

## **ELECTRONIC VERSION of the PRE-SUBMISSION FORM**

This electronic version of the Pre-Submission Form (PSF) has been formatted as a zipped file which can be opened via ADOBE READER. Once the file is opened, the user can enter information directly into the various boxes as required.

Please note that when you start to enter data into Section 1 (Property Information), the following prompt will appear: “Adobe Reader does not save the data that you enter into form fields. When you’ve completed this form, you may be able to submit it for further processing or print it. To save the data that you enter into the form fields, please complete the form using Adobe ACROBAT 6.0 PROFESSIONAL or Adobe ACROBAT 6.0 STANDARD, or a later version, instead of Adobe READER. A box will appear at the bottom left of the prompt that asks if the user wishes to have the message shown again or not. The user can click on the “OK” button in the bottom right corner of the screen to continue.

Several buttons will appear in blue font throughout the document. Clicking your mouse on one of these buttons will initiate a prompt requiring a decision or actions on the part of the user. The following provides a brief description of the function of button associated with each page of the PSF.

As previously mentioned, this electronic version of the PSF cannot be saved. It is recommended that the user print each page of the form after completion. Please send a hard copy of the PSF, including all the necessary signatures, to the Ontario Ministry of the Environment.

### **Page 1: START Button, CLEAR FORM Button, NEXT Button**

There are three buttons in blue font associated with the first page of the PSF. Two of these buttons appear at the top of the page; the “START” button, and the “CLEAR FORM” button. At the bottom of the page appears a third button labelled “NEXT”.

#### START Button

Clicking on the “START” button will produce the following prompt:

“To ensure that you complete all appropriate sections, please navigate with the NEXT button at the bottom of each page. You will be asked to print each page prior to moving on to the next page. We encourage you to do so as there is no means of saving data directly from the form. If your system shuts down during a session, all data will be lost. Please note that page numbering from this document will match those pages in the official 21 page Risk Assessment “Pre-Submission Form found on the Ministry of the Environment Website.”

The user can choose OK to continue or can CANCEL to exit the document.

CLEAR FORM Button

Clicking on this button will delete any and all information that has been entered into the form fields.

NEXT Button

Clicking on the “NEXT” button located at bottom right corner of page will bring up the prompt: “Do you wish to print this page before you proceed further?”

The user can choose YES to print or NO to continue. The page will be printed if “YES” is chosen; however, choosing “NO” may result in a loss of the information on that page.

**PAGE 2      EXTRA SPACE Button**

An “EXTRA SPACE” button appears under the ‘Comment on Method’ box of Section 2 “Planning the Risk Assessment Approach”

EXTRA SPACE Button

Clicking on the “EXTRA SPACE” button brings up the following prompt:  
“Please select the Return button at the bottom of the page to return you to your previous location”

Clicking on “OK” brings up an extra page where the user can add additional information in the space provided after the heading “Section 2 Extra Info”. The user can then go back to the original location in the PSF by clicking on the “RETURN” button located at the bottom of the displayed page.

**PAGE 3      EXTRA SPACE Button**

Another “EXTRA SPACE” appears under the “Adjacent Site Land Use” section.

EXTRA SPACE Button

Clicking on this “EXTRA SPACE” button brings up the following prompt:  
“Please select the Return button at the bottom of the page to return you to your previous location”

As indicated previously, the user can add additional information in the space provided and then go back to the original location in the PSF by clicking on the “RETURN” button.

**PAGE 5      SELECT FROM LIST AND PRESS ENTER Button**

The following statement will appear on this page: “This page contains a contaminant inventory for the following media”. A “SELECT FROM LIST AND PRESS ENTER” button appears here.

### SELECT FROM LIST AND PRESS ENTER Button

Clicking on this button provides a list of media. When the user selects a particular medium, a page will appear which requires that information be inputted in the appropriate boxes for that medium.

An additional “GO TO CONTAMINANT TABLE” button will appear. Clicking on this button will bring up a chemical parameter list along with associated contaminant identifier numbers. These identifiers should be used when populating the contaminant list for the medium of concern.

Clicking on the “RETURN” button at the bottom of each page always takes the user back to the original document.

When the user clicks on the “NEXT” button at the bottom of the page the following prompt will appear: “Have you completed the contaminant inventory for this media?”

Selecting NO allows the user to continue listing contaminants for the chosen medium. Selecting “YES” will bring up an additional prompt “Do you wish to complete a contaminant inventory for another medium?” which can be answered as YES which returns the user to the contaminant table or answered NO which moves the user to the next page which deals with Laboratory Information.

### **PAGE 10: Laboratory Information**

After completing this page, the user can click on the “NEXT” button at the bottom of the page. The following prompt will appear; “Do you wish to complete information for another laboratory?” The user can decide “YES” or “NO”. “YES” will take you back to the beginning of the Section whereas a “NO” response will take you to the next page.

### **PAGE 11 RECEPTOR LIST Button**

In Section 4 “Human Health Conceptual Model” Section pertaining to potential exposure pathways the user can select receptors that apply to their RA by clicking the “RECEPTOR LIST” button.

### RECEPTOR LIST Button

Clicking on this button provides a list of receptors. When one selects a receptor a page appears which requires that information be inputted into the appropriate boxes.

When the user has completed filling in the information for a chosen receptor they can click on “NEXT”. The prompt “Do you wish to complete the table above for another human exposure pathway?” appears. Selecting “YES” returns the user to the beginning

of Section 4; selecting “NO” advances the user to Section 5 Ecological Conceptual Site Model.

**PAGES 12 to 21      EXTRA SPACE and NEXT Buttons**

Extra Space and Next buttons appear on pages 12 to 21. The functions of the buttons have already been described above.

**PAGE 21      FINISH Button**

Clicking on the “Finish” button brings up the following prompt: “Do you wish to print this page separately?” The user can respond by clicking “YES” or “NO”.

FINISH Button

A final prompt will then come up on the screen and includes the following statements: “This now concludes this session. Please note that if you choose not to print some of the pages as you completed them, you must now do so by selecting print from your file menu. Some sections of this form will already have been printed for you. Please assemble all pages and obtain the necessary signatures before you mail to the Ontario Ministry of the Environment. The user can choose to select “YES” or “NO”.

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