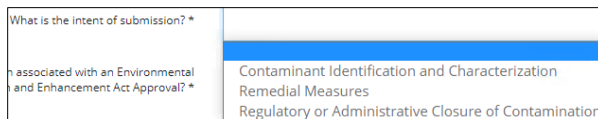
Intent

This section identifies which legislative role the submission intends to fulfill. This is determined through two questions:

- What is the intent of submission?
- What submission best fulfills that intent?

Note: The submission type does not need to match the title of the professional report(s) attached to the RoSC.

1. Select the **intent** of your submission from the drop-down list.



The image shows a screenshot of a web form. The question is 'What is the intent of submission? *'. Below the question is a drop-down menu with three options: 'Contaminant Identification and Characterization', 'Remedial Measures', and 'Regulatory or Administrative Closure of Contamination'. The first option is selected and highlighted in blue.

Contaminant Identification and Characterization

- Select this option **if the report determines** the following: contamination exists, the extent of contamination, and/or if adverse effects exist (e.g., evaluating a Tier 1 exceedance).
- No submission type under this category requires regulatory acceptance.

Remedial Measures

- Select this option when providing information on remedial measures and compliance with the *Environmental Protection and Enhancement Act (EPEA)* and the *Remediation Regulation*.
- This intent applies to Remedial Action Plans (RAPs), Risk Management Plans (RMPs), Site-Specific Risk Assessments (SSRAs), and other submissions where regulatory acceptance is required.

Exceptions: Ongoing reporting updates for an accepted RAP and remediation reports are considered appropriate submission types under the Remedial Measures intent, but do not require regulatory acceptance.

Regulatory or Administrative Closure of Contamination

- Select this option for closure submissions regarding contamination when remedial measures are no longer required. Submission types under this intent require regulatory acceptance, except for the **Pre-Reclamation Certificate Application Contamination Review**.

- Select **Pre-Reclamation Certificate Application Contamination Review** if the submission details an evaluation of contamination prior to undertaking reclamation. If reclamation is complete and the RoSC is being submitted as part of a reclamation certificate application, select **Reclamation Certificate Application** as the submission type.

See *Submitting a Record of Site Condition (RoSC): Intent of Submission QRG* for more information on specific intent of submissions and submission types.

2. Select the submission that best fulfills your intent from the drop-down menu.

What submission best fulfills this intent? *	▼
Is the submission associated with an Environmental Protection and Enhancement Act Approval? *	Groundwater Monitoring Report
Was the submission required by a Letter of Direction or an Enforcement Order? *	Groundwater Monitoring Update
Does the site associated with the submission have a previously accepted remedial action plan? *	Phase 2 Environmental Site Assessment Report
	Soil Monitoring Report
	Surveillance Monitoring Report
	Other

- a) If Remedial Measures was selected for Step 1, **and** SSRA best fulfills the intent, answer an additional question.

Select **Yes** or **No**: Are you requesting a review and consultation of the Site-Specific Risk Assessment from the Regulator?

Are you requesting review and consultation of the Site-Specific Risk Assessment from the Regulator? *	<input type="button" value="Yes"/> <input type="button" value="No"/>
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Note: Ensure that conditions requiring an SSRA consultation are met for this submission type. Using routine, prescribed methodology to develop Tier 2 guidelines (i.e., pathway elimination, guideline adjustment, SST Tier 2A/B) does not constitute appropriate conditions for requesting SSRA review and consultation. See *Submitting a Record of Site Condition (RoSC): Intent of Submission QRG* and Manual 021: Contamination Management for more information.

3. Select **Yes** or **No**: Is the submission associated with an *EPEA* approval?

Is the submission associated with an Environmental Protection and Enhancement Act Approval? *	<input type="button" value="Yes"/> <input type="button" value="No"/>
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- a) If **Yes**, select the approval status.

What is the status of the approval? *	<input type="button" value="Operating"/> <input type="button" value="Decommissioning"/>
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4. Select **Yes** or **No**: Was the submission required by Letter of Direction or an Enforcement Order?

