

Ontario Air and Noise Best Practices

Topic	Submission of Electronic Files with Section 9 CofA Applications	Date: June 3, 2009 Version 1.1
Purpose	To provide guidance on what electronic files should be submitted with Section 9 CofA Applications	Page 1 of 1

Reviewers at the Environmental Assessment and Approvals Branch (EAAB) assess Section 9 CofA Applications for compliance with the Act, Regulations and Guidelines prior to making a recommendation to the Director for Approval. In order to facilitate the Reviewer's assessment Practitioners will, as a best practice, along with a hard copy print out of the application provide electronic copies of specific sections of the application. The purpose of the electronic copies is to allow the Reviewer to manipulate the information and improve the efficiency of the review.

Practitioners should provide the specific sections of the application in a portable document format (.pdf) with the security options set to allow the copying of information directly from the file. Practitioners may also provide the information in the native format (i.e. word or excel).

The electronic files should be stored on a CD that is attached in a folder to the application. The CD should contain the following information:

- Text of the Emission Summary and Dispersion Modelling (ESDM) Report;
- The required tables in the ESDM Report including the Emission Summary Table and the Source Summary Table;
- Explicit descriptions of the equipment to be approved if applying for an equipment or site wide specific application;
- General description of the facility to be included on a Comprehensive CofA application including the Facility Production limit;
- Dispersion modelling input and output files for all complex modeling assessments (i.e. AERMOD and multiple source O. Reg. 346 modelling runs); and
- Any other information that the Practitioner feels will assist the reviewer in their review and documenting their recommendation to the director such as drawings, images and Land Use Zoning Plans, etc.

NOTE: Applicants are required to provide hard copies of the application including all drawing and figures

For further information contact the Best Practices Committee.