Was the submission required by a Letter of Direction or an Enforcement Order? *	<input type="button" value="Yes"/> <input type="button" value="No"/>
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Note: Letters specifying annual updates, next submissions for a file, or other requests are not considered Direction or an Enforcement Order.

5. Select **Yes** or **No**: Does the site associated with your submission have a previously accepted RAP?

Does the site associated with the submission have a previously accepted remedial action plan? *	Yes	No
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- a) If **Yes**, does your submission contain a request to modify the previously accepted program or plan? Select **Yes** or **No**.

Does the submission contain a request to modify the previously accepted program or plan? *	Yes	No
--	-----	----

6. Click **Save** at the bottom right of the screen.

Save

Tip

Save often. Your entry will be lost if you leave the page or close the window without saving.

Stakeholders

1. Click **Stakeholders** tab.

Intent	Stakeholders
--------	---------------------

2. Landowners: Select all the **landowners** / jurisdictions that apply.

Landowners	
(Select all that apply)	<input type="checkbox"/> Freehold
	<input type="checkbox"/> Federal
	<input type="checkbox"/> Public Lands
	<input type="checkbox"/> IOGC
	<input type="checkbox"/> Other (explain below)

- a) For public lands, add the **Public Lands Act (PLA)** disposition number.

<input checked="" type="checkbox"/> Public Lands
<input type="checkbox"/> IOGC
<input type="checkbox"/> Other (explain below)
PLA Disposition Number *
Add Remove

- b) Click **Add** **Add** and enter the **disposition number** in the row provided.

<input type="checkbox"/>	PLA Disposition Number ⇅
<input type="checkbox"/>	LOC130243

Tip

To remove a row of information, click the box beside the row you wish to remove. Click **Remove**.

<input checked="" type="checkbox"/>	Type* ⇅	Remove
<input checked="" type="checkbox"/>		

- c) For **Other**, enter comments in the text box provided.

A screenshot of a form section. At the top, there is a checkbox labeled "Other (explain below)" which is checked with a blue checkmark. Below this, there is a text box labeled "Comments" on the left side, which is currently empty.

- 3. Occupants: An occupant can be the property owner, operator, or other person that rents or leases the property. Select all the **occupants** that apply.


- a) For **Other**, enter **comments** in the text box provided.

A screenshot of a form section titled "Occupants". It contains the instruction "(Select all that apply)" followed by three checkboxes: "Operator", "Landowner", and "Other (explain below)". At the bottom of the section, there is a text box labeled "Comments".

- 4. Other: Select all other **parties** that apply.

- a) For **Other**, enter **comments** in the text box provided.

A screenshot of a form section titled "Other". It contains the instruction "(Select all that apply)" followed by five checkboxes: "Offsite parties", "Developer", "Municipality", "First Nations", and "Other (explain below)". At the bottom of the section, there is a text box labeled "Comments".

- 5. Click **Save** at the bottom right of the screen. 

Site Characterization

- 1. Click **Site Characterization** tab.

A screenshot of three navigation tabs: "Intent", "Stakeholders", and "Site Characterization". The "Site Characterization" tab is highlighted in blue, indicating it is the active tab.

- 2. Land Use: Select the **Current Land Use** from the drop-down list.

Specify the land use classification that best describes the current, future, and more sensitive land use for the site. Refer to Section 3.2 of the *Alberta Tier 1 Soil and Groundwater Remediation Guidelines (AENV, 2007a, as amended)* for more details on land use classifications.

A screenshot of a dropdown menu. The label "Current Land Use *" is visible. The dropdown list is open, showing five options: "Agriculture", "Commercial", "Industrial", "Natural Area", and "Residential/Parkland". The "Agriculture" option is currently selected and highlighted in blue.

3. Select **Future Land Use** from the drop-down list.

4. Select **Yes** or **No**: Is the adjacent land use more sensitive?

- a) If **Yes**, select the **land use** from the drop-down list.

5. Applicable Guidelines: Select **Yes** or **No** – Does all analytical data collected on the site meet Tier 1 guidelines, including Tier 1 guidelines using appropriate background values?

- Select **Yes** if all relevant analytical data meets Tier 1 soil and groundwater guidelines or Tier 1 background values. Ensure the answer is supported in the professional report(s) that accompany the RoSC.

Tip


If **Yes** response, complete only the **Professional Reports** tab. Tabs that follow are optional: Guidelines Applied, Soil and Groundwater Details, Contaminant Details, and Remedial Measures.

If Tier 1 background was used, indicate the background values within the “Background Concentrations that exceed Tier 1 guidelines” table in the Contaminant Details tab.

- Select **No** if all relevant analytical data **does not** meet Tier 1 soil and groundwater guidelines (e.g., an exceedance of Tier 1).
- Select **No** even if all the analytical data meets Tier 1 background values or Tier 2 derived guidelines. Enter site-specific guidelines in the Contaminant Details section.
- Select **No** when contaminants of concern, not listed in Tier 1, have been identified, even if Tier 1 guidelines are otherwise met.

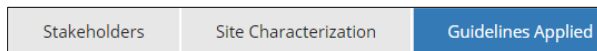
- a) If **No**, select **Yes** or **No** to answer the following questions:

- Has information been communicated to all affected third parties?
- Are concentrations above applicable guidelines at existing water well receptors (including domestic, industrial, irrigation, and livestock watering water supply wells)?
- Are concentrations above applicable guidelines in surface water or wetland?
- Are concentrations above applicable guidelines in a dugout?
- Has vapour testing has been completed?

6. Click **Save** at the bottom right of the screen. 

Guidelines Applied

1. Click **Guidelines Applied** tab.



2. Select **all** the **guidelines** that apply to the site.

Guidelines Applied

(Select all that apply.)

<input type="checkbox"/> Remote green zone	<input type="checkbox"/> Biogenic interference calculation	<input type="checkbox"/> D050-equivalent salinity guidelines
<input type="checkbox"/> Tier 1 with background	<input type="checkbox"/> Site-specific risk assessment	<input checked="" type="checkbox"/> Tier 1
<input type="checkbox"/> Tier 2 modification	<input type="checkbox"/> Tier 2 pathway exclusion	<input type="checkbox"/> Tier 2A subsoil salinity tool
<input type="checkbox"/> Tier 2B subsoil salinity tool	<input type="checkbox"/> Tier 2C subsoil salinity tool	<input type="checkbox"/> Surface water quality guidelines
<input type="checkbox"/> Directive for Monitoring the Impact of Sulphur Dust on Soil	<input type="checkbox"/> Sulphur Remediation Guidelines	<input type="checkbox"/> Other (explain in comment box)

Comments:

a) Tier 1 is a default selection: Select **Yes** or **No** to answer the related question or unselect the guideline if it does not apply.

Tier 1

Tier 1

Site conditions allow the use of Tier 1 guidelines (no conditions precluding use of Tier 1 guidelines apply)

Yes

No

3. Select **Yes** or **No**: Are screening guidelines being applied to the site?

Are screening guidelines being applied at the site?

Yes

No

4. Based on your guideline selection(s) in Step 2, additional questions will appear. Select **Yes** or **No** to answer the questions.

Example:


The first screenshot shows a box titled 'Guidelines Applied' with a sub-header '(Select all that apply.)'. A checkbox labeled 'Remote green zone' is checked. The second screenshot shows a section titled 'Remote Green Zone' with two questions: 'The site meets the expectations laid out in the Subsoil Petroleum Hydrocarbon Guidelines for Remote Forested Sites in the Green Area (AEP, 2014)?' and 'Adjustment has been applied only to petroleum hydrocarbon parameters?'. Both questions have 'Yes' buttons selected.

a) For **Other**, enter comments in the text box provided, and select **Yes** or **No** to answer additional questions that appear.

The screenshot shows the 'Other (explain in comment box)' option selected. Below it is a text area labeled 'Comments:' with a text input field.

Note: Use **Other** when applying the Native Prairie Protocol and indicate it in the comments.

The screenshot shows the 'Other' section with three questions: 'Have contaminants not listed in Tier 1 guidelines been identified at the site?', 'Are grandfathered guidelines being applied at the site?', and 'Are guidelines from a jurisdiction outside Alberta being applied?'. Each question has a 'Yes' button selected.

5. Click **Save** at the bottom right of the screen. 

Soil and Groundwater Details

1. Click **Soil and Groundwater Details** tab.

The screenshot shows two tabs: 'Guidelines Applied' and 'Soil and Groundwater Details'. The 'Soil and Groundwater Details' tab is selected and highlighted in blue.

a) When **Tier 2 guidelines** have been applied, it is strongly recommended to enter site-specific information instead of using Tier 1 default values.

2. Soil Details: Select the **Soil particle size**, the most appropriate governing soil particle size on the site. If unsure, select **Most Stringent**.

The screenshot shows a dropdown menu for 'Soil particle size'. The options are 'Coarse', 'Fine', and 'Most Stringent'. 'Most Stringent' is selected.

3. Data will auto-populate the form based on the selection. Revise entries as needed.

a) **Note:** When **Most Stringent** is selected, the coarse default values will be shown onscreen, though the most stringent default values are used in the AER's appraisal of this information.

Organic carbon content (g/g) ⓘ	<input type="text"/>
Bulk density (g/cm ³) ⓘ	<input type="text"/>
Water content (g/g) ⓘ	<input type="text"/>

Tip
 Hover over the information icon ⓘ for details about each requirement.

Default Tier 1 value for coarse and fine soil is 0.005

Organic carbon content (g/g) ⓘ

4. Groundwater Details – Tier 1 default values are auto-populated in this section. Revise entries as needed.

Groundwater Details	
Hydraulic conductivity (non-aquifer) (m/y) ⓘ	32
Hydraulic gradient (non-aquifer) (m/m) ⓘ	0.028
Hydraulic conductivity in DUA (m/y) ⓘ	32
Hydraulic gradient in DUA (m/m) ⓘ	32

a) Non-aquifer refers to the shallow interval governing near surface lateral groundwater transport; DUA refers to the uppermost domestic use aquifer as per the definition in the *Alberta Tier 1 Soil and Groundwater Remediation Guidelines*.

If the shallow groundwater interval at a site meets the definition of a DUA, enter the same hydraulic conductivity and gradient values for both non-aquifer and DUA.

b) Enter the **Thickness of DUA (m)**. This field is not auto-populated. If a DUA was not encountered at the site, or if unknown, enter the Tier 1 default value of 5m.

Thickness of DUA (m)

5. Click **Save** at the bottom right of the screen.



Contaminant Details

1. Click **Contaminant Details** tab.

Soil and Groundwater Details	Contaminant Details
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2. Screening Questions: Select **Yes** or **No** for each of the following screening questions:

Yes	No
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These questions provide insight into several risk thresholds that the AER evaluates for review purposes:

- Do any background samples exceed the applicable Tier 1 guideline by 10 times or more?
- Are there any active contamination sources at the site?
Note: An active source is any source contributing contaminant mass to the environment that requires removal or control.
- Have any contaminants of concern, currently not listed in Tier 1, been measured at the site?
Note: While no Tier 1 guideline exists for soil, chloride is not considered an unusual contaminant. **Do not** answer “Yes” to this question for chloride.
- Are any receptors currently impacted by contamination associated with the site?
Note: Use professional judgement when answering this question. This question is focused on receptors that require management and are defined in the *Alberta Tier 1 Soil and Groundwater Remediation Guidelines* section 4.2 and 4.3.
- Has any Non-Aqueous Phase Liquid (NAPL) associated with the site been observed?
- Do any contaminant plume lengths or widths associated with the site exceed 200 m?
- Is there an existing dwelling within 100 m of the site?

3. Background Concentrations that exceed Tier 1 guidelines: If applicable, click **Add**. Add

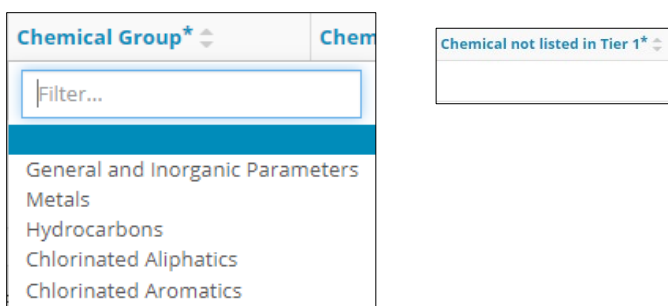
Provide details about the background parameters that exceed the guidelines.

a) A blank row appears in the table. Provide the **required** details:

- **Type**
- **Chemical Group**
- **Chemical not listed in Tier 1** (non-editable unless “Chemical not listed in Tier 1” is selected in Chemical Group)
- **Specific Chemical**
- **Depth/Screen Zone**
- **Max Concentration**

Where designated in the table, select the option from a drop-down list or enter a value in the field.

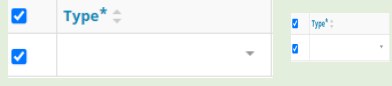
Examples:



4. Optional: Add or remove rows in the table as needed.

Tip

To remove a row of information, click the box beside the row you wish to remove. Click **Remove**.



The screenshot shows a table with two rows. Each row has a blue checkbox on the left and a dropdown menu labeled 'Type*' on the right. The first row's checkbox is checked, and the second row's checkbox is also checked.

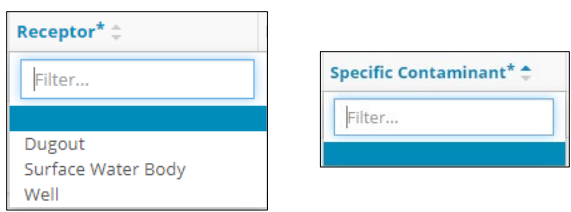
5. Receptor Concentrations exceeding laboratory limit of detection: If applicable, click **Add**. Add

Provide details on the current maximum concentrations that exceed lab detection.

- a) A blank row appears in the table. Provide the **required** details:
- **Type**
 - **Contaminant Group**
 - **Chemical not listed in Tier 1** (non-editable unless “Chemical not listed in Tier 1” is selected in Chemical Group)
 - **Specific Contaminant**
 - **Receptor**
 - **Max Concentration**

Where designated in the table, select the option from a drop-down list or enter a value in the field.

Examples:



The first example shows a dropdown menu for 'Receptor*' with a search filter and three options: 'Dugout', 'Surface Water Body', and 'Well'. The second example shows a dropdown menu for 'Specific Contaminant*' with a search filter and one visible option.

b) Optional: Add or remove rows in the table as needed.

6. Contaminated Areas: Click **Add**. Add

The Contaminated Area window opens.



The screenshot shows a form titled 'Contaminated Area' with several sections: 'Contaminated Area Details', 'Potential Receptors (measurement in metres)', 'Contaminated Area Dimensions', 'Contaminant Details', 'Characterization / Delineation', 'Environmental Site Assessment Plan', and 'Remediation Status of Area'. At the bottom, there are 'Validate', 'Cancel', and 'Add' buttons.

a) Complete each section of the form. Click **Add**. Add

Important

Do not close the Contaminated Area window until you have fully completed the form and clicked **Add**. Otherwise, your entry will be lost.

- **Contaminated Area Details**

- **Potential Receptors**

For distance, provide lateral distance from the edge of the contaminated area to the edge of the nearest receptor in the direction of groundwater flow. Where groundwater flow direction is not known, use the shortest distance in any direction.

Note: Indicate the distance to receptor equal to the maximum search area, if no receptor was found within the survey, up to a maximum of 5000 m. For example, if a water well survey was done within a 1 km radius of the site, the potential receptor distance for water well should be 1000 m.

For transverse distances, provide distance from the edge of the contaminated area to the edge of the nearest receptor perpendicular to groundwater flow. Where groundwater flow direction is not known, assume flow direction is toward the receptor and indicate a transverse direction of 0 m.

- **Contaminated Area Dimensions**

The edge of the contaminated area can be defined as the closest distance that meets the requirement for delineation defined in section 2.3.2 of the *Alberta Tier 1* guidelines.

In the absence of complete delineation, the AER may accept professional judgement based on laboratory data supported with field observations and geophysical surveys. Effort should be made to conservatively approximate any areas still under assessment.

- **Contaminant Details**

Ensure reported contaminants align with the professional report(s) informing the RoSC. **Report the maximum concentrations observed in the given contaminated area for all contaminants of potential concern that exceed Tier 1** (laboratory detection limit in the case of residential/parkland setting or within 100 m of a dwelling). This includes contaminants which have Tier 2 guidelines applied and meet or exceed applied Tier 2 guidelines. The maximum concentrations of contaminants of concern without Tier 1 guidelines should also be included.

For contaminants in **soils**, only enter the maximum observed and the given depth increment it was observed in, not the maximum observed in each depth increment.

- **Site-Specific Guidelines**

If site-specific guidelines have been developed for specific contaminants, enter the numeric guideline value. If a guideline was developed and the result was the exclusion of a particular contaminant (i.e., no guideline required), enter the contaminant concentration and leave the site-specific guideline blank. The units for the site-specific guideline are assumed to be the same entered for maximum concentration.

- **Characterization/Delineation**

Refer to the *Alberta Tier 1* guidelines for clarity on expectations regarding delineation. Select the most appropriate description for the current level of delineation at the site:

- **Complete:** The contamination is vertically, and laterally delineated and due consideration has been given to potential migration patterns.
- **Fair:** There are some gaps in the delineation of the contamination, but a reasonable assessment of the risk is possible.
- **Poor:** There are major gaps in the delineation, or the risk cannot be adequately assessed.
- **None:** The delineation of the identified contamination is deficient, or it is not possible to estimate the contamination risk.
- **N/A:** The above selections do not apply to describing the delineation of the area.

- **Other:** A comment box appears to provide further information.

- **Environmental Assessment Plan**

This section indicates next steps within the contaminated area. Are there plans to further develop the conceptual model?

If **Yes**, do you plan to further delineate the contaminated area? If **Yes**, select the anticipated delineation date from the calendar.

- **Remediation Status of Area**

Select the most appropriate remediation status within the contaminated area. This is **not** Remedial Measures; this is specifically **remediation** (as defined in the *Remediation Regulation*).

7. Once you have completed the form, click **Validate**.



- a) Complete the required fields that appear in red. Click **Validate**.

Remediation Status of Area

Select the appropriate remediation status that apply to the contaminated area?

⚠ This field is required.

8. Once all required fields have been completed, click **Add**.

The window closes. Details entered in the form appear in the Contaminated Areas table.

Area Name <small>↕</small>	Length <small>↕</small>	Width <small>↕</small>
Jenner Site	5	5

9. Optional: To view and update site details, check the box beside the site you wish to view or update. Click **View**.

<input checked="" type="checkbox"/>	Area Name <small>↕</small>	
<input checked="" type="checkbox"/>	Jenner Site	

The Contaminated Area window opens displaying site details.

- a) Revise your entry if needed. Click **Update**.

10. Optional: Add or remove rows (sites) in the table as needed.

Remedial Measures

The section identifies anticipated dates of various milestones and requirements for contamination management at the site, with the expectation that dates will be more accurate the closer they are to the RoSC submission date.

The AER may receive this information in fulfillment of RAP obligations under the *Remediation Regulation*.

The anticipated dates are expected to be accurate to the best of your knowledge at the time of submission.

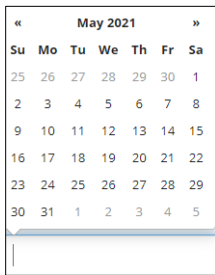
1. Select **Yes** or **No**: Are there any plans for further site assessment?

Select **Yes**, if there are existing plans for delineation, groundwater or soil monitoring, or information pertaining to the conceptual site model development.

Are there any plans for further site assessment? ?

Yes
No

- a) If **Yes**, click the calendar and select the date for reporting the information to the AER.

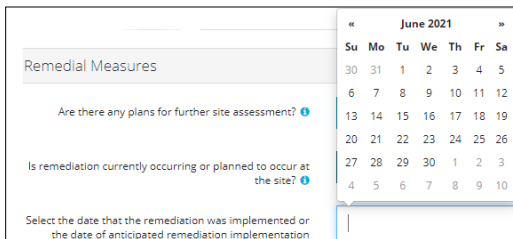


2. Select **Yes** or **No**: Is remediation currently occurring or planned to occur at the site?

Select **Yes** if remediation is currently underway or planned on a specific date.

Is remediation currently occurring or planned to occur at the site? ⓘ

- a) If **Yes**, the calendar appears. Click the calendar and select the date the remediation was implemented or the anticipated implementation date.

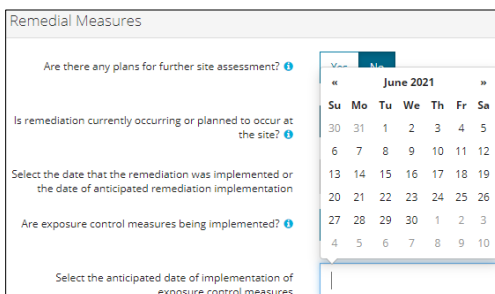


3. Select **Yes** or **No**: Are exposure control measures being implemented?

- Exposure control mechanisms should be evaluated if there is a potential for adverse effect (e.g., a Tier 1 exceedance). You will be asked for a date of implementation if **No** is selected.
- Select **Yes** if exposure control was evaluated and not required or is currently being implemented.

Are exposure control measures being implemented? ⓘ

- a) If **No**, the calendar appears. Click the calendar and select the anticipated implementation date of exposure control measures.



4. Click the calendar and select the date you expect remediation to be complete.

The AER appreciates that this anticipated date may not be fully accurate during the operational stage of a facility. If remediation is not planned (e.g., when using a prescribed Tier 2 approach) enter tomorrow's date.

Remedial Measures

Are there any plans for further site assessment? Yes No

Is remediation currently occurring or planned to occur at the site? Yes No

Select the date that the remediation was implemented or the date of anticipated remediation implementation

Are exposure control measures being implemented? Yes No

When do you expect remediation to be complete

Calendar: June 2021

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

5. Select **Yes** or **No**: Does the date correspond to the anticipated end of life of the site?

Does this date correspond to the anticipated end of life of the site?

6. Click **Save** at the bottom right of the screen.

Professional Reports

1. Select **Yes** or **No**: Has the professional report associated with this RoSC submission been included within a linked "Related OneStop Submission?"

a) If **Yes**, you do not need to add the report in the RoSC.

b) If **No**, add the report. Click **Add**.

A row is added to the table.

- i) Enter the name of the **Author**.
- ii) Select the **Report Date** from the calendar.
- iii) Enter the **Report Title**.
- iv) Locate and **Attach Report**.

Author*	Report Date*	Report Title*	Attach Report*
			<input type="button" value="Attach File..."/>

c) Optional: Add and remove rows (reports) in the table as needed until all those with data pertinent to the RoSC submission have been added.

2. Click **Save** at the bottom right of the screen.

3. Click **Next** at the bottom of the screen or click **Confirmation** on the left navigation bar to move to the next screen.

or

4. See *Submitting Record of Site Condition (RoSC): Confirmation QRG*.